

**Draft Minutes of the 2023 Business East Tamaki AGM
Held at the BNZ Partners Centre, 86 Highbrook Drive
On Wednesday 18 October 2023 at 4.30pm**

1. Welcome and Confirmation of Quorum:

Brendan Kelly (Chair), Lisa Murphy, Nick Steele, Nick Biland, Andrew Turner, Tim Bull, Ruth White and 13 others making a total of 20, 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:

Henry Jansen, Alan Lun, Mike Turinsky, Lindsay Olliff, Roz Olliff

3. Confirmation of the Minutes of Annual General Meeting of 20 October 2022

Brendan advised the Minutes of the 2022 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 held on 20 October 2022 be accepted as a true and correct record. Seconded by Nick Steele, carried unanimously.

4. Annual Report for the Financial Year to 30th June 2023

Chairman's Report – Brendan Kelly

Brendan spoke about the current economic environment, highlighting the technical recession and increased costs for businesses e.g., the 30% increase in energy costs. Our export economy is doing OK, except for the Dairy Industry taking a 20% drop in milk powder driven by Chinese reserves, but our domestic retail and hospitality sectors are feeling the economic squeeze. He also spoke to the over-regulation of the economy, the compliance cost of which is now an unwelcome part of business operations. Business East Tamaki this year reports a minor loss (circa \$30K) to be funded from capital reserves. This has been driven by some missed opportunity for Breakfast Meeting revenues due to speaker cancellation and the closure of the Waipuna Conference Suite at Highbrook. Attendance at other events has been pleasing, particularly Meet Your Neighbours, wellbeing courses and skills training. Crime stats in the



area have been stable but an increase in illegal street behaviour has led to a decision to install a further ANPR camera to close the loop on our major entry points. Brendan closed by thanking Business East Tamaki sponsors, the Committee, in particular Nick Steele who is standing down after 5 years' service, and staff.

Executive Report – Ruth White

Ruth emphasised 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:** Invitations extended to major political parties which resulted in a round table meeting with shadow ministers Nicola Willis and Simeon Brown and a presentation from David Seymour at a breakfast in May. Cryers Road/Trugood Drive upgrade completed and Preston/Ormiston/East Tamaki Roads project is imminent. Shared Transport Project underway with keen involvement from large Highbrook businesses.
- **Leadership:** Enhanced relationships with recruitment companies and education and training providers. Development of networks with influential stakeholders and industry bodies. Ruth thanked the Howick Local Board for their financial support which enabled the provision of skills training courses and other business recovery activities and events. Additional pallet and eWaste collections carried out along with food waste and commingled recycling trials.
- **Member Value:** Effective communication a priority with a 40% open rate for eNewsletters (well above industry average) and an 18% increase in social media engagement. Initiated new – and well attended – events such as Meet Your Neighbours, EmpowHer (women's networking group). As well as continued First Aid and skills training, we held business contingency workshops in collaboration with AEM and EMA and in partnership with MBIE held 9 workshops to assist small business owners to digitally transform their operating models. Successfully lobbied with other parties for an alcohol ban at the Highbrook boat ramp and surrounding area. Working with Police and AT for restricted street signage to be installed in locations popular with street racers. Four issues of our magazine published covering a range of topics. Quarterly survey implemented to better understand the needs of members.
- 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 and acknowledged the 5 years' service of Nick Steele.

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 2022-2023 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, and drew attention to the items below:

- The financial statements have again been audited by (JDW) Jolly Duncan & Wells to the satisfaction of the Committee and Lisa apologised for the late completion and sign off.
- Revenue for the year was circa \$679K which exceeded prior year income of \$624k. Most of this coming from the targeted rate grant which increased slightly from FY23 after remaining unchanged since 2019.
- Expenditure for the year totalled \$713k which was slightly over budget resulting in a loss of circa \$33k versus a budgeted \$32k. Increased costs have been a contributing factor along with CPI inflation adjustments to salaries.
- Fixed asset purchases are \$286K, only additions being building signage and shared cost (with Howick Local Board) for reskinning of six plinths.
- Despite the small operation loss, the Association in very good financial standing. The term deposit has been reinvested and the accumulated surplus is enough to cover three months of operations should the BID funding mechanism be discontinued.

