Draft Minutes of the 2025 Business East Tamaki AGM
Held at the BNZ Partners Centre, 86 Highbrook Drive
On Wednesday 22 October 2025 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, Tim Bull, Ruth White and 7 others making a total of 17, which included 16 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:** Angela Calver, Emma Monaghan.

3. **Confirmation of the Minutes of Annual General Meeting of 18 October 2024**

   Brendan advised the Minutes of the 2024 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 2024 as a true and correct record. Seconded by Cozy Tsui, carried unanimously.

4. **Annual Report for the Financial Year to 30th June 2025**

   Chairman's Report – Brendan Kelly

   Reflecting on last year's report, Brendan noted that despite earlier signs of recovery, New Zealand has remained in recession for over two years, with real optimism now expected in 2026. He referenced economist Zoe Wallis, who described the global outlook as "uncertain" amid ongoing geopolitical instability and global trade tensions. East Tamaki continues to face tougher economic conditions than wider Auckland, though New Zealand remains comparatively resilient, with easing interest rates and modest GDP growth.

   Business East Tamaki recorded a loss of $17,000 for the 2025 year (2024: surplus $6,353) on revenue of $699,000 against a $708,000 budget. The loss was smaller than the forecast $25,000 deficit, achieved through prudent cost management. A 3% targeted rate increase for 2026 is proposed for member vote at this AGM to offset inflationary pressures.

   - ***Note:*** ***This report was done before the audited accounts were finalised. $17k was the loss if the funding was offset in the balance sheet against assets but was $7k if taken as income.***

The organisation delivered a strong programme of events and advocacy, and planning has commenced for the 2026 East Auckland Business Awards, with refreshed categories and strong sponsor backing. Crime prevention remains a focus, with three new ANPR cameras installed and two more planned for 2026. Independent review and prioritisation of security assets were undertaken, and reported crime (petrol drive-offs, shoplifting, burglaries) continues to decline.

The Business East Tamaki team has maintained strong sponsorship support. He announced his retirement as Chair following the sale of his business and also noted Andrew Turner's retirement from the board after the sale of Nautech Electronics. He expressed appreciation to all members, sponsors, and colleagues for their support.

Executive Report – Ruth White

Ruth introduced her Executive Summary report presenting an updated Infometrics economic profile which confirms East Tāmaki's strong regional impact, contributing 4.5% of Auckland's GDP (around $2 billion) and employing over 43,000 people. Manufacturing, particularly in machinery and equipment, remains the area's key strength. The number of business units rose to 3,336, reinforcing East Tāmaki's role as a leading industrial and employment hub.

Advocacy: Over the past year, Business East Tāmaki has continued to champion the interests of local businesses through strong advocacy and collaboration. Despite economic pressures, we facilitated direct engagement with key decision-makers — including Prime Minister Christopher Luxon, Deputy Prime Minister David Seymour, and Minister Simeon Brown — giving members a voice in policy discussions and access to national leadership. Business East Tāmaki also represented the area as one of only three BIDs on Auckland Transport's stakeholder reference group, ensuring local business perspectives influence regional planning. We also strengthened its environmental commitment, partnering with Wilkinson Environmental and the Howick Local Board to create pollution prevention resources for businesses and lead awareness campaigns on illegal dumping — promoting shared responsibility for a cleaner, more sustainable East Tāmaki.

Leadership: We have shown strong leadership through initiatives that connect youth with employers, promote sustainability, and support workforce wellbeing. Partnerships with local schools and the Auckland Business Chamber led to funding for the Future Connect event to link students with local career opportunities. Sustainability efforts included electrification workshops, solar success stories, and community recycling programmes that diverted 5,000kg of e-waste from landfill. A Wellness Series and ongoing wellbeing resources further strengthened support for the people behind East Tāmaki's businesses.

Member Value: We continue to maximise member value by supporting, connecting, and promoting local businesses. A new Member Liaison role has strengthened engagement, with over 60 one-on-one business visits leading to increased participation in events and sponsorship. Member-driven events and training remain popular, featuring high-profile speakers such as the Prime Minister, senior ministers, and leading economists, alongside practical workshops on topics including AI, finance, and wellbeing.

Communication remains a key strength, with newsletters reaching over 2,300 businesses, growing social media engagement, and the quarterly magazine showcasing local success stories and thought leadership. Our safety initiatives — including close collaboration with Counties Manukau East Police and the expansion of the ANPR camera network — have helped maintain low crime levels and strengthened community confidence.

Members also continue to give back through charitable and community initiatives, including Jammies for June, Pink Ribbon Day, and the Goodman Highbrook Fun Run Walk, as well as new support for the Highbrook Watersports Trust. Ruth expressed her appreciation to sponsors, partners, the Howick Local Board, and the Business East Tāmaki team and committee for their continued commitment and contributions to the success of the organisation.

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 2024-2025 Business East Tamaki Annual Report, seconded by Andrew Turner 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. She outlined the accounting policies and operating procedures for governance. The Board maintained a current Register of Interests, with any potential or perceived conflicts declared and recorded at each meeting. No conflicts of interest were identified during the year. Robust financial controls remain in place, including dual signatories, monthly reconciliations, and quarterly internal reviews, ensuring transparency and accountability. The annual financial audit was completed by McMillan Woods NZ, with no issues or concerns reported and were completed in a professional timely manner.

- **BID Targeted Rate Grant**
  - The BID targeted rate grant remains the association's primary funding source, with $600,372 received during the year.

