



Manukau Central Business Association
Incorporated

10th

Annual General Meeting
Friday 4th November 2016

66B Cavendish Drive – PO BOX 76 782 – Manukau City, Auckland 2241

Phone: 09 263 7959

Email: manager@businessmanukau.co.nz

www.businessmanukau.co.nz

10th ANNUAL GENERAL MEETING

July 2015 – June 2016

of the

Manukau Central Business Association Inc.

a Business Improvement District – (BID)

Friday 4th November 2016 - 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 2015 AGM – Approval & Matters arising
4. Chairman's Annual Report (2015 – 2016)
5. Treasurer's Financial Report (2015 – 2016)
6. General Manager's Report –Business Plan and Budget 2016 – 2018
7. Special Resolutions
8. Election of officers (Chairman & Treasurer)
9. Election of Committee
10. Motion to Re-Appoint Auditors
11. General Business and Networking

1. Registration and Breakfast

Please seat yourself anywhere at the tables provided.

2. Apologies and Welcome

Meeting led by MCBA General Manager, Kerry Burrridge

3. Minutes 2015 AGM

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

Matters arising from the 2015 minutes.

MOTION:

To approve the Minutes of the 2015 AGM.

4. Chairman's Annual Report (2015 – 2016)

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

MOTION:

To approve the Treasurer's report including the 2015-2016 financial statements as presented at this AGM.

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

A PowerPoint presentation by MCBA General Manager, Kerry BurrIDGE

a) **Strategic Plan:** is the existing 2012 – 2017 version, available on the Business Manukau website. To be updated this year.

b) **Business Plan:** is reproduced on page 11 of this booklet.

MOTION:

To approve the 2016 – 2017 Business Manukau Business Plan

Discussion re New BID Policy 2016: seeking further clarification, and obtaining legal opinion

MOTION:

That the AGM approves our elected Executive Committee to have full authority to make decisions regarding the adoption of the new 2016 BID policy prior to the 2017 AGM

c) **Budgets for 2016 – 2018:** are reproduced on page 12 of this booklet.

MOTION:

To ratify and adopt the Budgets for the 2016/17 and 2017/18 financial years including the new, increased expansion budget, as presented at this AGM

7. Special Resolutions

Special Resolution 1.0 – Change of Name

To change the registered name of this organisation from Manukau Central Business Association Inc. to Manukau Business Association Inc.

Explanatory note: The current name is very long and unwieldy to use. In addition, with the disappearance of the Territorial Local Authority (TLA) Manukau City, there is no longer a need to differentiate between the two areas by using “central” Manukau. The organisation will continue to use the trading name “Business Manukau” in the marketplace.

Special Resolution 2.0 – Release of Crime Data

To authorise the NZ Police to release on a regular basis crime data and other intelligence regarding the Manukau Business Improvement District in general and member-owned commercial buildings, businesses and vehicles specifically, to the staff of Manukau Central Business Association Inc. Such information might include, but is not limited to, data or descriptions relating to willful damage, graffiti and tagging, theft, burglary, shoplifting, ram raids and assaults.

Explanatory note: The NZ Police are currently refusing to release local crime data and intelligence to the staff of Manukau Central Business Association, citing “privacy issues” as their reason. This makes it very difficult for the Crime Prevention Manager to perform his job effectively. This information will be used by the Crime Prevention Manager to take both proactive and reactive measures to improve the safety and security of all members, their staff, buildings, equipment, inventory, cash, and vehicles.

Special Resolution 3.0 – Approval of 2016 BID Expansion Ballot Results

The members move to accept the Manukau Central Business Associations 2016 BID expansion ballot results as follows: 559 voting documents were issued to voters; of these 174 (or 30.9%) voted, and 145 of those (83.82%) voted YES and 28 (12.18%) voted NO. The ballot was therefore successful and the proposed expansion of the Manukau Business Improvement District was approved by the electorate.

Explanatory note: the voting results were made available on the www.businessmanukau.co.nz website during the first week of November, and now again at the AGM.

Special Resolution 4.0 – Approval of New BID Geographical Boundaries

The members move to vote in favour of an adjustment to Manukau Central Business Association's BID agreement with Auckland Council to reflect the new Manukau Central Business Association BID geographical boundaries.

Explanatory note: the map showing the old and new boundaries is shown below on page 7 and has also been made available on the website www.businessmanukau.co.nz.

