

MINUTES (in Review)

MBA ANNUAL GENERAL MEETING



Name:	Mount Business Association
Date:	Tuesday, 28 September 2021
Time:	7:30 pm to 8:36 pm
Location:	Mount Maunganui Community Hall, 345 Maunganui Road, Mount Maunganui
Board Members:	Kate Barry-Piceno, Malika Ganley, Kim Renshaw, Mark Lucero, Matt Yardley, Paora Stanley, Tim Plews
Attendees:	Claudia West, Amy Smith
Apologies:	Chelsea Bliss, Harriet Linklater, Kelly Kingston

1. Opening Meeting

1.1 Welcome and Introduction

- Kim welcomed everyone to the meeting and thanked everyone for attending.
- The meeting was declared quorate.

Attendees

In Person - Members:

- Kim Renshaw (co-chair) Beyond the Bin
- Malika Ganley (co-chair)
- Christine Woodham, Shoe & Me
- Dale Mallett, Health2000
- Tim Plews, Paper Plane
- Matthew Yardley, Rice Rice Baby
- Mark Lucero, Pizza Library
- Jenny Ford, Woods Agency
- Jo Veal, Tea153
- Victoria Thomas, Pluto

In Person - Others:

- Claudia West, Destination Marketing Manager
- Amy Board, Mount Farmers Market Manager
- Richard Dey, William Buck Audit

Online - Members:

- Chelsea Bliss, Chelsea Nails
- Dion Dragicevich, Mexicali Fresh
- Haana Veal, Mount Backpackers
- Scott Brundell, Sprightly

- Kate Barry-Piceno, Mauao Legal Chambers
- Krista Plews, Paper Plane
- Matt Saunders, Mount Surf Shop
- Lauren Pedersen, Rip Curl
- Olivia Dowling, Hundred Line Clothing
- Samuel Martin, Hundred Line Clothing
- Regina De Jong, Mount Backpackers
- Paora Stanley, Ngai Te Rangī

Online - Others:

- Porina McLeod, Mauao Adventures Ltd (have moved out of premises, still operating from in and around Mauao)

1.2 Apologies

- Apologies from Tori Taylor, Conan Dickie and Nico De Jong



Apologies

Accept the apologies.

Mover: Kim Renshaw

Seconder: Malika Ganley

Decision Date: 28 Sep 2021

Outcome: Approved

1.3 Confirmation of Minutes from 2020 AGM

- The minutes were accepted.
- Kim signed the minutes.
- No matters arose from the minutes.



Confirm Minutes

That the minutes of the 14 December 2020 AGM be confirmed as a true and accurate record.

Mover: Matt Yardley

Seconder: Malika Ganley

Decision Date: 28 Sep 2021

Outcome: Approved

2. Decisions and Discussions

2.1 Chairperson's Report

- The Annual report was taken as read.
- Kim gave an overview of the report.
- Administration processes and systems have been updated, improved and automated.
- Seven public events were delivered.

- A lot of work has been done on improving member engagement and education to make members more aware of who we are and what we deliver. This is a continued work in progress.



Chairperson's Report

Adopt the Chairperson's report.

Mover: Jo Veal

Seconder: Kate Barry-Piceno

Decision Date: 28 Sep 2021

Outcome: Approved

2.2 Financial Statements

- The financial reports (as per the annual report) were taken as read.
- Kim thanked Rex Harding for his work as Treasurer over the years. He is stepping down from the role at this AGM. The work is being transitioned to Kim and a new Treasurer will be appointed at the first board meeting.
- There was a delay in the 2019 financials being audited. The 2019 financials need to be approved by the association. The signed report will be attached to the statements. Richard Dey from William Buck Audit spoke.
- The farmer's market has been an ongoing challenging point in the 2019 and 2020 financial statements, mainly around the process of collecting cash. The auditors have provided recommendations in the past to improve the processes. The recommendations have been taken on board.
- There is one item still to reconcile for the 2020 financials before they can be signed off. The auditors are working with Rex on this.
- The draft 2021 financials are complete and ready to be audited.
- The 2020 and 2021 financial statements will be adopted at the next AGM.
- There was discussion around the cleaning contract. The cleaning contract is a historic agreement and it was suggested we revisit it.
- Cash in the bank is high. A lot of plans that were put in place in March 2020 were put on hold due to Covid.



June 2019 Financial Statements

Adopt the June 2019 financial statements.

Mover: Kim Renshaw

Seconder: Tim Plews and Mark Lucero

The financials were signed by Kim Renshaw and Malika Ganley (Boulayoun) - Co-chairpersons

Decision Date: 28 Sep 2021

Outcome: Approved

2.3 Resolution: Increase in Budget

- As per the Constitution, a special resolution is needed because the targeted rate allocation increased by more than 10k year on year.
- Mount Mainstreet own the farmer's market. The managers of the market resigned and we are looking at ways to improve and grow it to become a big asset to members and the community. Members will be welcome to have a stall.

