



Manukau Business Association
Incorporated

13th

Annual General Meeting
Thursday 31st October 2019

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**13th ANNUAL GENERAL MEETING
July 2018 – June 2019**

of the

**Manukau Business Association Inc.
a Business Improvement District – (BID)**

Thursday, 31st October 2019 - 7.30 am – 9.00 am

Woodside Tavern, Ronwood Avenue, Manukau

Agenda

1. Registration and Breakfast
2. Apologies & Welcome
3. Minutes 2018 AGM – Approval & Matters arising
4. Chairman’s Annual Report (2018 - 2019)
5. Treasurer’s Financial Report (2018 – 2019)
6. General Manager’s Report – Business Plan and Budget (2019 – 2020)
7. Special Resolution – Proposed BID Expansions and Budgets (2021)
8. Crime Prevention Managers’ Report (2018 – 2019)
9. Election of Officers (Chairman & Treasurer)
10. Election of Committee
11. Motion to re-appoint Auditors - Integrity Audit Ltd
12. 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 2018 AGM

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

Matters arising from the 2018 minutes.

MOTION:

To approve the Minutes of the 2018 AGM.

4. Chairman's Annual Report (2018 – 2019)

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 8-9 of this booklet, and the full audited financial statements are also at your place setting.

MOTION:

To approve the Treasurer's report including the 2018 - 2019 financial statements as presented at this AGM.

6. General Manager's Report – CCTV Project, Business Plan and Budget 2019 - 2020

A PowerPoint presentation by Business Manukau General Manager, Kerry Burridge

- a) **Progress Report 2018 – 2019:** presented in PowerPoint.

An update on progress against objectives for the 2019 financial year including the CCTV Project.

MOTION:

To approve the 2019 – 2020 Business Manukau Business Plan.

- b) **Business Plan 2019 - 2020:** presented in PowerPoint.

MOTION:

To approve the 2019 – 2020 Business Manukau Business Plan.

- c) **Budgets for Year End 2019 and 2020** presented in PowerPoint.

MOTION:

To ratify and adopt the Budget for the 2019 and 2020 financial year.

7. Special Resolution – Proposed BID Expansions & Possible Budgets

There are four possible budget scenarios for FYE 30 June 2021, which cover:

1. Existing BID Area only
2. Existing BID Area plus Puhinui Road (Area 1)
3. Existing BID Area plus Westfield Shopping centre (Area 2)
4. Existing BID Area plus Puhinui Road (Area 1) and Westfield Shopping Centre (Area 2)

Special Resolution – Proposed Manukau BID Programme and Boundary Expansion.

Move to investigate and implement a proposed Manukau BID programme and boundary expansion project.

The project will be done in two parts as follows:

Part 1 – Proposed Manukau BID programme and boundary expansion Puhinui / Regan / Great South Roads (Area 1, Map 1) see Map 1 enclosed.

This proposed expansion includes business zoned and business rate paying properties located along Puhinui Rd, Regan Rd and Great South Roads.

The proposed Map 1, area 1 draft income and expenditure budget and BID grant amount will be \$20,000 – see table below.

Part 2 – Proposed Manukau BID programme and boundary expansion Westfield Shopping Centre (Map 2, area 2) see map 2 enclosed.

This proposed expansion includes business zoned and business rate paying properties located on the property identified as Westfield Shopping centre along Manukau Station Rd, Great South Rd, and Ronwood Ave.

The proposed Map 2, area 2 draft income and expenditure budget and BID grant amount will be \$40,000 – see table below.

Possible Income and Expenditure Budgets FYE 30 June 2021

BID Area	Budget
Existing BID Area, 2 failed expansion ballots	\$490,000
Existing BID Area plus Puhinui/Regan/Great South Rds (Area 1), Area 2 ballot fails	\$510,000
Existing BID Area plus Westfield (Area 2), Area 1 ballot fails	\$530,000
Existing BID Area plus Area 1 and Area 2 successful ballots	\$550,000

Reason: As part of our annual review of the Manukau BID programme and delivery it's timely to consider and respond to demand from businesses outside of the current Manukau BID programme area who wish to be included as Manukau BID programme affiliated members. The process to expand the current Manukau BID programme and boundary is outlined in the Auckland Council BID Policy (2016). It is proposed that the 2019 Manukau Business Association Board follow the BID Policy requirements.

The BID Policy includes:

- The association must obtain approval from the Manukau Business Association members of the proposed BID expansion project, the maps and the associated income expenditure budgets.
- To be successful, a postal ballot is held and those who own a business zone property or business located within the proposed boundary expansion areas are identified as eligible voters.

Timing – it is proposed that these BID expansion projects are completed as two separate ballots, one for each of Area 1 and Area 2, during March 2020.

If successful, the expanded Manukau BID Programme and BID grant will come into effect on 1 July 2020.

Move:

Second:

8. Crime Prevention Managers' Report

A PowerPoint presented by Tess Maunsell.

MOTION:

To approve the 2018 – 2019 Crime Prevention Managers' Report as presented at this AGM.

