BUSINESS EAST TĀMAKI

Draft Minutes of the 2024 Business East Tamaki AGM
Held at the BNZ Partners Centre, 86 Highbrook Drive
On Wednesday 23 October 2024 at 4.30pm

1. **Welcome and Confirmation of Quorum:**

Brendan Kelly (Chair), Lisa Murphy, Lucy Hall, Alan Lun, Cozy Tsui, Henry Jansen, Nick Biland, Andrew Turner, Ruth White and 8 others making a total of 17, which included 15 full voting members.

The Chairman confirmed there was a quorum and declared the meeting open at 4.30pm welcoming attendees. Brendan also clarified the voting eligibility for attendees.

2. **Apologies:** Tim Bull

3. **Confirmation of the Minutes of Annual General Meeting of 18 October 2023**

Brendan advised the Minutes of the 2023 AGM have been available on the Business East Tamaki website and links to all AGM documents had been circulated prior to the meeting.

Motion: There being no questions Brendan moved that the members of the Business East Tamaki Inc. accept the Minutes of the meeting held on 18 October 2023 as a true and correct record. Seconded by Cozy Tsui, carried unanimously.

4. **Annual Report for the Financial Year to 30th June 2024**

Chairman's Report – Brendan Kelly

Brendan's report highlights a slow economic recovery following reduced OCR interest rates after a prolonged recession. High living costs have affected businesses, particularly retail, hospitality and construction. Business East Tamaki reported a small surplus of $7K but faced a $65K shortfall due to the closure of the Waipuna Conference facility. A trading loss of $8K is projected for 2025 and a 2% targeted rate increase for 2026 will be subject to a vote.

Key successes include the launch of the East Tamaki Business Awards and increased participation in networking events, training courses and security initiatives. Lobbying efforts saw progress with the Eastern Busway and Reeves Road flyover projects, and a new transport workgroup was formed to address commuter issues. Crime in the area has decreased, despite wider Auckland trends.

The Business East Tamaki team has maintained strong sponsorship support, and the Executive Committee welcomed a new committee member, Lucy Hall from Health Improvement Group. He thanked the team for the dedication and great results.

Executive Report – Ruth White

Ruth introduced her Executive Summary report with a reminder that the role of Business East Tamaki is to make the life of the business owner easier and went on to address priorities and activities under the three strategic objectives of Advocacy, Leadership and Member Value.

Advocacy: We have contributed to key consultations, including the Government's Draft Policy on Land Transport and Auckland Council's Long-Term Plan advocating for better infrastructure to support business growth in East Tamaki. By hosting events and engaging with key stakeholders, we provide opportunities for businesses to have a voice and continue to represent them through involvement with Auckland Transport and local councils.

Leadership: 2024 saw some traction with our goal to connect youth with local businesses for job and career opportunities. Earlier this year, nine secondary schools, Business East Tamaki and the Auckland Business Chamber collaborated to find better ways to link students with employment and have created an online portal that centralises job openings, helping bridge the gap between education and employment.

Following the results of the 2023 transport survey and in partnership with a number of Highbrook businesses a plan for improving options for commuters was put together focusing on increasing public transport, enhancing cycleways, and promoting car-sharing initiatives. Recent positive news includes the Eastern Busway being on track for completion by 2027 and a new frequent bus route (37) set to launch in 2026 connecting Puhinui, Manurewa, Highbrook, and linking with the Eastern Busway at Burswood.

Throughout the year we have built strong relationships and achieved shared goals through key collaborations. Notable successes include connecting Leanne's Kitchen with KiwiHarvest to redistribute surplus food, preventing waste, and organising the Bayleys Food Bank Drive, linking them with local food banks. Additionally, we launched the inaugural East Auckland Business Awards in partnership with Howick Village Association and with support from the Howick Local Board.

- **Member Value**: We view our role as focusing on maximising member value by supporting and promoting local businesses. Effective communication is key, and during 2023-24 we increased social media engagement and helped strengthen community connections. With over 2000 newsletter subscribers, we use these platforms to keep the community informed and promote local businesses, reinforcing our commitment to supporting the local economy.

Our events and training program is shaped by member feedback and aligned with our business plan. Despite the closure of the Waipuna Highbrook venue, we appreciate the support from businesses like BNZ for providing event spaces. We aim to update our events to attract a more diverse workforce and strengthen business connections. Post-COVID initiatives like “Meet Your Neighbours” and “EmpowHER” remain popular and continue to engage new participants.

Recognising the importance of employee well-being in boosting morale, productivity and retention, we have integrated health and wellness into our workshops, resources and communications.

The Inaugural East Auckland Business Awards took place in March. The event was a sellout celebrating the achievements and innovation of the local business community. It attracted entries from many new businesses in the East Tamaki BID, providing a platform for them to share their success stories. As a pilot project, the goal was to break even, which was successfully achieved through careful cost management and local supplier support. Plans are in place to build on this success with a second awards program in late 2025.

