



MINUTES: Parnell Business Association Monthly Committee Meeting

4pm, 30 August 2022, Jasmex

AGENDA:

- 1 Welcome - Paul van Dorsten
 - Apologies: Brendan Drury, Martyn Hamilton, Denise Cohen, Nick Healy
 - Attendees: Hamish Boyd, Jason Galea, Josephine Rudkin-Binks, Lisa Caughey, Lisa Stone via video link, Mike Jennings
 - Waitemata Local Board - Genevieve Sage, Graeme Gunthorpe
 - Parnell Business Association - Cheryl Adamson, Alayna Morgan
 - Approval of circulated minutes from meeting 26 July 2022

Moved by: Hamish Boyd Seconded: Jason Galea All in favour - carried

- 2 AGM Prep - 28 September, 12-2pm, The Parnell
 - **Meeting** - Plan B for presentation on the day of the AGM if Paul or Cheryl are unwell discussed. Brendan Drury will present the AGM if Paul is unable to attend, and if Cheryl is unable to attend, Paul will present on her behalf or she will present via video.
 - **Statement of Accounts/Performance Report & Audit** - These were circulated prior to the meeting to all board members. Cheryl mentioned that the surplus will be carried forward to other upcoming projects. No issues were raised.

Resolution:

To ratify and sign the Statement of Accounts/Performance Report & Audit.

Moved: Hamish Boyd Seconded: Lisa Stone All in favour - carried

- **Rate in the Dollar** - Cheryl recapped the discussion with Jason and Paul around the request for increase in the BID target being either 5% or 6.5% respectively. All members discussed and it was agreed to request the higher 6.5%. The recommended 6.5% would take us from \$969,150 to \$1,032,145 (an increase of \$62,944).

Resolution:

Agree to request an increase in the BID targeted rate grant for 2023/2024 to \$1,032,145 (after GST) and seek to have this approved at the AGM.

Moved: Lisa Caughey Seconded: Josephine Rudkin-Binks All in Favour - carried

- **Constitution** - Cheryl provided an update on small changes to the constitution which has been recommended based on the independent legal advice sort. These include the quorum numbers and the addition of online meetings (as approved at the last AGM).
- These changes were sent to council on the 29th August and the response included a whole raft of other issues to be addressed. Cheryl explained that these could not be addressed in the timeline between today and the AGM as a special resolution takes 21 days.



- The board discussed the raft of issues raised by council. Paul suggested moving ahead with the two small changes proposed and address the other issues post AGM as part of the major changes which are needed to be made after the Inc Societies comes into effect (after Oct 2023).

Resolution:

To take the following changes to the AGM (Remove to the AGM if approved by Council in time)

- a. To accept the increase of a quorum from three voting members to the five full members at Executive Committee meetings and from six full members to ten full members at General meetings (AGM's and SGM's) as required by the new BID Policy 2022.
- b. To insert a clause to allow online meetings to take place, as passed at the 2021 AGM, Clause as follows "Executive Committee Meetings/General Meetings shall be held by way of a quorum of Members meeting in person, and/or by utilising technology, audio, or audio and visual communication, (enabling all those participating in the meeting to be able to simultaneously communicate with each other throughout the meeting), at the date, time and (and/or place), appointed for the General Meeting.

Moved by: Jason Galea Seconded by: Hamish Boyd All in favour - carried

- **New Accountancy Firm** - Cheryl explained given the current accountants are no longer based in Parnell a new firm was sought, as we also need a Treasurer to stand from this company. She engaged three business within Parnell to take over this role and all returned similar pricing.
- Cheryl recommended that Greenlion be appointed.
- Jason enquired as to the basis for this recommendation and Cheryl advised that there was a good rapport and interest in the PBS from the team and that they are also property owners in the area.
- As part of the scope of the role, Greenlion will need to put forward a representative for Treasurer.
- Paul provided an overview of the typical process for the monthly accounts. Cheryl would prepare a schedule of accounts and present all to Paul (with the invoices) for signoff. Paul then sent the approved accounts to Lynch & Associates for payment. Cheryl did not have access to transact on the bank accounts and preferred that option. It was envisaged this process would continue with the new company.

Resolution:

To appoint Greenlion as our new accountant and ask them to put forward a representative as Treasurer for the Parnell Business Association.

