Upper Harbour Local Board Community Forum

OPEN MINUTE ITEM ATTACHMENTS

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<tr>
<td>8.1</td>
<td>Business North Harbour</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The attachments contained within this document are for consideration and should not be construed as Council policy unless and until adopted. Should Councillors require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.
Attachment A

Item 8.1

Annual General Meeting

16 October 2018 // 4.00 pm
Agenda (abridged)

1. Welcome and confirmation of Quorum
2. Apologies
3. Confirmation of the Minutes – AGM 19 October 2017
4. Annual Report for the year to 30 June 2018
   – Chairman's Report
   – General Manager's Report
5. Annual Financial Statement 30 June 2018
8. Special Resolutions
9. Executive Committee Nominations
10. Appointment of an Auditor
11. General Business
Chair’s Report

Peter Lamberton

Primacc
Attachment A

Item 8.1

- Create a strong and well-connected business community
- Create opportunities for economic development, new supplier and customer relationships
- Sponsorship relationships
How did we do?

**HELLO**

800

Attendees at our Business Lunch, Business Breakfast, Business After Five and Special Interest Group events

**GOLD SPONSOR 2017/18**

$60,000

Gold Sponsorship 2017/18

businessnh.org.nz/calendar

Hosted *four CEO Forum's*, programme suspended
COMMUNICATE

- Well informed membership base
- Provide B2B and B2C marketing opportunities for a localised consumer
- Provide portals to celebrate local business success and news
How did we do?

- 20% INCREASE in Feed Impressions
- 30% INCREASE in Feed Impressions
- 80% INCREASE in Engagement
- 30% INCREASE in Feed Impressions
- 16% INCREASE in Facebook
- 345% INCREASE in Organic Reach
- 3,000% INCREASE in Paid Reach
- 3.08 minutes per Website Visit
How did we do?

17,600 copies of FYI magazine printed and distributed

☑️ 90% mailing database accuracy

Targeted 500,000 potential shoppers

670+ information packs distributed detailing member programmes and services
COLLABORATE

- Increase representation and voice for local business/property investors with local and central government
- Influence projects and deliver programmes which will increase productivity, capacity, capability, profitability and return on investment
- Create awareness of wider issues which impact the NHBID
- Maintain a strong sense of pride of place - destination of choice
How did we do?

Auckland Council $25,000 grant funding

$20,000 grant funding

459 visits by our crime prevention specialist, distributing

391 information packs

3950 reports received on security 'hot sites'

2112 pallets recycled, reducing roadside waste and upcycling to companies who require additional pallets

764 commuters informed about transport options

637 businesses contacted regarding proposed Rosedale Bus Station

AT reviewed 20 routes – proposed North Shore Public Transport network

65% business owners – NHBID attractive low crime area
Food waste collection programme
launched March 2018
with assistance from Auckland Council

Online portal launched September 2017,
159 students registered,
73 businesses seeking assistance

Business Capability Programme
exceeded the target by 50%,
nine workshops held

Formal submissions
- Auckland Plan 2050
- Auckland Council’s Long-Term Plan 2018-28
- Upper Harbour Local Board 2018-28
- Government Policy Statement 2018
- Regional Land Transport Programme 2018-28
- Auckland Unitary Plan (Environmental Court Hearing) - retail parking
- Draft Waste Management and Minimisation Plan

Auckland BID’s leadership team
The six main bids formed a leadership group to streamline lobbying and to give a voice across consistent issues
### Statement of Financial Performance

