

ANNUAL GENERAL MEETING MINUTES

12:30 pm on Tuesday 26th September 2023
Silverdale Business Office

Declaration of meeting open: The Chairman declared the meeting open at 12:30 pm.

Present:

Committee:

Richard Worker (The Legal Team and chair), Dougall Cameron (Securitech), Steve Wilkinson (Auckland Adventure Park), Rita Oliver (Barfoot and Thompson)

Members:

Chris Norris (AllBrand), Hanna Nguyen (Sams Butchery), Leah Li (Sams Butchery), Mauricio Kimura (Gaze Burt LTD), Kelly Lim (ASB Bank), Vaughn Summerton, (Gaze Burt LTD),

In attendance:

Tasha Gummer (General Manager - Silverdale Business) and Carolina Lunt (Secretary - Silverdale Business)

Apologies:

Matthew Edwards (Mars Digital, deputy chair), Gary Browne (Strategos Associates Ltd), Vinod Bhaga (Pak n Save), Michelle Pipping (The Botanic), Joanna Jin (ENH Windows), Kayleigh Wallace (Colliers - Silverdale Mall), Zane Dykman (Zane Build), Lizelle Doughty (Greenfire Accounting Ltd)

Hibiscus and Bays Local Board:

Gary Brown (Auckland Council - Local Board), Leanne Willis (Auckland Council - Local Board).

1. Welcome by Richard Worker (Chair)

- The Chairman declared the meeting open and confirmed that a quorum of members was present.
- He welcomed attendees to the AGM and thanked them for their support.
- He invited attendees to interrupt and ask questions as they saw fit.
- He also reminded those present that only full BID members are entitled to vote, and that each full member has one vote (business or property ownership).
- He reminded attendees that all paperwork was emailed prior to the meeting.

2. Present and apologies

The Chairman noted the apologies for the record (list as above)

3. Confirmation of the Minutes of the meeting held on Wednesday, 3 August 2022

- The Chairperson requested that the minutes of the Silverdale Business 2022 Annual General Meeting, having been circulated, be accepted as read.
- There were no matters arising from the minutes.

MOTION: Minutes of 2022 Annual General Meeting on 3 August approved
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Moved: Rita Oliver Seconded: Steve Wilkinson Carried as a true and correct record
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4. Annual report for the financial year ending 30 June 2023

Chairpersons report By Richard Worker

- Richard mentioned that his report had been circulated among the attendees. He acknowledged that Silverdale Business is currently undergoing a major learning curve. Previously, it operated as a membership-based business, but now it has transitioned to a public entity with an approved Business Improvement District (BID). Richard recognised that as a BID, individuals are not automatically considered members until they officially join. Even though they have contributed, they are currently affiliate members until they complete the membership process. The goal is to encourage more people to become full members.
- Richard welcomed Tasha as General Member and Carolina as our Business Coordinator to the Silverdale team.
- Tasha will be working on the business plan for the next 12 months. The plan will outline the strategic goals and objectives that Silverdale Business aims to deliver. This plan will serve as a roadmap for the organisation's activities and initiatives in the next 12 months.

General Manager Report by Tasha Gummer

- Tasha gave an overview of the last year and acknowledged that the main goal was to become a Business Improvement District (BID) for Silverdale.
- Tasha presented the following milestones achieved in the last 12 months:
 - a. Q1: The start of the year, the aim was to collect the database and communicate with Silverdale Businesses.
 - b. Q2: Officially started campaigning and educating businesses on the BID, it's benefits and deliverables.
 - c. Q3: Conducted the Campaign Ballot with a target of 25% of votes. However, the result exceeded expectations with 31% of votes received. The goal was to have 50% of votes in favour, and the result was 54%.
 - d. Q4: Process Requirements with the BID were addressed: This included revising the constitution, formulating the budget and business plan, staffing, securing office space, and forming a new committee that represents every sector of Silverdale.

MOTION: Annual Report by the chair and General Manager approved

Moved: Steve Wilkinson **Seconded:** Rita Oliver **Carried** as a true and correct record

Treasurer's Report by Tasha Gummer

- Lizelle Doughty from Greenfire Accounting Ltd completed the full financial report. The report was circulated to the team prior to the meeting for review and discussion.
 - Business as Usual (BAU) Funding: Tasha mentioned that the BAU activities were funded by membership fees. The Business association experienced a significant increase in membership before and during the BID campaign.
 - BID Campaign Funding: The BID campaign was funded by the Hibiscus and Bays Local board seed funding. Additionally, the team actively sought sponsorships specifically for the campaign, which supported branding and other campaign-related activities.
 - Sustainability through the BID Programme: Once all the funding allocated for the campaign was utilised, the organisation obtained a small loan from one of its members, which has since been repaid. Additionally, an overdraft was secured from ANZ for (10K). Noted that not all of the \$10,000 overdraft was used, as Tasha reduced her hours to manage expenses effectively.
 - The first BID payment has already been received, and subsequent payments will be received quarterly going forward.

