



MINUTES: Parnell Business Association Monthly Committee Meeting

4pm, 29 May 2018

Quality Hotel, Gladstone Road, Parnell

1. Welcome: Paul van Dorsten

Apologies:, Lisa Stone

Attendees:

Committee Members: Brendan Drury, Carey Oldfield, Jason Galea, John Bardebes, John Coutts, Ken Crosson, Lisa Caughey, Martyn Hamilton, Ricky Reddy

Parnell Business Association: Cheryl Adamson, Carolyn Keep

Approval of circulated minutes from meeting held on 1 May

Moved by... John Bardebes Seconded by.....Brendan Drury, all in favour

2. Committee member resignation – Paul notified the committee that Jeff had resigned.

3. Health and Safety

- LisaC reported on the status of the Fire Drills in their property and said they had not yet taken place and she would chase City Construction. She also stated that when the fire happened in Crown Range, the alarm was barely audible to adjoining premises. Martyn commented that every owner needed to comply with regulations and procedures.

4. Quarterly Review

- Introduction – Cheryl presented the first quarter figures on spend from Marketview, saying that the last quarter was the highest ever in Parnell and we were tracking well.
- Advocacy – Jason reported on the recent submissions on the budget and RLTP and said we had not heard further from AT on the cycleway.
- First Security contract –John Bardebes commented on the quarterly meeting with First Security. He said that all were very happy with the day patrol officer (James Milne) and the fact there were some issues with the night patrols, which they had promised to remedy.
- CCTV – Martyn gave feedback on the status of installation in various owners premises and said he thought they were close to finalizing a contract with the support of PBA, He also noted that CSLI had performed very well over the past few months. Cheryl commented that the KPI's were 100% and the crane at Auckland Museum had been removed.
- Marketing – Cheryl said that new ideas including Christmas would be covered in the budget section.
- Bus/Networks – Cheryl updated the committee on the upcoming 2 seminars – WeChat and Millennials.
- Environment – Lights and Plan – Cheryl updated in budget
- Budget and Finance – included below
- Strategic/KPI's – Cheryl noted this would be revised in line with the Parnell Plan



5. **Marketing and Promotions** – Cheryl said there was nothing additional to discuss other than what had been noted in the monthly report.

6. **Financial & Staff/Housekeeping**

- Budget breakdown. Cheryl presented the status of the current budget and highlighted where she believed there would be savings at year-end. She noted the process that had been followed with the various subcommittees on the budget drafts – marketing with Brendan and LisaC and the detail of all spend with Jason and Paul. She spent time on the proposal for Christmas decorations as that was the most significant increase. Both Brendan and Lisa supported the additional spend. Cheryl explained various other changes to the budget as well as discretionary allocations. Paul said he was comfortable with the overall budget as well as the category allocations and asked the committee pass a resolution on the budget.

Resolution

To approve overall budget of \$966,840 (including GST) as proposed, excluding discretionary spend of \$52,825 to be approved as and when requested. This includes a Christmas budget of \$76,807 (including GST) as proposed, on the proviso that the required permissions and permits are granted from both Auckland Council and Auckland Transport

Moved by: Brendan Drury

Seconded by: John Bardebes, all in favour

7. **Other business?**

- 195 – feedback. Paul confirmed that work had commenced on the roof of 195
- Shuttle – confirmed that she was in discussions with Xero.

The committee meeting officially ended at 5pm and several additional landowners were welcomed for a presentation of the Parnell Plan.

The Parnell Plan

Cheryl provided an overview of the document called ‘Towards a 30 year plan for Parnell’s first suburb’, stating that consultation had opened on the 28th May and would continue until the 29th June. She talked about the various stages that had led to this initiative saying that Parnell Business Association had been lobbying for the past 2 years for a council led plan and this was a significant milestone in this development.

Cheryl talked through the various objectives outlined in the document and highlighted priorities on which to submit, saying that it was essential that we achieved significant engagement from the business community. She said that the submission from PBA would be circulated in enough time for the various parties to endorse or personalise their own submission.

Cheryl closed by presenting the audience an Opportunity Assessment on Supermarkets from Markeview, noting that this was a very serious lack in the tenant mix as a result of which Parnell had only a minuscule part of the market

Next meeting 26 June, Quality Hotel