- Taking out the farmer's market, we are proposing to spend approx. \$60k on events and promotions. We want to spend differently on advertising and have a focus on social media and do targeted campaigns.
- Comments around built up funds. We propose to spend 91k of the built up funds on the following (the Board want to engage to spend the \$ in a way that will really benefit members.
 - We need to find a way to reach people better. A new website and CRM will help achieve this and will be very beneficial to members. It was agreed that the website project should go ahead and would be beneficial - particularly the back-end for members. \$30k
 - We propose to allocate 6k to member capability building? What areas of development do members want? How can the money be used to add value to members? Ideas include window dressing, upskilling, SEO, providing training, advertising, sprucing up the entrance to the Mount, and improving the gardens. The group agreed member capacity building was a good idea.
 - We are investigating getting fibre and a free wifi zone in the Porotakataka area and spending 15k on furniture. This will be discussed with the board to determine parameters.
 - We proposed to spend 20k on consulting/legal
 - We proposed to spend 10k on bespoke signage for reuse for different events
 - We proposed to spend 10k on a special event with flavours of plenty in April.
 - It was agreed to spend the \$91k. Before spending it, there needs to be an agreement on how to split the funds to mutually benefit members. The board will decide on this at the first board meeting and engage with members. The website build will progress to planning stage.



Increase in Budget Report

Accept the report for an increase in budget by more than 10% or \$10,000.

Mover: Kim Renshaw

Secunder: Malika Ganley

Decision Date: 28 Sep 2021

Outcome: Approved



Increase in Budget for the Annual Operational Plan

Approve an increase in budget by more than 10% or \$10,000 for the annual operational plan.

Mover: Kate Barry-Piceno

Secunder: Matt Yardley

Decision Date: 28 Sep 2021

Outcome: Approved



Built-Up Funds of \$91k

Approve spending the \$91k of built-up funds, subject to agreeing how the funds are split.

Mover: Paora Stanley

Secunder: Mark Lucero

Decision Date: 28 Sep 2021

Outcome: Approved

2.4 Annual Operational Budget

- Covered throughout the AGM and as per the annual report.

2.5 Resolution: Constitutional Review

- Kim ran through the key changes to the Constitution, as circulated.
- There were no comments about the changes.



Constitutional Review

Receive the Constitutional review.

Mover: Kim Renshaw

Seconder: Malika Ganley

Decision Date: 28 Sep 2021

Outcome: Approved



Constitution

Accept the proposed amendments to the Constitution.

Mover: Malika Ganley

Seconder: Dale Mallett

Decision Date: 28 Sep 2021

Outcome: Approved

3. Appointments

3.1 Appointment of Auditor



Appointment of Auditor

Appoint William Buck Audit (NZ) Limited as the Mainstreet Auditor for the 2021/22 financial year.

Mover: Matt Yardley

Seconder: Mark Lucero

Decision Date: 28 Sep 2021

Outcome: Approved

Kim recommended we keep the same auditor to make it easy to achieve continuity since 2020 books were still with auditor.

3.2 Appointment of Officers

- The new Board is diverse. We will continue to work on this going forward and build into our new board charter.
- A Finance & Risk Committee and a Remuneration & HR Committee will be established within the Board.



Election of Board Members for 2021/22

Elect the following people on to the 2021/22 Mount Business Association Board:

- Tim Plews - Paper Plane
- Matt Saunders - Mount Surf Shop
- Chelsea Bliss - Chelsea Nails
- Kelly Kingston - Mount Skin & Body
- Matt Yardley - Rice Rice Baby
- Mark Lucero - The Pizza Library
- Kate Barry-Piceno - Barrister
- Tori Taylor - Bad Company
- Paora Stanley - Ngāi Te Rangi
- Kim Renshaw - Beyond the Bin co-chairperson and Malika Ganley co-chairperson

Mover: Kim Renshaw

Seconder: Christine Woodham

Decision Date: 28 Sep 2021

Outcome: Approved

4. Decisions and Discussions

4.1 Resolution: Beneficial Owners on Bank Account



Account Signatories

Remove Rex Harding and Amanda Gillgren, and add Kim Renshaw, Malika Ganley and one other Board member (to be determined at the next Board meeting) as the account signatories for the Westpac bank account.

Mover: Kim Renshaw

Seconder: Kate Barry-Piceno

Decision Date: 28 Sep 2021

Outcome: Approved

4.2 2021-22 Budget and Destination Management Plan

- The destination management plan will be discussed over a Zoom call due to our time restriction today.



Set up zoom call to discuss Destination marketing plan with members

Post first board sitting Claud to zoom with members to discuss mktg plan

Due Date: 26 Oct 2021

Owner: Claudia West

4.3 Tauranga City Council Deliberations on LTP Submission

- The Tauranga City Council decided to put \$250k into developing a spatial plan. They will have a consultation process with stakeholders in 2022 to decide what to do with the Mainstreet area. The outcome of this will create the spatial plan which will then be put into the long term plan.
- It is important everyone gets involved in the consultation process.

5. Other Business

5.1 Any Other Business

- Christmas decorations were not put up the last couple of years due to health and safety reasons of the wreaths. What do we want to see down Mainstreet at Christmas this year? It might make more sense financially to look after the decorations ourselves instead of contracting it out. Options and prices will be reviewed and put forward to the Board.
- Kim thanked the Board for all their work and support.
- Kim thanked Mandy for her work and support.
- The date of the next AGM will be at a similar date next year.

6. Close Meeting

6.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Signature: _____

Date: _____