9. Election of Officers

The Elected Officers of the Manukau Business Association Incorporated for the year 2018/2019

were:

<i>Aaron Jones (Chairman)</i>	<i>BNZ</i>
<i>Rachel Darlington (Treasurer)</i>	<i>Business Like (NZ) Ltd</i>

Nominations for the positions of Elected Officers for the 2019/2020 year include:

<i>Aaron Jones (Chairman)</i>	<i>BNZ</i>
<i>Rachel Darlington (Treasurer)</i>	<i>Business Like (NZ) Ltd</i>

MOTION:

That the two current standing Officers be re-elected onto the MBA committee for the 2019 – 2020 year.

10. Election of Committee

The Executive Committee Members of the Manukau Business Association Incorporated for the year 2018/2019 were:

<i>Stephen Grey</i>	<i>Chester Grey Chartered Accountants</i>
<i>Emily May</i>	<i>Jaedon Enterprises</i>
<i>Peter Lim</i>	<i>100% Lim Electronics</i>
<i>Karen Crabb</i>	<i>Rainbow's End</i>
<i>Alan Johnson</i>	<i>Wiri Licensing Trust</i>
<i>Mark Smith</i>	<i>Briscoes Manukau</i>
<i>Ilango Krishnamoorthy</i>	<i>Mercury Printz</i>

Note:

Following the recent elections, our Otara-Papatoetoe Local Board Representative is yet to be appointed (non-voting). For the last year the rep was Dr Ashraf Choudhary.

The 7 Nominations for the 2019/2020 Executive Committee include:

<i>Stephen Grey (existing)</i>	<i>Chester Grey Accountants Ltd</i>
<i>Emily May (existing)</i>	<i>Jaedon Enterprises</i>
<i>Mark Smith (existing)</i>	<i>Briscoes Manukau</i>
<i>Karen Crabb (existing)</i>	<i>Rainbow's End</i>
<i>Ilango Krishnamoorthy (existing)</i>	<i>Mercury Printz / Iris Signs</i>
<i>Debra Law (new)</i>	<i>Law & Associates</i>
<i>Belinda Sutton (new)</i>	<i>Van Den Brink Group</i>

MOTION:

That the 5 existing and 2 new Committee Members be elected onto the Business Manukau Executive Committee for the 2019 – 2020 year.

Note: The Constitution requires Business Manukau to have from 5 to 11 members – with an uneven number for voting purposes. The Officers and Committee members listed above total 9.

11. Motion to Re-Appoint Auditors

MOTION:

That Integrity Audit be re-appointed as our Auditors.

12. General Business

Any items from the floor.

Meeting Closes. Networking Commences.

Manukau Business Association Inc.

A.G.M. Thursday 31st October 2019

TREASURER'S REPORT for July 2018 – June 2019

PROFIT & LOSS	2020 Budget	2019 Budget	2019 Actual	2018 Actual
REVENUE				
Target Rating Income	490,000	490,000	490,000	490,000
SUNDRY INCOME				
Dividends Received	375	350	375	350
Grants Received	-	-	-	5,000
Interest Received	300	500	254	170
Sundry Income	675	850	629	5,520
Total Income	490,675	490,850	490,629	495,520
Less Expenses				
Administration Expenses	85,000	86,000	83,746	85,090
Office Rent & Rates	23,000	22,000	18,951	21,234
Town Centre Management	105,000	95,000	101,979	86,251
Town Centre Marketing	10,000	5,000	1,725	5,081
Town Centre Networking Events	7,000	7,000	5,124	6,905
Town Centre Security	200,000	170,000	183,868	196,549
Total Expenses	430,000	385,000	395,393	401,110
Net Surplus / (Deficit) Before Depreciation	60,675	105,850	95,236	94,410
Less Depreciation	12,000	8,000	6,764	9,105
Net Surplus / (Deficit) After Depreciation	48,675	97,850	88,472	85,305

Total revenue for 2019 was in alignment with budgeted expectations; and consistent with current projections looking forward.

With strong governance the Association has kept a tight rein on its expenditure during the 2019 financial year. Security and crime prevention were more than budgeted for as this was one area identified by our members as being of high priority for the association to focus on.

The surpluses enjoyed over the last couple of years have always been earmarked for the extensive CCTV integrated infrastructure project. This project is now well underway and will help to reinforce Manukau as being a desirable location for people to live, work and play for many years to come.

BALANCE SHEET	2019	2018
	Actual	Actual
CURRENT ASSETS		
BNZ – Cheque Account	29,665	139,041
BNZ On-Call Account	340,432	170,193
GST Refund Due	19,859	11,803
Rent in Advance	1,417	1,417
Prepayments	73,772	-
Total Current Assets	465,145	322,454
NON-CURRENT ASSETS		
Fixed Assets as per Schedule	14,661	19,832
Total Assets	479,806	342,286
CURRENT LIABILITIES		
BNZ Credit Cards	524	590
Accounts Payable	102,572	55,757
Accrued Expenses	1,800	1,800
Income in Advance	122,500	122,500
Holiday Pay Accrual	10,129	7,831
Total Liabilities	237,525	188,478
Net Assets	242,281	153,808
Represented by;		
MEMBERS' FUNDS		
Retained Earnings	242,281	153,808
Total Surplus in Members' Funds	242,281	153,808

The balance sheet is in a very strong position and is well placed for future growth and enhancement of Manukau to be recognised as the second CBD of Auckland.

Rachel Darlington – Treasurer
Manukau Business Association Inc.