**For the Year Ended 30th June 2018**

<table>
<thead>
<tr>
<th>Description</th>
<th>2018 Actual ($)</th>
<th>2018 Budget ($)</th>
<th>2017 Actual ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Targeted Rate</td>
<td>657,734</td>
<td>657,734</td>
<td>826,412</td>
</tr>
<tr>
<td>Subscription from Members</td>
<td>16,196</td>
<td>16,057</td>
<td></td>
</tr>
<tr>
<td>Grants Received</td>
<td>20,000</td>
<td>61,036</td>
<td></td>
</tr>
<tr>
<td>Sponsorship</td>
<td>86,500</td>
<td>83,217</td>
<td></td>
</tr>
<tr>
<td>Function &amp; Events Income</td>
<td>38,145</td>
<td>37,850</td>
<td>92,949</td>
</tr>
<tr>
<td>Advertising Income</td>
<td>38,501</td>
<td>41,569</td>
<td>40,276</td>
</tr>
<tr>
<td>Interest Revenue</td>
<td>1,051</td>
<td>560</td>
<td>468</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>840,521</td>
<td>890,413</td>
<td>920,485</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Related Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costs re Member Programmes &amp; Services</td>
<td>331,533</td>
<td>371,565</td>
<td>335,027</td>
</tr>
<tr>
<td>Lease and Rental Expenses</td>
<td>46,184</td>
<td>45,000</td>
<td>41,889</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>59,715</td>
<td>61,643</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>439,432</td>
<td>438,215</td>
<td>438,580</td>
</tr>
<tr>
<td><strong>Net Surplus Before Depreciation</strong></td>
<td>53,433</td>
<td>17,141</td>
<td>109,180</td>
</tr>
<tr>
<td><strong>Loss Depreciation Adjustments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>7,116</td>
<td>25,000</td>
<td>14,968</td>
</tr>
<tr>
<td>Amortisation of Intangibles</td>
<td>8,900</td>
<td></td>
<td>8,900</td>
</tr>
<tr>
<td>Loss (Gain) on Disposal of Property, Plant and Equipment</td>
<td>(3,303)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Depreciation Adjustment</strong></td>
<td>13,516</td>
<td>25,000</td>
<td>23,666</td>
</tr>
<tr>
<td><strong>Surplus (Deficit) for the Year</strong></td>
<td>40,917</td>
<td>(7,855)</td>
<td>85,312</td>
</tr>
</tbody>
</table>
Attachment A

Business Plan
1 July 2018 - 30 June 2021

Connect
Communicate
Collaborate

Upper Harbour Local Board Community Forum
07 February 2019
Item 8.1

Deliver a North Shore Strategic Master Plan Overview, June 2019, to identify areas of high growth (population and economic) and record known and projected infrastructure projects.

This document will assist local and central government to prioritise investment to support the continued productivity from the North Shore.

Partners will be:
- Auckland Council
- Auckland Transport
- NZIA
- Infrastructure NZ
- Business Associations and specialist research providers.
CONNECT
Going forward?

**BUSINESS EXPO 2019**

- Expectation of Excellence across all events.
- Increased Women in Business events by 33%

Host the seventh Business Expo in May 2019, attracting 100 exhibitors and 1,000 visitors, to budget

Host and deliver the annual One Day Sale on 24 November, to scale and budget

Gold and Event Category Sponsorship $68,000
Item 8.1

Communication platform review

1000 face to face member visits – project specific or general programme overview

Greater focus across social media

Going forward?
Item 8.1

**Collaborate**

**Going forward?**

Continue with the current nightly patrol and vehicle security programme, with the addition of translated resources where appropriate.

Develop food waste management pilot programme – trial and monitor 20 businesses with in-premise food waste collection bins between July and December 2018.

Conduct inorganic collections twice a year.

Maintain two keynote events for the North Shore Commercial Property Group, plus launch four additional workshop series to increase access to specialist property experts.

Develop a new interactive online platform to keep the community updated with news and events.
WMIF application $40,000—50,000 grant funding to support the development of additional waste minimisation projects. 42-55% of members surveyed supported reduction in landfill.

Access to skills is important for 65% of our business members. Continued streamlining of the C3 portal and further development of relationships with Immigration NZ, National and International Chamber of Commerce(s), Industry Training Organisations, Universities and Polytechnics will assist members access skills needed for growth.

Increase Business Capability Programme to provide four keynote presentations (Technology/AI, Digital Marketing, Leadership and Culture, Health and Safety) which will be supported through twelve workshops, on topics identified through the 2018 membership survey.

Organisational Development No formal BID expansion is planned in 2018-19-20 however we will be proactive in offering associate membership to neighbouring businesses who are not currently supported by a formal BID structure.

Operational governance and delivery Focus will be given to ensure at an executive and board level, that there are the right skills available, with strong processes and succession planning in place to protect the future of the NHBID and their members.
## Budget Position

### Proposed 2018/19 Budget as Published ($)

<table>
<thead>
<tr>
<th>Key Income Streams</th>
<th>Proposed</th>
<th>2018/19 Budget as Published</th>
<th>FINAL 2018/19 Budget</th>
<th>Proposed 2019/20</th>
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</thead>
<tbody>
<tr>
<td>NIHB Targeted Rate</td>
<td>690,621</td>
<td>690,621</td>
<td>690,621</td>
<td></td>
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<tr>
<td>Associate Membership</td>
<td>27,000</td>
<td>25,117</td>
<td>24,000</td>
<td></td>
</tr>
<tr>
<td>Advertising and Promotion</td>
<td>48,500</td>
<td>48,500</td>
<td>54,000</td>
<td></td>
</tr>
<tr>
<td>Gold Sponsorship</td>
<td>60,000</td>
<td>60,000</td>
<td>76,000</td>
<td></td>
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<tr>
<td>External Programme Grants</td>
<td>36,000</td>
<td>36,000</td>
<td>95,000</td>
<td></td>
</tr>
<tr>
<td>Events and Economic Development</td>
<td>125,580</td>
<td>125,580</td>
<td>67,500</td>
<td></td>
</tr>
<tr>
<td>Business Capability Programme</td>
<td>101,040</td>
<td>101,040</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>500</td>
<td>760</td>
<td>760</td>
<td></td>
</tr>
</tbody>
</table>