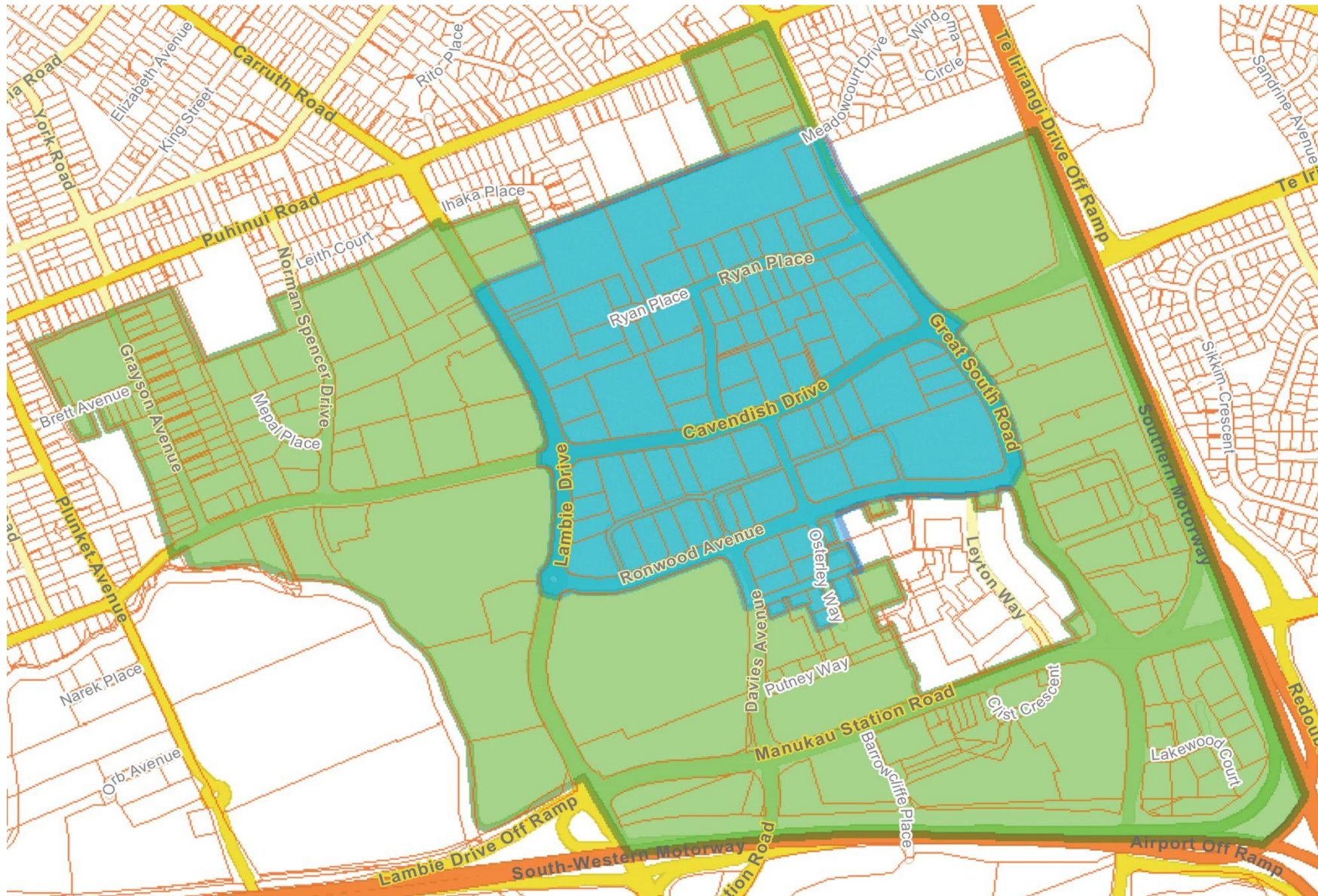
Special Resolution 5.0 – Striking a Targeted Rate

To strike a rate of \$490,000 (excluding GST) for the 2017/2018 financial year, calculated by using a flat rate of 0.00049303 (rate in the dollar).

Explanatory note: Landowners can calculate their approximate contribution if they multiply the new proposed rate in the dollar of 0.00049303 by the property's capital value as shown on a current Auckland Council rates invoice. Where there are multiple tenants at a property, the rate will be split between them proportionally, according to their tenancy agreements.

The total amount of \$490,000 (excl. GST) was publicised through the "Vote Yes Information Brochure" prior to the Expansion Ballot in October 2016. The Executive Committee viewed this as the most equitable rating model for our district, and by spreading the overhead costs across a larger number of members, it brings down the cost slightly to existing members, by an average of -8.3% or \$54 excl. GST per member.

Existing (blue) and Expansion (green) Boundaries for Manukau Business Improvement District



8. Election of Officers

The Elected Officers of the Manukau Central Business Association Incorporated for the year 2015/2016 were:

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

Nominations for the positions of Elected Officers for the 2016/2017 year include:

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

MOTION:

That the two current standing Officers be re-elected onto the MCBA committee for the 2016 – 2017 year.

