**Business Whangaparaoa Inc**

**Annual General Meeting Minutes**

**Thursday 08 November 2023 at 4.45 pm at The Archer**

1. **Welcome**

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

He confirmed the purpose of the AGM tonight was to –

* Receive reports on activities from the past year from 2022 to 2023
* Approve the annual financial statements up to 30 June 2023
* Discuss and approve the budget for the following financial year – July 2023 to June 2024
* Elect an Executive Committee for the association
* Elect a chairperson, treasurer and secretary of the Executive Committee
1. **Attendees and Apologies**

Attendees - Executive: Chris Norris – Chair, Donna King – Treasurer, Sarah Carr – Secretary/Business Activator, Gwenda Holster-Dowler, Danni Yu, David Dennis, Betsy Kettle

Members Attending: Jeanette Wilson, Margaret Faed and Tanya , Karen Browne

Non-Members Attending: Bruce Waller

Apologies: Troy Clarry, Mario Lee

 Passed: Gwenda Holster-Dowler Seconded: Sarah Carr

1. **Confirmation of Minutes**

Chris presented the Minutes from the last AGM and called for any questions regarding the Minutes held on 08 December 2022. Minutes had been distributed with the AGM notice.

There being no questions and no matters arising the Minutes of the 2022 AGM were confirmed.

 Passed: Chris Norris Seconded: Gwenda Holster-Dowler

1. **Annual Reports – Chair and Manager**

**Chair Report**

Chris’ report had been distributed with AGM notice. He read the report. He reflected on it being a hard year with on-going Covid effects, challenging weather, compounding staff shortages and loss of business. He acknowledged the different groups we work alongside in our work including work around the Coastal Trail which continues to be on-going and has now been rebranded as the “Whangaparaoa Treasure Hunt”.

Chris thanked the Local Board for their on-going support and in particular our Business Whangaparaoa liaison, Sam Mills, who continues to work hard on our behalf supporting the work we do. Chris thanked Sarah for her continued work and talked briefly on our new town centre incentives and Family Fun Days

Chris acknowledged and thanked our members who not only help us help our businesses financially but support our events and give us feedback.

He advised that officer roles had been opened up to all members on an annual basis and called for anyone who might be interested in either taking on one of these roles or join our Executive team.

**Business Activator**

Sarah ran through the Annual Plan 2023-24 with our Mission being “The purpose of Business Whangaparaoa Inc is to grow, support, connect and innovate local community business”

Our outcomes are to have a vibrant and prosperous business centres, support local youth into work and support local business employment, high satisfaction levels for local businesses, ensure all business sectors are supported, offer support for business climate change obligations, offer a wide range of business activities, events and workshops and have a strong, supported and sustainable business network.

Sarah then ran through the Annual Report on activities from the 2022-23 year, focusing on the events we have managed to hold over the year. She advised Business Whangaparaoa continued to run great events and the year had included a large and successful Buy Local campaign where locals were encouraged to “buy local” and submit receipts to be in the draw for some amazing prizes which were generously donated by our local businesses. We continued with our quarterly network events, held a Meet the Candidate event for the Local Board elections, received placemaking equipment (which was now being put to good use in Giant Family Fun Days in this new financial year) alongside Destination Orewa.

We had also run “town centre meet ups” in 6 specific business areas we had identified being Gulf Harbour, Manly Village, Coast Plaza District, Karepiro District, New World District and Red Beach (Red Beach event had been cancelled).

Again membership continues to need a push.

Sarah then ran through the

 Passed: Danni Yu Seconded: Gwenda Holster-Dowler

1. **Financial Reports – Treasurer**

The Treasurer’s Report had been distributed with the AGM Notice. Donna wanted it noted that, although she was presenting as Treasurer, she has only recently stepped into the role and so figures she was reporting on were not prepared by her. Donna confirmed the opening balance for the year was $57,085.15. This included two pre-paid Grants being Trail funding of $16,242.00 and Local Board carry over grant of $4,101.00 from 2021-22 year.

