

Wiri Business Association Minutes 13th Annual General Meeting 16th October 2019 (Wiri BID)

Date: Wednesday 16th October 2019
Venue: Woodside Bar & Kitchen, Ronwood Ave, Manukau
Time: 5.30pm Drinks and Networking
6.00pm Formal Opening

Attendees Members:

Murray Bates – Envelope World
Sandra Bates – Envelope World
Gregor Botha – MainFeeds
Jeanette Brown – Property Owner
William Brown – Trimtex
Maureen Collins-Wright - Ross's Plumbing
Ross Collins-Wright – BRL 2010
Chris Kitzen – The Air Conditioning Company
Suzie McDonald – Scrubbers Laundromat
Richard Mason - Mason Tool & Engineering
Allan Oliver – Oliver Family Trust
Jordan Palmer - James Group
John Potter – BCS Foodpack Ltd
Leanne Prujean – Jayen Food Concepts
Mark Prujean – Jayen Food Concepts
Jenne von Pein – Colourworx
Gene Young – Super Tyre Guy
Maire Young – Super Tyre Guy

Associate Members:

Jonny Beyer – Conroy Security
Dennis Conroy – Conroy Security
Lilliann Conroy – Conroy Security
Daren Leng – ABC Business Sales
Peter Nola – ABC Business Sales
Murry Phillips - Insight CA Ltd

Manurewa Local Board & Auckland Council:

Daniel Newman - Councillor (Elec)
Dave Pizzini – Manurewa Local Board (Elec)
Glenn Murphy - Manurewa Local Board (Elec)

Guests:

Helena Chan – Panuku
Audrey Williams - Wiri Business Association General Manager

Apologies:

Teena Rhind – Adstaff
Ben Robinson – CML
Richard Gallantree – Auto Transform
Angela Dalton – Councillor (Elec)
Leatuao (Larry) Tupa’i-Lavea (AIGA Energy/Z Browns, Roscommon and Wiri Station Roads)
Tabetha Gorrie -Everlea Group Ltd.

Richard Mason - Wiri Business Association Chairperson

Richard (Mason Tool & Engineering) welcomed everyone to the AGM. He thanked the members who volunteered their time to sit on the Executive Board, acknowledging the time they contributed to the association. He gave a special mention to Murray Phillips our financial advisor. Richard talked a little about the board’s year and the projects the board have worked on. Richard thanked Simone for her second year with the association and welcomed Marie to the association. Marie joined as a member of staff in January this year. Richard finished reflecting on how far the association has come in the 15+ years he had been on the board and made a special mention of thanks to Audrey for her hard work and dedication to the association.

Audrey Williams – Wiri Business Association General Manager

Audrey welcomed everyone to the 13th AGM.

Matters Arising from the Wiri Business Associations 2018 AGM Minutes:

There were no matters arising

Approval of minutes of previous AGM 17th October 2018

Motion: To approve the minutes of the 2018 AGM presented at this meeting

Moved: William Brown

Seconded: Maureen Collins- Wright

PASSED: with no objections

Chairperson/General Manager Report

Audrey presented the joint Chairperson/General Manager Report. A copy of the PowerPoint presentation and the full written report is available on the Wiri website www.wiribiz.co.nz highlights from the prestatation were

Supporting Business:

Crime Prevention:

- Lowest crime rate in a commercial/industrial area.
- Re-tendered the security contract. With a score of 98/100, Conroy Security have been reappointed
 - 2 patrol cars in the area between 7.00pm – 6.00am
 - Passing every business 5 times a night
 - Christmas day-time patrol 3 times a day
 - A plain clothes car in the area between 8.00pm – 4.00am 4 night a week passing every business twice a night.

Graffiti & Rubbish Dumping:

- Free Graffiti Removal within 24 hours of reporting (all graffiti visible from the road).
- All illegal dumped rubbish reported to council within 12 hours of reporting.
- Worked with council to remove rubbish within 7 days not standard 38 days.
- 43% less cases of illegal dumping over the same period from last year

Advocacy:

- Submitted on several Auckland Council, Local Board and Auckland Transport (AT) Plans
- Worked with AT on roading and congestion issues
- Druces Road & Kerrs Road intersection traffic lights have been installed and are working very well.

Information Sharing & Relationships:

- 3 Wiri Links newsletters
- +40 Email contacts
- Member to Member introductions
- 17 Networking events
 - 1 x Street Clean-up
 - 2 x Waste Workshops
 - 2 x Board Events
 - 2x Lunches
 - 3 x Breakfast
 - 3 x Waste Site Visits
 - 4 x After 5 events

- Waste Management Fund

We have completed a free waste audit on businesses rubbish bins in the past year. We have achieved

- Visited 152 businesses
- Completed 52 audits
- Identified a possible 666 tonnes of recycling per annum
- Diverted 8.56 tonnes per annum

Governance & Leadership:

- Audrey introduced the 2018 -2019 Board

It has been an interesting year with launching the 2019-2024 Strategic Plan and developing the new format for the Business Plan.