Encouraging businesses to support the community beyond their economic impact, we continue to facilitate initiatives like the Middlemore Foundation’s “Jammies in June” pyjama drive, the annual Christmas toy drive, and partnerships with Bayleys and KiwiHarvest for food parcel distribution.

Crime prevention remains a key focus, with regular updates and monthly meetings with police and community groups. Despite media focus, crime levels remain low in the area, and ANPR cameras have been effective, promoting plans to procure six more with support from the Howick Local Board and the Mayor’s Office.

Additional initiatives include successful pallet and waste wood collection with Reharvest Timber, and a food waste and recycling trial.

Our quarterly magazine, distributed to over 2000 businesses, shares practical tips, success stories, and community updates to keep businesses informed and inspired.

In 2023 we introduced shorter quarterly Net Promoter Surveys (NPS) to better monitor member satisfaction throughout the year, enabling ongoing feedback and progress tracking on key initiatives. We analyse the surveys for meaningful insights, and feedback is followed up with members who consent to be contacted. Our first survey yielded a score of 24, which improved to 42 and then reached 64 by May 2024.

Ruth acknowledged and thanked sponsors, partners, Howick Local Board for their ongoing support and the commitment of the Business ET team. Ruth also thanked Brendan and the committee members who give their time voluntarily.

Motion: There being no questions of the Chairman's or General Manager's report, Brendan Kelly moved that the members of Business East Tamaki Inc. approve and adopt the 2023-2024 Business East Tamaki Annual Report, seconded by Kevin Obern carried unanimously.

Annual Financial Statements – Lisa Murphy, Treasurer

Treasurer Lisa Murphy spoke to the financial statements, available on the website and as part of the Annual Report, and drew attention to the items below:

- The financial statements have been audited by new auditor McMillan Woods NZ replacing JDW (Jolly Duncan & Wells) after 13 years, to the satisfaction of the Committee and Lisa commented they completed them in a professional timely manner.
- **Financial Performance FY June 2024:**
  - Total revenue $744K, with primary source being targeted rate grant of $588K
  - Revenue increased from prior year largely due to East Auckland Business Awards generating $50K
  - Revenue down by about $50K from budget due to fewer breakfast events after loss of Waipuna Conference Suite.
- **Sponsorship & Membership:**
  - Sponsorship and Associate Membership income remained stable.
  - 535 members participated in networking events throughout the year.
- **Expenditure Overview:**
  - Total expenditure $738K (up on $713K last year)
  - Costs below budget due to reduced breakfast seminars and lower costs in other initiatives (eg: waste minimisation)
  - Employee costs increased to $419K from $380K due to retirement, salary adjustments and inflation.
- **Cost Breakdown:**
  - Salary costs represent 57% of total expenditure (4% increase from previous year)
  - Training and event expenses totalled $41K (down from $70K previous year
  - Marketing expenses totalled $67K (down from $89K) and advertising revenue decreased to $22K from $50K
- **Infrastructure and Capital Expenditure:**
  - Infrastructure costs include lease costs $31K and depreciation $13K
  - No additional capital expenditure currently; anticipated in FY25 for ANPR camera work.
- **Balance Sheet Position:**
  - Healthy financial position with $254K in funds, including $180K in term deposits.
  - Total assets: $281K (including fixed assets at $26K)
  - Total liabilities: $63K related to trade payables, employee holiday pay provisions, and unspent grant revenue.
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- **Net Assets**:
    - Net assets increased to $217K from $211K in the prior year.

Motion: There being no questions Lisa Murphy moved that the members of Business East Tamaki Inc. approve and adopt the 2023-2024 audited Business East Tamaki Financial Statements; seconded Andrew Turner, carried unanimously.

5. Business East Tamaki 2024-2026 Business Plan – Ruth White

Ruth presented the two-year business plan which aims to address key issues for local businesses through member feedback, surveys, and alignment with the Strategic Plan and annual budget. Key objectives include:

- **Advocacy:**
    - Collaborate with local boards to enhance the economy and support business growth.
    - Partner with Auckland Council BID team for compliance with accountability reporting requirements.
    - Build relationships with stakeholders influencing investment decisions.
    - Collaborate with businesses and environmental organisations to protect the natural environment.
- **Leadership:**
    - Strengthen ties with local secondary schools and organisations to improve job access in local businesses.
    - Implement the East Tamaki sustainable transport plan.
    - Host educational events on business electrification.
    - Assist businesses with sustainability initiatives aligned with government targets.
    - Promote wellbeing initiatives to support business changes.
- **Member Value:**
    - Fund additional ANPR cameras for a safer business environment.
    - Address feedback from quarterly NPS surveys to align with the strategic plan.
    - Enhance and grow the East Auckland Business Awards.
    - Expand business and networking opportunities based on member input.

Motion: There being no questions, Brendan moved that the members of Business East Tamaki Inc. approve and adopt the 2024 - 2026 Business Plan, seconded Lucy Hall carried unanimously.

6. Indicative Budget 2025 – 2026 Lisa Murphy, Treasurer Lisa spoke to the Indicative Budget available on the website and summarised in the Annual Report.