Moved by: Lisa Caughey Seconded by: Jason Galea All in favour - carried

- **Nominations** - With the exception of Martyn Hamilton and Nick Healy all committee members are standing again.
- Cheryl has approached several potential nominees all who have are unable to commit. Hamish has someone in mind and will facilitate progression with Cheryl.
- We have until the 20th September to have all nominations in place.
- The Committee is permitted a maximum of 11 voting and 2 non-voting members. ~~Currently there are 8 voting members.~~

3 **Marketing and Social Media**

- **Buono**, opening date still to be advised. PBA are all ready to support and advertise
- **Décor** even month starts 1st Sept. There are already several entries received for this competition.
- **Summer hospo** - creative under development for the end of October/November launch.
- **Taxi Vouchers** project is proving to be challenging. More work to be done on this with the view to being available for the Concierge Association event on 10th October.



- **Christmas decoration** in Heard Park - A singing/lighting xmas tree is not an ideal option for summer, so other options are being investigated now to add to the existing bauble.
 - **Faraday Festival 2023** - Cheryl advised that several quotes had been received for a similar event to last year, one of them from Fresh Concepts. Both were well in excess of last year's event costs. Members of the committee suggested other options to consider: Food trucks for Faraday St/Heard Park. Music festival with some type of street performers (individual singers not bands). Cheryl to speak further with the landowners in the Faraday area.
 - **Tourism Concierge event** - Lisa and Cheryl attended the Concierge Association event (date). Key alliance with president still intact and all those spoken too are interested in supporting the PBA driving tourists to Parnell.
 - **Hotel Maps** - Lisa is organising with various businesses to advertise in the Hotel Maps brochure, to be ready and presented at the 'Meet the Region' Concierge event on 10th October.
 - **Famil at Faradays** - Cheryl to organise with Faradays a famil for the Concierge association
 - **Guide to NZ artists** - DL leaflet covering all the galleries in Parnell to be put together ~~again~~ for the Concierge Association. This is a new concept and each gallery would nominate certain artists.
 - **Community Notice Board/Bulletin** - A new group of people to start a seed funded Facebook page, with a community stance - \$750 per month x 6 months had been committed to.
4. **Council/CCO's**
- **Parking Strategy** - Michael Wood (Labour MP) Reshaping Streets proposal which recommends councils have the right to do what they find appropriate for their areas. Genevieve to investigate further.
 - **Graeme/Genevieve**, any other additions?
 - Lantana Lodge: Genevieve gave an update in this regard and said she had spoken to a neighbour of City Garden Lodge several times
 - Cheryl to talk through the 30-year Parnell plan with Genevieve - what is next on pathways/easier access to public spaces and funding.
 - Graeme advised that the new incoming councillors would decide on the next wave of WLB spending, and his proposal for wayfinding would move to the new board term .
5. **MarketView/Research**
- July figures not as poor as previous months, as noted
6. **Security**
- There has been recent tagging spree again in the area, which is being addressed
7. **B2B meetings and Sustainability**
- 4 Aug, Sustainability Webinar, Green Property, Mansons and Samson Corp. Josephine Rudkin-Binks advised that there was a great turnout, 50 registered for this event
 - 25 Aug, Mayoral Debate- Lisa and Hamish: Great attendance at the event - No natural front runner emerged from the event. Cheryl advised that there was some great press for the PBA for this in person event.
 - 1 Sept - Sustainability Marketing Webinar Greenwashing - Josephine Rudkin-Binks advised that there were 54 registered for this week
 - 8 Sept - Crown Range, B2B event
 - Further webinars: October - Corporate Volunteer (Josephine Rudkin-Binks) & November - Sustainable Xmas/ sustainable gifting: Good Hub (charity hub) & Lisa Caughey presenting then re convene in Feb 2023.



8. **Other Business**

- Streetscape project - meeting panel on Fri this week via zoom. The next step is to let all 3 presenters develop their idea by providing funding to each of \$5k.
- Cultural competency - Cheryl spoke to a second company who will send through a proposal for review.

9. **Health and Safety** - nothing to add

10. **Financial & Staff/Housekeeping** - nothing to add

11. Next meeting

- 21 Sept - placeholder in case (Zoom meeting),
- 27 Sept/Ray White - would be good if we don't need this the day before the AGM but will leave in diaries until the 21 Sept - All agreed no meeting needed the day before the AGM.
- 25 Oct/Ray White

The meeting ended at 5.18pm