  - At year-end, approximately $3,000 in targeted rate funds remained unspent; these will be reallocated to eligible BID projects in the next financial year.
  - The balance sheet (30 June 2025) records $153,000 in income received in advance, representing a prepayment for FY2026.

- **Cash Reserves**
  - A term deposit of $180,000 is held as a financial buffer to protect against potential funding fluctuations.
  - No specific project reserves are held; remaining cash is allocated to operational costs and projects.
- **Current Financial Position**
  - As at 30 June 2025, cash reserves total $359,510, with no outstanding debts beyond normal trade payables.
  - Total assets include leasehold improvements ($6k), office and software equipment ($7k), and plant and equipment ($28k), including new ANPR cameras.
  - Liabilities are limited to normal operational payables and accruals, with $207k in current liabilities, of which $153k relates to income received in advance.
  - The association recorded a small operating loss, with net equity decreasing slightly from $217k to $209k, reflecting prudent financial management.
- **Projected Financial Position**
  - The association remains financially stable, able to meet obligations and deliver strategic objectives.
  - FY2026 forecasts a small, planned deficit of $12k, mainly due to further ANPR investment and increased operating costs.
  - A 3% targeted rate increase is proposed for FY2027 to support the ANPR network and service delivery, with a small surplus of $82 projected for that year.

Property owner Brent Murdoch queried the proposed 3% targeted rate increase, seeking clarification on how the funds are allocated and the role Business East Tāmaki plays within the community. He noted his surprise that approximately $400K of the targeted rate funding is dedicated to staff salaries. Mr Murdoch also raised concerns regarding the necessity of the ANPR camera network, its alignment with Business East Tāmaki's purpose, and the perception

of privacy impacts. In addition, he questioned the organisation's involvement in school and employment connection initiatives.
The Chair, management team, and member-elect from the Howick Local Board acknowledged the queries and provided clarification on the association's mandate to enhance safety, advocacy, and economic development on behalf of members, confirming that all initiatives, including the ANPR network and youth engagement programmes, are undertaken within the scope of the BID constitution and strategic objectives.
Business owner David Lyndsay commented on the ANPR cameras and noted a significant improvement in security and a reduction in crime since he began working in East Tāmaki.

Motion: There being no further questions Lisa Murphy moved that the members of Business East Tamaki Inc. approve and adopt the 2024-2025 audited Business East Tamaki Financial Statements; seconded David Lindsay.
14 voted for and two abstained.

5. Business East Tamaki 2025-2027 Business Plan – Ruth White

Ruth presented the two-year business plan which aims to address key issues for local businesses and is aligned with the Strategic Plan and annual budget. Key objectives include:

- **Advocacy:**
  - Align with our local boards on support local economic development
  - Work with the Eastern Busway team to raise awareness among local businesses and commuters
  - Build relationships with stakeholders influencing investment decisions.
  - Facilitate partnerships between businesses and environmental groups to pursue common local sustainability and biodiversity objectives
  - Strengthen Business East Tamaki as the trusted leader and primary source of insights, information and opportunities for the industry and manufacturing community
- **Leadership:**
  - Connect businesses with specialist knowledge, up to date insights and relevant data to help guide strategic choices
  - Work with related stakeholders to provide improved access and transport options to and from East Tamaki and to leverage the Eastern Busway
  - Create opportunities for businesses to learn from sector specialists enhancing efficiency, reducing waste and fostering sustainable growth
  - Grow our Future Connect initiative with schools and support organisations to connect young people with local business employment pathways
  - Implement the East Tamaki sustainable transport plan focus areas
  - Support businesses with sustainability initiatives in line with local and national Government targets
  - Deliver education and resources that enable businesses to foster wellbeing and implement effective workplace initiatives

- **Member Value:**
    - Support businesses to build business resilience
    - Fund a 9th and 10th ANPR camera to support a safe and secure business area and continue to work on replacement of ageing cameras
    - Help businesses access funding and recognition via grants, promotional assistance or awards.
    - Deliver the second East Auckland Business Awards, fostering a culture of achievement and inspiration across the business community.
    - Continue to deliver a broad range of business, networking and educational opportunities.

    - Develop a new 5-year strategic plan with members and stakeholders to guide East Tamaki businesses through emerging trends and evolving economic opportunities.

<u>Motion:</u> There being no questions, Brendan moved that the members of Business East Tamaki Inc. approve and adopt the 2025 - 2027 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 3% increase in grant income

Current BID targeted rate grant 2025/2026	$612,000
Proposed 3% increase to BID targeted rate 2026/2027	$ 18,360
Total BID targeted rate grant 2025/2026	$630,360

    - 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 two additional ANPR cameras to cover all entry and exit roads in East Tamaki. A proposed 3% increase in the BID targeted rate, along with an additional $18,360 in BID funding will support this initiative.

Motion: There being no questions, Lisa put the motion to approve the following financial year's 2026-2027 draft budget which includes a BID targeted rate grant amount of $630,360 including a 3% increase or $18,360 to the BID targeted rate grant for the 2026-2027 financial year. Further, ask the Howick Local Board and Otara Papatoetoe Local Board recommend to the Governing

Body the amount of $630,360 be included in the Auckland Council draft 2026-2027 annual budget consultation process. Seconded Cozy Tsui, 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 Lucy Hall, Secretary Henry Jansen, Treasurer Lisa Murphy and Committee members Nick Biland, Arjun Sandhu, Alan Lun, Tim Bull, Cozy Tsui and Emma Monaghan.

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 2025 – 2026 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 2025-2026 year. Seconded by Tim Bull and carried unanimously.

9. General Business

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 5.30pm.