Business Whangaparaoa Inc

Annual General Meeting Minutes

Friday 10 December 2021 at 7.30 am via Google Meet

1. Welcome

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

2. Apologies

Attendees: Gwenda Holster-Dowler – Chair, Stephanie Lowe – Treasurer, Sarah Carr – Secretary/Business Activator, Karen Browne, Troy Clarry, Janet Fitzgerald

Member attendees: Jason King

Non-member attendees: Bruce Waller

Apologies: Dave Matthews

3. Confirmation of Minutes

Gwenda called for any questions regarding the Minutes of the last AGM on 04 December 2020. Minutes had been distributed with the AGM notice.

There being no questions and no matters arising the Minutes of the 2020 AGM were confirmed.

Passed: Stephanie Lowe Seconded: Karen Browne

4. Annual Reports - Chair and Manager

Chair Report

Gwenda's report had been distributed with AGM notice. She briefly reported that she would like it acknowledged the work and time Janet Fitzgerald puts in to supporting Business Whangaparaoa as she had omitted this in her Chair Report.

Business Activator

Sarah ran through the Annual Report focusing on the events we have managed to hold over the year. She noted membership has dropped due to Covid and that it had been a difficult year for everyone. She advised a Strategic Planning meeting was planned for later in January to update our plans going forward.

Passed: Gwenda Holster-Dowler Seconded: Stephanie Lowe

5. Financial Reports - Treasurer

The Treasurer's Report had been distributed with the AGM Notice. Stephanie confirmed the opening balance for the year at \$9,745.

Income for the year to 30 June 2021 had been \$27,149

Expenses for the year to 30 June 2021 had been \$20,782

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

The closing balance was \$11,135.

There being no questions the Treasurer's Report was approved.

Passed: Gwenda Holster-Dowler Seconded: Karen Browne

The Annual Financial Reports as prepared by Turnbull & Associates were also approved.

Passed: Gwenda Holster-Dowler Seconded: Sarah Carr

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

Our current budget for 2021-22 expenditure and income was presented with the AGM Notice. This needs to be noted that this runs from June 2021 so is therefore almost 6 months in. Actuals are tracked at the end of each month. No questions so budget approved.

Passed: Gwenda Holster-Dowler Seconded: Karen Browne

7. Election of Executive Committee

Election of members

Over the year four members of the Executive Committee have stepped down due to workloads or changes in circumstances being Shai Patel, Becky Duncan, Rob Voss and Kayleen Martin.

The current members of the Executive Committee are Gwenda Holster-Dowler, Stephanie Lowe, Sarah Carr, Karen Browne, Troy Clarry and Dave Matthews.

It was confirmed all members present at the meeting are happy to stand again for a further year as Executive Committee members. We will confirm with Dave Matthews.

No new nominations had been received.

Jason King was approached to potentially join the committee and he confirmed he was interested and would consider this in the new year.

8. Election of officers (Chairperson, Secretary and Treasurer) for 2021-22:

The current officers are Gwenda Holster-Dowler – Chair, Stephanie Lowe – Treasurer, Sarah Carr - Secretary

Gwenda advised she would like to stand down as Chair. Personally she has had a very unfortunate year with circumstances which are on-going. As we do not have any nominations for Chair she will stay in the role until a replacement can be found.

Stephanie Lowe indicated she is happy to continue in the role of Treasurer and Sarah will also remain as Secretary for the coming year.

Passed: Troy Clarry Seconded: Karen Browne

9. General Business (items for information only)

Sarah wanted to thank Janet for her support in securing us our latest round of funding which is becoming spare in this new Covid world.

Janet commented she is always glad to help us where she can and will continue into 2022 however she will not be standing for Local Board when the 2022 elections take place.

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 Paraoa Brewing Co on Wednesday 15 December from 5 to 7 pm.

There being no further matters the meeting was closed at 8.08 am.