Brent Murdoch asked why \$15879 GST was showing as a receivable. Lisa replied that IRD had some questions about two GST returns and once answered the funds were subsequently released.

Motion: There being no further questions Lisa Murphy moved that the members of Business East Tamaki Inc. approve and adopt the 2022-2023 audited Business East Tamaki Financial Statements; seconded Rob Grimsey, carried unanimously.

5. Business East Tamaki 2023-2025 Business Plan – Ruth White

Ruth spoke to the three strategic goals as highlighted in the General Manager's Report of Advocacy, Leadership and Member Value. The objectives and initiatives stem from information gathered in the 2022 Member Survey as well as the 5-year vision and purpose.

- **Advocacy:** To work in partnership with central and local government to support members on relevant issues and a priority to work local boards to ensure alignment with their three-year plans. Continued focus on infrastructure and influencing transport decisions to enable our businesses to operate more efficiently, particularly Eastern Busway project, Botany to Airport project and sustainable transport group. Partner with local boards to prioritise green spaces and healthy waterways
- **Leadership:** Champion equity and diversity and engage our ethnic communities. Connect work-ready students with East Tamaki employers. Promote sustainability and lead positive change including investigating a shuttle service from transport hubs and approaching funding providers for improvements to safe cycling routes, holding carpool matching events and investigating a carpool sharing app. Collaboration through developing relationships and agendas with key stakeholders to develop leadership voice on important issues. Partner with

Howick Village Association and Howick Local Board to deliver the inaugural East Auckland Business Awards. Prioritise wellbeing education and training initiatives.

- Member Value: Create employment hub between key stakeholders to better connect job seekers with local vacancies. Continue to offer a broad range of learning opportunities through events/workshops and communications. Continue to work with police and other agencies to ensure a safe, secure and resilient business area. Provide platforms to support growth and opportunity by connecting and engaging members in advocacy, peer support and networking groups. Use results of quarterly surveys to better understand needs, expectations and pain points.
- Ruth went on to summarise some of the KPI's that will address how these objectives across these three goals.

Motion: There being no questions, Brendan moved that the members of Business East Tamaki Inc. approve and adopt the 2023 - 2025 Business Plan, seconded Nick Biland, carried unanimously.

6. Indicative Budget 2024 – 2025 Lisa spoke to the Indicative Budget available on the website and summarised in the Annual Report.

- Sponsorship will be reduced 2024/25 as the East Auckland Business Awards will be held bi-annually
- Howick Local Board funding subject to Board approval which will be known May/June 2024
- Expense lines increased by minimum of 2% to allow for anticipated inflation up to June 2025
- Includes infrastructure/lease costs with will be subject to a 2% increase in January 2024
- Planned purchase of a 6th ANPR camera to ring fence the business precinct
- Proposed increase to targeted rate to cover these projected cost increases, including salaries.

Motion: There being no questions, Lisa put the motion to approve the following financial year's 2024-2025 draft budget which includes a BID targeted rate grant amount of \$600,372 including a 2% increase or \$11,772 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 \$600,372 be included in the Auckland Council draft 2024-2025 annual budget consultation process. Seconded Andrew Turner, motion carried with one dissenting vote.

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 and Lucy Hall.



- Ruth congratulated all members of the committee on their election, thanked them for their service over the last year and extended a particular welcome to new member Lucy Hall and thanked Nick Steele for his 5 years of service.

Ruth handed back to Brendan who thanked the team and welcomed Lucy onto the Committee.

8. Appointment of 2023 – 2024 Auditor

Lisa reported that the Committee are satisfied with the audit carried out by JDW.

Motion: Lisa moved that members of Business East Tamaki Inc. approve the appointment of the auditor Jolly Duncan and Wells for the 2023-2024 year. Seconded Nick Biland and carried unanimously.

9. General Business

Brent Murdoch questioned the statistics around the increase in petrol drive offs, theft of tools and shoplifting. Confirmation these numbers were correct was given to him. Brent further asked if ANPR cameras were useful/effective at preventing these crimes. Brent was advised that ANPR cameras record hits for registration plates of vehicles that have been reported stolen and other vehicles of interest to Police. This information is transmitted to Police within 1 second of being received.

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 meeting closed at 5.29 pm.