Enhancing Environment:

Supporting the Community & Physical Improvements

- Meeting room available for use by business and community groups
- Planted over a 1,000 native trees & plants with MBCT and AIGA Energy
- Working with Local School, MIT, AUT and Colleges - Work exposure, experience and placements
- Wiri Central School – Year 8 Scholarship helping develop a work ethic to help them get a job.

2019-2020 Year:

- Subsidised First Aid Course
 - October's course was sold out.
 - November's is fully booked.
 - Courses are planned every month except January, including level 1 and 2, refresher courses and a Mental Health workshop.
- Healthy Business Workshop
 - Held monthly except January. A free small workshop held in the Wiri boardroom, on a variety of subjects with guest speakers who are experts in their field.
- Variety of networking events throughout the year

No questions were raised regarding the GM/Chair report

Matters Arising: There were no matters arising

Approval of the Chairperson/General Manager Report:

Motion: To approve the 2018-2019 Chairperson/General Manager Report presented at this meeting

Moved: Gregor Botha

Seconded: Suzie McDonald

PASSED with no objections

Financial Report: (Audrey drew to the member's attention the full copy of the audited accounts in their AGM Board Pack)

Murray Phillips from Insight CA Limited presented the audited accounts for the 2018-2019 financial year. Murray explained that this is the second audit with Integrity Audit. The audit report shows that no issues were found or matters raised. Murray explained the large underspend figure from last year, this includes the \$280,000 the board has allocated to the CCTV project. No questions on the 2018-2019 audited accounts were raised

Approval of the 2018 – 2019 Financial Reports:

Motion: To approve the 2018-2019 financial report presented at the 2018 AGM

Moved: Maureen Collins-Wright

Seconded: Suzie McDonald

PASSED with no objections

2018 - 2019 Business Plan:

The original Strategic Plan 2014 – 2019 and the 2019 - 2024 were developed in conjunction with Leigh Auton from Auton and Associates. The board has redeveloped the business plan to align with the strategic plan. Audrey walked the members through the plan that covered: Our core services will not change a lot from the previous services. Obtain funding, organisational interface, connecting Wiri businesses, security patrol and enhancing our environment. This will include projects such as business district expansion feasibility study, CCTV installation, first aid compliance, footpaths, street and stream clean ups and working with our community.

Matters arising from the business plan:

Suzie McDonald asked a question regarding illegal parking in Mana Place. Audrey and David Pizzini will follow up on the issue.

Approval of the 2018 – 2019 Business Plan:

Motion: To approve the 2018 – 2019 Business Plan presented at the 2018 AGM

Moved: Ross Collins-Wright

Seconded: Jenne von Pein

PASSED with no objections

Current Budget 2019 – 2020:

The current budget was outlined by Audrey.

No matters were raised

Approval of the 2019 - 2020 Budget:

Motion: To ratify and adopt the 2019-2020 budget as presented at this AGM

Moved: Gregor Botha

Seconded: Maureen Collins-Wright

PASSED with no objections

Projected Budget 2020 - 2021:

Audrey explained that the association can increase the Targeted Rate by \$10,000 or a maximum of 10% in any given financial period (July-June). With the predicted increases to petrol, electricity, water, wages etc. general costs to run the association will rise next year. Without an increase the other members services such as networking events, first aid courses and healthy business workshops that the association offers will suffer. The 2018 -2019 Wiri Board have recommended a 2.5% increase, Audrey explained to the members that for 45% of the members this would mean approximately a 0.0001 cent increase per day and only if no new buildings are opened before July 2020. There are currently 17 building sites within the Wiri boundary. Audrey presented 2 slides the first a 2020 – 2021 budget without an increase and the second showing a 2.5% increase.

Matters arising from the 2020 -2021 budget slides.

William Brown questioned the need for an increase. Audrey reiterated that we were looking at 1st July 2020 until 30th June 2021 and the basic cost of running the association will increase thus reducing the nonessential services the association offers.

Motion: To increase the Targeted Rate for the 2020 -2021 Financial year by 2.5% setting the Targeted Rate at \$755,425.00

Moved: Richard Mason

Seconded: Sandra Bates

A vote was taken the motion was carried on person abstained

PASSED

Motion: To ratify and adopt the 2020 – 2021 proposed budget with the 2.5% increase on the Targeted Rate presented at this AGM

Moved: Richard Mason

Seconded: Maureen Collins-Wright

A vote was taken the motion was carried on person abstained

PASSED

Appointment of Auditor 2019-2020 Financial Year:

The Auditor for the current financial year must be appointed at the AGM.