9. Election of Committee

The Executive Committee Members of the Manukau Central Business Association Incorporated for the year 2015/2016 were:

<i>Peter Lim</i>	<i>Lim Electronics</i>
<i>Didier Ferreol</i>	<i>Auto One Manukau</i>
<i>Rachael Darlington</i>	<i>Business Like</i>
<i>Neil Denney</i>	<i>Friendship House (Non-voting, appointed by Committee)</i>

Note:

Replacement of Stephen Grey as Otara-Papatoetoe Local Board Representative

Nominations for the 2016/2017 Executive Committee include:

Peter Lim

Lim Electronics

Didier Ferreol

Auto One Manukau

Emily May

Jaedon Enterprises

MOTION:

That the current standing Committee members be re-elected onto the MCBA Executive Committee for the 2016 – 2017 year.

Note: The Constitution requires MCBA to have from 5 to 11 members – with an uneven number for voting purposes. (Our Otara-Papatoetoe Local Board Representative and Neil Denney from Friendship House will balance out this requirement).

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 Central Business Association Inc.

A.G.M. Friday 4 November 2016

TREASURER'S REPORT for July 2015 – June 2016

	2016	2015
Revenue		
Council Funding		
Auckland Council BID	206,950	217,957
Auckland Council Grants	--	--
Otara-Papatoetoe Local Board Grants	50,000	--
	<hr/>	<hr/>
	256,950	217,957
Other Funding		
Ministry of Justice Funding	--	59,000
Auckland Transport Funding	--	--
Other Income	4,946	4,290
	<hr/>	<hr/>
	4,946	63,290
Total Revenue	<hr/>	<hr/>
	261,896	281,247
	<hr/>	<hr/>

Total revenue for 2016 was consistent with previous budget expectations.

Targeted rate income was similar to the previous year and roughly what is expected for the 2017 Financial Year.

We were fortunate to receive two grants of \$25,000 each from the Otara-Papatoetoe Local Board in 2016. One of these grants was used for the recent successful BID expansion, whilst the other grant was utilized in the crime prevention role.

Expenses for 2016 were slightly higher than the previous year, largely due to the provision of our crime prevention service for a full financial year and additional resources being required to undertake the recent BID expansion campaign.

The business association achieved many positive outcomes in 2016 via prudent administrative and financial control over its resources. A \$21,353 surplus combined with healthy bank balances, places the association in good stead to continue delivering positive results for Manukau businesses and the community going forward.

Rachel Darlington – Treasurer

Manukau Central Business Association Inc.

Business Plan 2016-2017

The business plan for the remainder of the 2016/2017 financial year consists mainly of completing the actions necessary to transition to the new, larger, expanded Business Improvement District as from 1 July 2017.

Action Item	Due Date
New Documentation	
1. Consult with members and write a new Strategic Plan, to cover the period 2018-2022 (General Manager)	31 May 2017
2. Review and adopt new BID Policy 2016 (Executive Committee)	30 June 2017
3. Review and revise the Constitution in light of the new BID Policy 2016 (to be approved by Special Resolution at 2017 AGM)	31 October 2017
Crime Prevention and Security	
4. Circulate RFP to security providers no later than 31 May 2017, in order to let the new contract for the entire expansion area to a security provider by the end of the financial year (General Manager and Crime Prevention Manager)	30 June 2017
5. Hire a second Crime Prevention Officer, ready to commence duties on 1 July 2017 (General Manager and Crime Prevention Manager)	30 June 2017
6. Attend a minimum of 300 member security-related callouts, between 1 November 2016 and 30 June 2017 (Crime Prevention Manager)	30 June 2017
7. Ensure that all graffiti/tagging is removed/painted over within 48 hours of identification/notification (Crime Prevention Manager)	30 June 2017
Member Services	
8. Assist a minimum of 80% of business members to list their businesses on the new business directory at www.BusinessManukau.co.nz (Office Manager)	31 March 2017
9. Update entire member database to ensure that no more than 5 bounces occur per group email/newsletter (Office Manager)	31 March 2017
10. Hold a minimum of 3 business networking/training events for Members before end of the financial year (General Manager and team)	30 June 2017

Manukau Central Business Association Inc
AGM Friday 4 November 2016
Budgets for 2016 - 2018
FYE 30 June

	BUDGET FYE 2017 July 2016 - June 2017	BUDGET FYE 2018 July 2017 - June 2018	
Income			
Targeted Rate Income	\$ 206,950	\$490,00	
Local Board Funding	\$ -	\$ -	
Interest Income	\$ 4,500	\$ 4,000	
Total Income	\$ 211,450	\$ 494,000	
Expenses			
Administration Expenses	\$ 49,000	\$ 49,000	10%
Marketing & Promotion	\$ 33,225	\$ 107,800	22%
Member Development & Networking	\$ 32,770	\$ 88,200	18%
Crime Prevention & Security	\$ 145,774	\$ 205,800	42%
BID Expansion	\$ 35,561	\$ -	0%
Advocacy	\$ 7,431	\$ 19,600	4%
Economic Development	\$ 7,431	\$ 19,600	4%
Total Expenses	\$ 311,192	\$ 490,000	100%
Operating Surplus	-\$ 99,742	\$ 4,000	