

Business Whangaparaoa Inc
Annual General Meeting Minutes

Friday 4 December 2020 at 7.30 am at

Whangaparaoa Lodge, 874 Whangaparaoa Road, Little Manly, Whangaparaoa

1. Welcome

Welcome from our Chair, Shai Patel who advised this meeting had been called and notice issued in accordance with the Rules of Business Whangaparaoa Inc

2. Apologies

Attendees: Shai Patel – Chair, Stephanie Lowe – Treasurer, Sarah Carr (via Zoom) – Secretary/Business Activator, Karen Browne, Becky Duncan, Rob Voss, Gwenda Holster-Dowler, Troy Clarry, Dave Matthews

Member attendees: Jason Bayly

Non-member attendees: Rachel McDonald

Apologies: Kayleen Martin, John Davies

3. Confirmation of Minutes

Shai called for any questions regarding the Minutes of the last AGM on 31 October 2019. Minutes had been distributed with the AGM notice.

There being no questions and no matters arising the Minutes of the 2019 AGM were confirmed.

Passed: Troy Clarry

Seconded: Sarah Carr

4. Annual Reports – Chair and Manager

Chair Report

Shai's report had been distributed with AGM notice. He mentioned it has been an interesting year for everyone. Thanks to the Executive Committee who have worked hard over the year and achieved a lot particularly given the circumstances.

Business Activator

Sarah reminded everyone the Strategic Plan and Annual Plan were based on a calendar year and not financial year and therefore these would be updated early in 2021 both to reflect the past year but also lessons learned and activities into a new calendar year. A draft plan would be formulated for presentation at an Auckland Council presentation on 4 February and plans for the year finalized in February.

Passed: Shai Patel

Seconded: Karen Browne

5. Financial Reports – Treasurer

The Treasurer's Report had been distributed with the AGM Notice. Stephanie confirmed the opening balance for the year at \$20,446.

Income for the year to 30 June 2020 had been \$28,570

Expenses for the year to 30 June 2020 had been \$31,760

A breakdown of these figures is in the Treasurer's Report.

The closing balance was \$9,745.

Dave asked what the process was for authorizing payments and around receipt of funds for Business Whangaparaoa. Shai confirmed we have the three executive officers who are able to authorize fund movements. Payments require two authorisations and any large financial items need Executive Committee approval before payment.

The Treasurer's Report accompanied by the Statement of Accounts from Turnbull & Associates was approved.

Passed: Gwenda Holster-Dowler

Seconded: Dave Matthews

6. Approval of the Income and Expenditure budget for the following year

A draft budget for 2020-21 expenditure and income was presented with the AGM Notice. Again this needs to be noted that this runs from June 2020 so is therefore almost 6 months in. Actuals are being tracked at the end of each month. No questions so budget approved.

Passed: Shai Patel

Seconded: Gwenda Holster-Dowler

7. Election of Executive Committee

Election of members

Over the year four members of the Executive Committee have stepped down due to work loads or moving away being Anwen Robinson, Michelle Clarke, Sharna Salthouse and Shirley Weimer.

The current members of the Executive Committee are Shai Patel, Stephanie Lowe, Sarah Carr, Becky Duncan, Karen Browne, Gwenda Holster-Dowler, Troy Clarry, Rob Voss, Kayleen Martin and Dave Matthews.

All members are happy to stand again for a further year.

No new nominations had been received.

Shai confirmed that over the year a change had been made to the Business Whangaparaoa membership rules changing the two types of membership, full and associate, to one type pending application to become a BID. This change had been made as some associate members felt they were excluded within the distinction. He also confirmed through this change now any member could stand for the Executive Committee.

Passed: Stephanie Lowe

Seconded: Rob Voss

8. Election of officers (Chairperson, Secretary and Treasurer) for 2020-21:

- a. process for election of officers;

Shai ran through the election process.

- b. (if necessary) election of officers.

The current officers are Shai Patel – Chair, Stephanie Lowe – Treasurer, Sarah Carr - Secretary

Shai Patel advised he was standing down as Chair. He proposed Gwenda Holster-Dowler as the new Chair and called for any other nominations.

There being no further nominations Gwenda Holster-Dowler was declared Chair for Business Whangaparaoa Inc for 2020 to 2021 year.

Stephanie Lowe indicated she would like to step down sometime over the coming year. Her workload is very heavy and she feels she is not doing the role justice and doesn't have her finger on the ball. There were no volunteers to take on the role so it was decided when Sarah returns to New Zealand we will discuss this again.

Sarah feels it would be good to perhaps have an actual accountant or bookkeeper as Treasurer if we can find someone who would step up to this role.

Stephanie to continue for now.

Sarah will remain as Secretary for the coming year.

Passed: Sarah Carr

Seconded: Troy Clarry

9. General Business (items for information only)

Gwenda Holster-Dowler wanted to thank Shai for his 2 years as founding Chair of Business Whangaparaoa Inc and also wanted to thank Stephanie and Sarah for the work they have done over the year.

She noted we are a very proactive group which is why she is keen to help steer us into the future and she, as the new Chair, expects this proactive approach to continue and hopes the Chair role doesn't prove to be too onerous!

Shai also wanted to thank Sarah for her work and wishes the association well for the future. He will be remaining as a member.

A reminder to Executive members meetings are the first Friday of each month at 7.30 am at Whangaparaoa Lodge, 874 Whangaparaoa Road.

A reminder we have Christmas drinks at The Beer Spot on Friday 11 December from 4 to 6 pm.

There being no further matters the meeting was closed at 7.54 am.