- **Income:**
    - Sponsorship – will be increased in 2025/26 to incorporate income from East Auckland Business Awards

- Targeted Rate Grant 2025/26 - allowance for an 2% increase in grant income

Current BID targeted rate grant 2024/2025	$600,372
Proposed 2% increase to BID targeted rate 2025/2026	$ 12,007
Total BID targeted rate grant 2025/2026	$612,379

- Events/Seminars - income increase to allow for Business Awards ticket sales.

- **Expenditure:**
  - Communications/Events – Increase in expenses attributed to the addition of the Business Awards.
  - The Committee has approved a minimum 2% increase in expense lines to account for anticipated inflation through June 2026, ensuring the delivery of the business plan objectives.
  - The Committee has agreed to prioritize the purchase of three additional ANPR cameras to cover all entry and exit roads in East Tamaki. A proposed 2% increase in the BID targeted rate, along with an additional $12,007 in BID funding will support this initiative.

Motion: There being no questions, Lisa put the motion to approve the following financial year's 2025-2026 draft budget which includes a BID targeted rate grant amount of $600,372 including an 2% increase or $12,007 to the BID targeted rate grant for the 2024-2025 financial year. Further, ask the Howick Local Board and Otara Papatoetoe Local Board recommend to the Governing Body the amount of $612,379 be included in the Auckland Council draft 2025-2026 annual budget consultation process. Seconded Nick Biland, motion carried unanimously.

7. Election of the Business East Tamaki Executive Committee

Brendan handed the meeting over to Ruth White as Returning Officer who advised that as the number of nominations received were equal with the 9 Committee positions available, those nominated were all deemed elected to their positions unopposed. These are:

- Chair Brendan Kelly, Secretary Henry Jansen, Treasurer Lisa Murphy and Committee members Nick Biland, Andrew Turner, Alan Lun, Tim Bull; Cozy Tsui and Lucy Hall.
- Ruth congratulated all members of the committee on their election, thanked them for their service over the last year.

Ruth handed back to Brendan who thanked the team

8. Appointment of 2024 – 2025 Auditor

Lisa reported that the Committee are satisfied with the audit carried out by McMillan Woods NZ.

Motion: Lisa moved that members of Business East Tamaki Inc. approve the appointment of the auditor McMillan Woods NZ for the 2024-2025 year. Seconded by Alan Lun and carried unanimously.

9. General Business

The Chair of the Howick Local Board Damian Light spoke and made apologies for Bo Burns. Damian commented on the East Auckland Business Awards and congratulated and thanked Business East Tamaki for the success of the event.

10. Meeting Closed.

There being no other items of general business, Brendan thanked everyone for their attendance and continued support of Business East Tamaki and declared the AGM meeting closed at 5.14pm.

Special General Meeting
23rd October 2024

1. Welcome and Confirmation of Quorum:

Brendan Kelly (Chair), Lisa Murphy, Lucy Hall, Alan Lun, Cozy Tsui, Henry Jansen, Nick Biland, Andrew Turner, Ruth White and 8 others making a total of 17, which included 15 full voting members.

The Chairman confirmed there was a quorum and declared the meeting open at 5.15pm welcoming attendees. Brendan also clarified the voting eligibility for attendees.

2. Apologies: Tim Bull

1. **The purpose of the Special General Meeting is to vote for the required changes to the constitution of Business East Tamaki, as required by the Incorporated Societies Act 2022, and intent to re-register – Brendan Kelly**

Reason: The Association is now governed by the new Incorporated Societies Act 2022. It requires the Association to re-register under the Act by April 2026. The Executive Committee has decided to take the opportunity presented by the Annual General Meeting to hold a Special General Meeting immediately following the conclusion of the Annual General Meeting to adopt rules for the Association which are in compliance with the new Act and to approve the re-registration of the Association under the Act.

The existing rules of the Association only required minor changes. These are summarised in the comparison of the Rules with the Act and by reference to the accompanying revised Rules available on the Association's website www.businessET.org.nz/event/2024-agm. The opportunity has also been taken to tidy up some typographical and other minor matters.

The changes are indicated in the marked-up copy, but a clean copy will be filed with the Registrar of Incorporated Societies.

Pursuant to existing Rules 26, 27 and 36 notice is given of the intention to pass the following resolution as a Special Resolution:

Special Resolutions – It is resolved that (1) Business East Tamaki Incorporated adopt as its new Rules the Rules made available to Members in the notice of this Special Resolution and to re-register Business East Tamaki Incorporated under the Incorporated Societies Act 2022 and that (2) its Executive Committee be authorised to take such actions and sign such documents as may be necessary or desirable to give effect to that re-registration.

Motion

Brendan moved to resolve that Business East Tamaki Incorporated adopt its new Rules to re-register Business East Tamaki under the Incorporated Societies Act 2022 and that its Executive Committee be authorised to take such actions and sign such documents as may be necessary or desirable to give effect to that re-registration.

Seconded Andrew Turner and carried unanimously.

Meeting Closed 5.18pm.