| Total Estimated Income | 1,051,871 | 1,078,430 | 1,120,871 |

### Programme Expenditure

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed</th>
<th>2018/19 Budget as Published</th>
<th>FINAL 2018/19 Budget</th>
<th>Proposed 2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Prevention</td>
<td>110,000</td>
<td>97,010</td>
<td>96,000</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>100,000</td>
<td>26,586</td>
<td>36,000</td>
<td></td>
</tr>
<tr>
<td>Member Communications</td>
<td>126,000</td>
<td>118,298</td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Events and Economic Development</td>
<td>205,000</td>
<td>141,296</td>
<td>86,000</td>
<td></td>
</tr>
<tr>
<td>Business Capability Programme</td>
<td>65,000</td>
<td>120,410</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>Advocacy (proposed)</td>
<td>-</td>
<td>216,660</td>
<td>250,000</td>
<td></td>
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<tr>
<td>Special Interest Groups &amp; NIHB Programme Projects</td>
<td>25,000</td>
<td>25,000</td>
<td>30,000</td>
<td></td>
</tr>
</tbody>
</table>

| Total Estimated Programme Costs | 650,000 | 591,649 | 460,000 |

### Operating Expenditure

<table>
<thead>
<tr>
<th>Category</th>
<th>Proposed</th>
<th>2018/19 Budget as Published</th>
<th>FINAL 2018/19 Budget</th>
<th>Proposed 2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>220,000</td>
<td>170,250</td>
<td>175,000</td>
<td></td>
</tr>
<tr>
<td>Administration and Accounting</td>
<td>47,000</td>
<td>35,000</td>
<td>39,000</td>
<td></td>
</tr>
<tr>
<td>Premises</td>
<td>48,000</td>
<td>49,880</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>IT/Computer</td>
<td>20,000</td>
<td>12,890</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>25,000</td>
<td>15,000</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>Board Honours</td>
<td>7,500</td>
<td>7,500</td>
<td>7,500</td>
<td></td>
</tr>
</tbody>
</table>

| Total Estimated OPEX | 387,500 | 252,348 | 254,330 |

| Total Estimated Programme and OPEX | 937,371 | 850,788 | 1,374,330 |

| Estimated Surplus/(Deficit) | 1,457,771 | -4,337 | 941,771 |
Agenda Item 9: Special Resolutions: Voting protocol

5.8. Proxy Votes are permitted for Members entitled to Full Membership under Rule 5.1 at any Annual General Meeting of the Association, provided that the proxy vote forms are signed by both parties and presented at each voting time and that no Member shall represent more than three proxies at any one voting time.

32.1. A resolution arising at a General Meeting of the Association shall be determined on a show of hands.

32.1.1. It is passed by the majority of those Members present in person or by proxy; and

33.1. For any question arising at a General Meeting of the Association, a Member has one vote only.
Business North Harbour Special Resolution 7.1


Reason: The Auckland Council Business Improvement District (BID) Policy (2016) was adopted by Auckland Council Regional Development and Operations Committee, June 2016. In order to continue delivering a BID programme, the Association must enter into this Programme Agreement.
Business North Harbour Special Resolution 7.2

As per clause 12.2.5 of the Business North Harbour Inc. Constitution, as adopted at the AGM, 23 October 2014, to approve at this 2018 AGM the payment of an honorarium to the Chairperson of $5000, and Deputy Chairperson of $2500, valid until the 2019 AGM.

Reason: To recognise the additional time these officers contribute to the support the executive team and board beyond the standard commitment of all Executive Committee members.
Agenda Item 10: Business North Harbour Executive Committee Nominations

Business North Harbour Inc. Constitution as adopted at AGM 2017

14.1.1. A Chairperson; and

14.1.2. Not less than five (5) persons as voting members, but not more than eight (8) persons who are Full members of the Association, and who have been elected at the Annual General meeting of the Association pursuant to Rule 15.