Motion: To appoint Integrity Audit as the 2019 - 2020 auditors for Wiri Business Association

Moved: Ross Collins-Wright

Seconded: Sandra Bates

PASSED with no objections

Executive Board 2018-2019:

The Executive Board for 2018 -2019 consisted of

Richard Mason - Mason Tool & Engineering – Chairperson (from February 2019)
Lyndsay Mason – Direct Mechanical – (resigned November 2018)
Maureen Collins-Wright - Ross’s Plumbing – Chairperson (resigned February 2019)
Gregor Botha – MainFeeds
William Brown – Trimtex - (resigned November 2018)
Joseph Liava’a – East Tamaki Health Care - (resigned November 2018)
Teena Rhind – Adstaff
Ben Robinson – CML – Deputy Chair
Sandra Bates – Envelope World – Secretary/HR Support
Angela Dalton/Dave Pizzini Manurewa Local Board
Murray Phillips – Insight CA - Advisors

Audrey thanked the board for their tireless efforts, dedication to the members of the association and their support of the staff.

Executive Board 2019-2020:

Current that wish to re-stand:

Sandra Bates - Envelope World
Gregor Botha – MainFeeds
Richard Gallantree – Auto Transform
Teena Rhind – Adstaff
Ben Robinson – Commercial Maintenance Ltd (CML)

Matters arising

William Brown questioned why we were not completing a secret ballot for the nominated members of the board. Audrey explained that in the past two years there have been more nominees standing than places on the board, this year we have 9 people nominated for up to 11 positions.

Motion:

That the current board members re-standing for the Wiri Business Association be accepted onto the WBA Executive Board for the 2019 – 2020 year.

Moved: Richard Mason

Seconded: Maureen Collins-Wright

PASSED with no objections

New Nomination: Note: All nominations were received on time and completed correctly with a nominator and a seconder.

Allan Oliver – Property Owner

Jordan Palmer – James Group

Mark Prujean – Jayen Food Concept

Leatuao L (Larry) Tupa’i-Lavea - AIGA Energy (Z Browns, Roscommon and Wiri Stations Roads)

Motion:

That the new nominees for the Wiri Business Association be accepted onto the WBA Executive Board for the 2019 – 2020 year.

Moved: Chris Kitzen

Seconded: Jenne von Pein

PASSED with no objections

Members of the 2018 -2019 Wiri Business Executive Board are

Sandra Bates - Envelope World

Gregor Botha – MainFeeds

Richard Gallantree – Auto Transform

Allan Oliver – Property Owner

Jordan Palmer – James Group

Mark Prujean – Jayen Food Concept

Teena Rhind – Adstaff

Ben Robinson – Commercial Maintenance Ltd (CML)

Leatuao L (Larry) Tupa'i-Lavea - AIGA Energy

Representatives from both the Manurewa and Otara/Papatoetoe Local Boards and Murray Phillips – Insight CA as advisors.

General Business:

Proposed Expansion:

At the 2018 AGM the members voted on the theory of expansion of the Wiri Business Association boundary due to council rezoning the farmland on Puhinui Road through to Prices Road (lying on the western boarder of the association). Audrey explained that this has become more vital as the local boards and council have approved the extension of Prices Road to connect to McLaughlin Road including a bridge over the Puhinui Reserve. This creates a through access into the western boundary area that currently has one road in and out, making the area vulnerable to more traffic movements creating congestion and also opening the area up to more illegal activities.

Due to BID regulations at each AGM the BID members must confirm that they the members wish to continue with the expansion or the investigation into the expansion.

Motion: Motion: To reaffirm investigation to boundary expansion on the western boundary.

Moved: Gregor Botha

Seconded: Chris Kitzen

PASSED with no objections

Other General Business:

Chris asked if council had made any decision on extending Druces Road to Browns Road. Councillor (Elect) Daniel Newman spoke to the matter. It is his understanding that at this stage there is no plan to extend the road, it will be incorporated into the high-density housing planned for that area.

Richard Mason:

Before closing the meeting Audrey asked the members attending the AGM to acknowledge Richard Mason after over 15 years on the Wiri Board before and after it was a BID. Richard was treasurer for 8 years and chair for the last 3. Richard was a driving force behind the last expansion and the current CCTV project.

As there was no general business from the floor Audrey thanked everyone for their attendance and invited them to stay for a drink and networking. Meeting closed at 7.05pm