MOTION: The Annual Financial Statements for the year ending 30 June 2023 be accepted and approved

Moved: Rita Oliver **Seconded:** Dougall Cameron **Carried** as a true and correct record.

5. Silverdale Business - Business Plan for the financial years ending 30 June 2023-2025

The business plan has been circulated for the past 10 months and sent to the team out again prior to this meeting for review and discussion.

- Tasha is working on the detail and planning, on how to deliver the main themes:
 - Crime and prevention: This is our top priority. We will start by allocating CCTV cameras to the industrial precinct. We will also relocate the Hub to our office and work with Safer Cities on a three-year plan to roll out CCTV to cover all precincts in Silverdale.
 - Connectivity: We hold networking events to connect businesses in the area but will add to this programme with workshops/learning events and other activities to maximise connection.
 - Marketing and Promotion: We recently started a GrabOne campaign (destination marketing campaign) and currently have over 30 businesses engaged. We are paying for the marketing campaign and have had some excellent feedback so far. The campaign runs until 30 November 2023.
- In the second year, we would like to do a Business Awards or a community event. Feedback will be sought from our membership, before planning begins.

MOTION: That the members of the Silverdale Business Inc. approve and adopt the 2023-2025 Silverdale Business plan

Moved: Steve Wilkinson **Seconded:** Dougall Cameron **Carried** as a true and correct record

6. Silverdale Business - Income and Expenditure budget 2024/2025

- Tasha highlighted that there are many associate members who want to be involved in with us due to the benefits they receive, even though they are aware that they cannot vote.
- Tasha emphasised that staff costs have been allocated to the four key themes that we will deliver on our Business Plan. Additionally, operational costs are a significant part of the business, with initial expenses focused on setting up the office.
- Tasha explained that there is a significant funding allocation for the Pioneer Project. This project holds strategic importance for Silverdale Business and will require financial resources to support its implementation.

MOTION: That the members of the Silverdale Business Inc. approve and adopt the 2024-2025 Silverdale Business Income and Expenditure budget

Moved: Rita Oliver **Seconded:** Dougall Cameron **Carried** as a true and correct record

7. Silverdale Business - Budget including targeted rate amount for the financial year 2024/2025

MOTION: Move to approve the following financial year (2024/2025) draft budget which includes a BID targeted rate grant amount of \$500,000, including a 0% increase to the BID targeted rate grant for 2024-2025 financial year.

Further, ask the Hibiscus & Bays Local Board recommend to the Governing Body the amount of \$500,000 be included in the Auckland Council draft 2024-2025 annual budget consultation process.

Moved: Vaughn Summerton **Seconded:** Dougall Cameron **Carried** as a true and correct record

8. Election of the Executive Committee

- Richard (Chair) expressed thanks to the current Board members for their service over the last year.
- Under the current Silverdale Business Constitution, there are ten positions on the board, plus the Chair. This can include up to two Associate Members. We can confirm that we have a full board nominated.
- The following nominations for the Executive Committee had been formally received by the Secretary by the due date required under the rules of the Association: Nominations for 2023/2024 include:

Richard Worker	The Legal team
Matthew Edwards	Mars Digital
Dougall Cameron	Securitech
Michelle Pipping	The Botanic
Vinod Bhaga	Pak n Save
Gary Browne	Strategos Associates Ltd
Steve Wilkinson	Auckland Adventure Park
Joanna Jin	ENH Windows
Kayleigh Wallace	Colliers - Silverdale Mall
Rita Oliver	Barfoot and Thompson
Zane Dykman	Ze Build

Co-opted

Carolina Lunt Secretary

MOTION: The nomination for appointments to the Executive Committee be accepted.
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Moved: Steve Wilkinson Seconded: Vaughn Summerton Carried as a true and correct record

9. Appointment of the Auditor for the 2023-2024 year

MOTION: That William Buck be appointed as auditor for Silverdale Business Incorporated for the year ending 30 June 2024.

Moved: Steve Wilkinson Seconded: Rita Oliver Carried as a true and correct record
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10. General Business

- Gary Browne sent his apologies; he could not present the Pioneer Project. However, Tasha gave an update:
- Tasha advised that on the last meeting they presented the architectural plans to the Pioneer Village committee. They are all on board and the project team responded to the questions raised.
- Tasha has asked Gary for a project timeline.

Meeting closed 1:30 pm

Minutes taken by: Carolina Lunt