



Manukau Business Association
Incorporated

11th

Annual General Meeting
Friday 27th October 2017

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11th ANNUAL GENERAL MEETING

July 2016 – June 2017

of the

Manukau Business Association Inc.

a Business Improvement District – (BID)

Friday 27th October 2017 - 7.30 am –9.00 am

Rainbow's End Conference Room, 2 Clist Cres, Manukau

Agenda

1. Registration and Breakfast
2. Apologies & Welcome
3. Minutes 2016 AGM – Approval & Matters arising
4. Chairman's Annual Report (2016 – 2017)
5. Treasurer's Financial Report (2016 – 2017)
6. Crime Prevention Managers' Report (2016 – 2017)
7. General Manager's Report – Strategic Plan, Business Plan and Budget 2017 – 2019
8. Election of Officers (Chairman & Treasurer)
9. Election of Committee
10. Motion to Re-Appoint Auditors – Integrity Audit Ltd
11. General Business and Networking

1. Registration and Breakfast

Please seat yourself anywhere at the tables provided.

2. Apologies and Welcome

Meeting led by Business Manukau General Manager, Kerry Burrridge.

3. Minutes 2016 AGM

Please see your copy of the Minutes at your place setting.

Matters arising from the 2016 minutes.

MOTION:

To approve the Minutes of the 2016 AGM.

4. Chairman's Annual Report (2016 – 2017)

Led by Chairman, Aaron Jones.

The Chairman's Annual Report will be published on the website after the AGM.

MOTION:

To approve the Chairman's Report.

5. Treasurer's Financial Report

Led by Treasurer, Rachel Darlington.

The Treasurer's Annual Report is reproduced on page 7-8 of this booklet, and the full audited financial statements are also at your place setting.

MOTION:

To approve the Treasurer's report including the 2016-2017 financial statements as presented at this AGM.

6. Crime Prevention Managers' Report

A PowerPoint jointly presented by Anton Welsh and Tess Maunsell.

MOTION:

To approve the Crime Prevention Managers' Report as presented at this AGM.

7. General Manager's Report – Strategic Plan, Business Plan and Budget 2017 - 2019

A PowerPoint presentation by Business Manukau General Manager, Kerry Burrige

- a) **New Strategic Plan 2017 – 2022:** the entire Strategic Plan is available on the website, and a one-page summary is included at your place setting.

MOTION:

To approve the new 2017 - 2022 Business Manukau Strategic Plan.

- b) **Business Plan 2017 - 2018:** is presented in PowerPoint.

MOTION:

To approve the 2017 – 2018 Business Manukau Business Plan.

- c) **Budgets for 2017 – 2019:** are reproduced on page 9 of this booklet.

MOTION:

To ratify and adopt the Budgets for the 2017/18 and 2018/19 financial years.

8. Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2016/2017 were:

Aaron Jones (Chairman) BNZ
Rachel Darlington (Treasurer) Business Like

Nominations for the positions of Elected Officers for the 2017/2018 year include:

Aaron Jones (Chairman) BNZ
Rachel Darlington (Treasurer) Business Like

MOTION:

That the two current standing Officers be re-elected onto the MBA committee for the 2017 – 2018 year.

9. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2016/2017 were:

Peter Lim Lim Electronics
Didier Ferreol Auto One Manukau
Emily May Jaedon Enterprises
Neil Denney Friendship House (later appointed by Committee)
Stephen Grey Chester Grey (later appointed by Committee)

Note:

New Otara-Papatoetoe Local Board Representative – Reece Autagavaia (non-voting).

The 7 Nominations for the 2017/2018 Executive Committee include:

<i>Stephen Grey (existing)</i>	<i>Chester Grey</i>
<i>Peter Lim (existing)</i>	<i>Lim Electronics</i>
<i>Emily May (existing)</i>	<i>Jaedon Enterprises</i>
<i>Gagan Deep Gupta (new)</i>	<i>Bath & Tile</i>
<i>Katharine Murray (new)</i>	<i>Rainbows End</i>
<i>Davinder Rahal (new)</i>	<i>Kiwika Ltd</i>
<i>Mark Smith (new)</i>	<i>Briscoes Retail Group</i>

MOTION:

That the 3 existing and 4 new Committee Members be re-elected onto the Business Manukau Executive Committee for the 2017 – 2018 year.

Note: The Constitution requires Business Manukau to have from 5 to 11 members – with an uneven number for voting purposes.

10. Motion to Re-Appoint Auditors

MOTION:

That Integrity Audit be re-appointed as our Auditors.

11. General Business

Any items from the floor.

Meeting Closes. Networking Commences.

Manukau Business Association Inc.

A.G.M. Friday 27 October 2017

TREASURER'S REPORT for July 2016 – June 2017

	2017	2016
Revenue		
Auckland Council BID	217,897	206,950
Otara-Papatoetoe Local Board Grants	0	50,000
	<u>217,897</u>	<u>256,950</u>
Other Income		
Other Income	4,204	4,946
	<u>4,204</u>	<u>4,946</u>
Total Revenue	<u>222,101</u>	<u>261,896</u>
Expenses	340,164	240,543
Net Profit	<u>(118,063)</u>	<u>21,353</u>

Total revenue for 2017 was relatively consistent with budgeted expectations. The only variation was a slight overpayment by Council of approx. \$12k.

We look forward to receiving a substantial increase in the 2018 year as a result of the successful BID expansion, with revenue expected to more than double (\$490k).

As indicated in last year's budget, expenses increased in 2017 largely due to:

- The appointment of an additional Crime Prevention Manager.
This was in line with the needs of local business owners who highlighted improved security as being one of our top priorities.
- A cost of \$18k was incurred for the drafting and preparation of the 5 year strategic plan for the Association. This will help to ensure that our priorities and actions are in alignment with the Association's core purpose and vision for the benefit of our members and other stakeholders.
- 2017 also saw the Association having to start paying for the weekly security patrols. Previously these had been provided for free of charge.
- One-off BID Expansion expenses incurred also contributed to the increased costs in 2017.

The above expenditure was debated at length and budgeted for during the previous year.

In summary, the 2017 financials showed a significant deficit in order to position the Association favourably to achieve a positive BID Expansion outcome. This desired result was exactly what happened and accordingly the first quarter of 2018 has showed a significant surplus (as expected and budgeted for).

Armed with the new strategic growth map, the Business Association intends to invest these surpluses back into those areas identified by you, our Members, as being of most importance to encourage the growth of business opportunity in Manukau.

Rachel Darlington – Treasurer
Manukau Business Association Inc.

Manukau Business Association Inc
AGM Friday 27 October 2017
BUDGETS for 2017 - 2019

FYE 30 June

	BUDGET FYE 30 JUNE 2018	BUDGET FYE 30 JUNE 2019
Income		
Targeted Rate Income	\$ 478,109	\$ 490,000
Local Board Funding	\$ -	\$ -
Interest Income	\$ 2,500	\$ 4,000
Total Income	\$ 480,609	\$ 494,000
Expenses		
Administration Expenses	\$ 71,442	\$ 49,000
Office Rent & Rates	\$ 20,708	\$ 21,744
Town Centre Management	\$ 95,000	\$ 95,000
Town Centre Marketing	\$ 15,000	\$ 20,000
Town Centre Networking Events	\$ 12,100	\$ 12,100
Security & Crime Prevention	\$ 168,000	\$ 172,200
Reserve for Projects (incl. CCTV coverage)	\$ 95,000	\$ 95,000
Total Expenses	\$ 477,250	\$ 491,058
Operating Surplus	\$ 3,359	\$ 1,442