14.2. Each member of the Executive Committee shall, subject to these Rules, hold office for two (2) years or until the conclusion of the 2nd Annual General Meeting following the date of the member’s election (whichever is the later), but is eligible for re-election, provided they have not served more than six consecutive years.
Agenda Item 10: Business North Harbour Executive Committee Nominations

15. Election of members to the Executive Committee (Abridged)

15.1. Nominations of candidates for election of members on to the Executive Committee:

15.1.1. Shall be made in writing, signed by two Full Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and

15.1.2. Shall be delivered to the Secretary of the Association not less than seven (7) days before the date fixed for the holding of the Annual General Meeting at which the election is to take place.
**Agenda Item 10: Business North Harbour Executive Committee Nominations**

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Member Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ketien Chuor</td>
<td>ASB</td>
</tr>
<tr>
<td>Robert Elcombe</td>
<td>MiIT Ltd</td>
</tr>
<tr>
<td>Peter Lamberton</td>
<td>Primacc</td>
</tr>
<tr>
<td>Terry Ottow</td>
<td>AMPM Marketing</td>
</tr>
<tr>
<td>Neil Tuffin</td>
<td>Maat Group</td>
</tr>
</tbody>
</table>

15.2. If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
**Agenda Item 10: Business North Harbour Executive Committee Nominations**

15. Election of members to the Executive Committee (Abridged)
15.3. If insufficient further nominations are received, any vacant positions remaining shall be deemed to be casual vacancies.
15.4. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
15.5. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
15.6. Any such ballot shall be conducted at the Annual General Meeting in such usual and proper manner as the Executive Committee may direct.
15.7. In the event of an equality of votes between two or more candidates an exhaustive poll will be held to determine the person elected.
Retiring Executive Committee Members 2017-18

Emma Monsellier
Monsellier Law

Lisa Hill
Eclipse Recruitment
Retiring Executive Committee Members 2017-18

Janet Marshall
PJCK Holdings

Greg Frittelli
Insurance and Lending Group (ILG)
Acknowledgements: Business North Harbour Team

Kate Thorpe
Dave Loader
Sarah de Zwart
Tracey Begovic
Agenda Item 11: Auditor Appointment

That William Buck be reappointed as Auditor for Business North Harbour Incorporated for the year ending 30 June 2019.
Attachment A

Item 8.1

Agenda Item 12: General Business
Business North Harbour
UHLB Deputation
7 Feb 2019

Deputation outline

- Introductions
- Governance
- Programme update – aligned with UHLB strategic outcomes
- BNH key projects
- Advocacy
- Questions and Answers
Executive Committee 2016-2020

Peter Lamberton – Chair 3rd year
Nell Tuffin – Deputy 3rd year
Robert Eccombe 2nd year
Terry Ottow 2nd year
Karen Chau 1st year
Ryan de Zwart 1st year
Kate Chivers 9th year
Samantha Mills 1st year
Greg Cramond 1st year

- Clean Audit – William Buck Audit (NZ) Ltd
- Auckland Council Partnering Agreement – December 2020
- No proposed changes to Targeted Rate collection 2019-20

1. Empowered, engaged and connected communities
2. Efficient and effective transport links

- Rosedale Bus Station Peer Review: Interim Transport Assessment Report (ITA)
  - scale, reach and datasets
- Four lane Rosedale Road – now!
- Freight Study
- MPI – Transitional Facility Changes

3. Healthy and active communities

St John

WORKSAFE NEW ZEALAND
4. A thriving local economy

**Business Expo 2017**

- Expo - May 2019
- 100 exhibitors
- 1000 visitors
  - Lobby for venue sponsorship

**Business Capability Luncheon**

- Gilbert Enoka - All Blacks Manager - Leadership
- Event details: 15 March | 12-2pm | QBE Stadium

**Business Capability Programme**

- 17 events
- 1200 participants
  - ATED support

---

4. A thriving local economy – Youth Employment + RTW

**Business North Harbour**

- Focus: Communicate, Collaborate, Innovate

- Youth Employment + RTW
  - 15 March Event
  - 12-2pm
  - Venue: QBE Stadium

- Details and registration information provided
5. Valued, protected and enhanced environment

HELP REDUCE LANDFILL
THIS WILL NOT ONLY HELP PROTECT OUR ENVIRONMENT BUT IT WILL ALSO SAVE YOU MONEY
FIND OUT HOW

Food Waste
Get six collections free
T&Cs apply
Register here: businessnh.org.nz/hardcorecollections

Inorganic Collection
13-16 March
Reduced collection Costs
Register here: businessnh.org.nz/inorganiccollection

businessnh.org.nz
Contact here for further information: dur@businessnh.org.nz

WMIF $40k Jan 2019 – Dec 2019
WMIF $5k July 2018 – June 2019