Donna reported funding received and used over the year included –

$15,000 – Local Board Economic Fund

$5,000 – Four Winds

$13,687 – Trail spend (current year)

$16,436 – Grants from previous year not accounted for

Income for the year to 30 June 2023 had been $67,596 which included income from 67 paid up members, $1,865 event attendances and $1,950 event sponsorship

Expenses for the year to 30 June 2023 had been $44,914

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

The closing balance was $22,681

The reason there is a high closing balance is Grant funding for the Whangaparaoa Coastal Trail was deposited to our accounts in June 2022. Because most of this will be used in the 2022-23 financial year however the funds have been allocated to the following financial year ($50,466 - which was $45,000 + GST).

There being no further questions the Treasurer’s Report was approved.

The Annual Financial Reports as prepared by Kohi International Limited were approved.

Passed: Betsy Kettle Seconded: Sarah Carr

1. **Approval of the currently active 2023-24 Indicative budget – Income and Expenditure budget**

The budget was presented by Sarah Carr as Secretary as the Treasurer was not part of the Executive at the time of the budget creation.

The budget has been based on a continuation of a number of events including quarterly network events, 1 x buy local campaign, casual Xmas networking, sustainable business support, Family Fun Days and an allowance for miscellaneous activities/events.

It allowed for $20,000 for the Manager contract, insurances, Xero, web hosting and plugins, etc.

Total annual budget estimate at $40,350.

The budget as it stands was approved.

 Passed: Betsy Kettle Seconded: Gwenda Holster-Dowler

1. **Election of Executive Committee**

**Election of members**

The current Executive Committee members are: Chris Norris (Chair), our Business Activator and Secretary Sarah Carr, Treasurer Donna King, Troy Clarry, Gwenda Holster-Dowler, Betsy Kettle, Danni Yu, David Dennis, Mario Lee and Uliana Lee.

We have received one resignation from Troy Clarry who advised that although his “heart is here (in Whangaparaoa) but physically I am not there all the time” as Troy has now relocated although continues to run one of his businesses in Whangaparaoa. He will continue to remain a member and offer support whenever he can but feels that his contributions are not adequate to be a member of the Executive Committee. His resignation was accepted and Troy was thanked for his contributions over the past few years, especially through covid, by both Chris, the Chair and Sarah.

Earlier in the year we had to accept the resignations of David and Leigh Robbins, who had to step away due to work pressures.

The members in attendance were asked if they were happy to continue on the Executive - Gwenda Holster-Dowler, Sarah Carr, Betsy Kettle, Danni Yu and David Dennis all advised they are happy to continue as members of the Executive. In his absence it was taken Mario is also happy to remain on the Executive.

Passed: Gwenda Holster-Dowler Seconded: Karen Browne

**Appointment of new Executive Committee Members**

In accordance with Clause 14.4.2 of our Rules we received the following nominations supported by two Members for positions on the Executive team –

* Jason King

The nominees were invited up to give a short background on themselves however Jason had just arrived and declined.

Bearing in mind there are enough vacant places on the Executive Committee, and bearing in mind no objections, Chris proposed Jason be accepted.

 Passed: Sarah Carr Seconded: Chris Norris

1. **Election of officers (Chairperson, Secretary and Treasurer) for 2023-24:**

The current officers are Chris Norris – Chair, Donna King – Treasurer, Sarah Carr - Secretary

Chris advised he would like to stand down as Chair and called for anyone who would like to consider the role. There were no nominations and so Chris offered to continue until a replacement was nominated.

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

 Passed: Danni Yu Seconded: Gwenda Holster-Dowler

1. **General Business (items for information only)**

Betsy wanted to let everyone know that regarding the recent roll out of food scrap bins across Auckland the biggest take up from households has been in Red Beach. We are pleased being part of our district.

A reminder to Executive members meetings are the second Thursday of each month at 4.30 pm at The Archer. This can be under review depending on what suits all Executive members for the new year.

Chris invited attendees to stay on for our networking event with speaker Grant Difford and thanked everyone for their attendance.

There being no further matters the meeting was closed at 5.28 pm.

I hereby certify that this is a true and correct record of the Minutes of this Meeting.

Signed:

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Chris Norris

Business Whangaparaoa Chair