



MINUTES: Parnell Business Association Monthly Committee Meeting

4pm, 31 October 2017

2 York Street, Parnell

1. Welcome: Cheryl Adamson

Cheryl welcomed everyone and noted apologies

Apologies: Lisa Stone, Stephen Jones.

Attendees:

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

Parnell Business Association: Cheryl Adamson, Carolyn Keep

Approval of circulated minutes from September meeting

Moved by..... Jason Galea Seconded by..... Paul van Dorsten, all in favour

2. Appointment Chairman

- Cheryl asked if we could formally ratify the appointment of Paul van Dorsten as Chairman of the Executive Committee for the next year

Moved by...John Bardebes Seconded by...Jeff McCarthy, all in favour

Cheryl then handed back to Paul to chair the meeting

3. AGM feedback - Paul van Dorsten officially welcomed all the new committee members and noted that inductions had been conducted with Lisa Caughey, Lisa Stone and Stephen Jones the previous week.

- The date of the 2018 AGM was discussed, noting school holidays. It was decided that the AGM in 2018 should be held on the 27th September 2018
- The Board Charter was circulated for signature
- Paul asked the meeting to confirm the appointment of Stephen Jones from Auckland Museum and John Coutts as non voting members of the executive committee for the next year

Moved by.....Brendan Drury Seconded by.....Martyn Hamilton, all in favour

4. First Security Contract

- Paul reiterated that there was agreement via emails that it would be in our interest to increase the contact amount for First Security in order to retain the services of Karina (Ex Global)
- Agreement by committee to increase annual contract amount of First Security from \$73,000 plus GST to \$78,493.31 in order to retain Karina. Include in contract that should Karina decide to move on (or get promoted), that we



have the right to review the contract amount and vet/review a future candidate.

Moved by.....John Bardebes Seconded by....Jeff Mc Carthy, all in favour

- Paul agreed to sign the new contract.
- Jeff asked for confirmation that the contract was beginning on the 1st November and that there would be review in place. Cheryl confirmed and said First Security has requested weekly meetings for the first month, until the contract was bedded down.

5. CCTV contract

- Martyn reverted that he was meeting with certain owners that week and was hoping to get a demo up as soon as possible, noting that CCTV installations were specific to each property and very individualised. Martyn suggested we need to find out how much CCTV was in Carlaw Park. Cheryl said she would follow up

6. Council and Transport

- Cheryl reported on parking along The Strand and said that AT had met with several of the business owners on site
- Consultation for the Parking Management Plan was set to commence on the 6th Nov, and she requested assistance from the committee members to help gain feedback from neighbours and tenants in their own buildings. She said that we were in principle supporting the proposal from AT as it would free up a lot of all day parking in Parnell, but there was no doubt that it would affect certain staff.
- She also noted that the initial plans for priority bus lanes Newmarket to St Stephens had been tabled, but this was only set for consultation next year.

7. B2B meetings

- 17 Oct – The Commons – was interesting and networking was good
- 16 Nov, Jonathan Grant Galleries. As this was the last one for the year, committee members were encouraged to attend if possible – especially some retailers.

8. Marketing and Promotions

- Mini-Markets
 - Cheryl noted some of the challenges with the residents above Heard Park and Paul gave feedback on the meeting that was held.
 - Next Paws in Parnell would be the 4 Nov and the 2 Dec
 - Baker and Bloom 20 Oct/17 Nov/15 Dec
 - Ken asked what was happening with the Heard Park Plans and council. Cheryl said the local board had said they may have preliminary drawings in a few weeks.
- 12 Nov Waiters' Race, Carolyn gave feedback on how the promotion and organisation was progressing, noting that we had channelled various communication via different media than previously used



- Christmas with Baker & Bloom, 15th Dec was explained, noting a choir from Holy Trinity would be participating and that we planned to increase the draw of the promotion by having children's' bikes as prizes.
- Chinese New Year dates as follows
 - Exhibition 17 Feb-4 Mar
 - 24 Feb, Cultural day
 - 6-8 March - auction
- The options of auction procedure were explained and Cheryl noted that we need to host the pre auction bids on our site, which would mean installing a plug in. Mossgreen-Webb's would be the venue.

- Tourism – initiative with concierges
- Cheryl explained to the meeting the Hattitude initiative with map and 'Meet the Region' event hosted by Les Clefs d'Or', as well as the 2 x 'famil' sessions that were planned
- She noted that ATEED had agreed to put free maps in i-Sites as long as they were DL in size and classified as area maps. She requested that the discretionary spend in tourism be used towards map reprints
- Resolution to use the \$2,000 in discretionary funds under tourism towards the printing of more maps
Moved by.....Brendan Drury Seconded by....Carey Oldfield, all in favou

9. Financial & Staff/Housekeeping – nothing additional to report

10. Other business. Several items were raised under other business

- New venue monthly meetings? The committee debated the possibility of finding another venue for the monthly meetings as the current venue was rather crowded. Various options in Parnell were tabled as well as approximate cost. It was decided to continue in the current venue, but see if we could get some smaller chairs.
- Quarterly reviews - Paul noted that in previous meetings there had been discussions about regularly reporting on our KPI's and how we were tracking. Cheryl had suggested that quarterly reporting takes place on Nov/Feb/May and August as it does not clash with year end/AGM etc, but also would facilitate getting the Marketview report from the previous quarter. Paul also said we need to assess the suitability of the existing KPI's. Jason asked if every quarter was not too often and Jeff said he felt it was good as it allowed time to review decisions accordingly. Cheryl agreed she would prepare for the November meeting.
- Carey asked if we were going to put any sub –committees in place to review/keep an eye on policies and finances. Paul noted that he does go through the monthly payments in detail plus this is then handed over to the accountants. He agreed it would be a good idea to put key sub-committees in place and he and Cheryl would revert with suggestions. Cheryl also noted she would be happy to show how budget was tracking every quarter as well as report on discretionary spend.



- The question was also raised about committee liability/ insurance cover and Health & Safety aspects – especially when related to events.
 - Cheryl reverted that we have Association Liability via Lumley as well as Cyber cover. This was last reviewed 2 years ago and she would welcome a committee member/s taking a close look at what we have to make sure it is all in order. Paul said he was in the process of getting proposals on an association and would share his findings.
 - Cheryl noted that all the event permits did have a Health & Safety form and Ricky had reviewed the general office file. Jeff/Paul suggested that it should be an agenda item and dealt with every meeting. Cheryl agreed to implement this as a priority item.

 - Jeff asked if we should be projecting into the future and assessing if the change of government would have any major impact on our business area. It was agreed that in the long term this could affect transport items as well as potential stadiums and the location of the port. Most agreed we should be considering some of these items as the precinct /Local Area Plan unfolded

 - Paul raised the issue of 195 Parnell Road and noted that a large pharmacy chain from Australia , had advertised they were looking for premises. He wondered if this should be passed to leasing agents to follow up. Jeff was also asked for an update on communication progress with the owners in Hong Kong and if there was any progress on getting the premises cleaned.

 - John Bardebes shared that Alan Pack had passed away earlier this week. He had contributed enormously to Parnell, being part of the push to get the Business Association to expand. It was agreed an acknowledgement in The Herald would be appreciated.
11. **Last meeting 2017, 28 Nov** – suggestions were debated for the final meeting of the year to include an informal get together. Cheryl would revert with suggestions on venue.



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