



Minutes of the Annual General meeting  
Monday, 8 November 2021  
6.00pm – Online Zoom Meeting

1. ATTENDANCE & WELCOME:

**Present: Voting Members (VM)**

1	Malcolm McDonald	VM	Penguino Ice Cream Café
2	Sean Brandon	VM	RDM Roof Design & Management
3	Mike Jansen	VM	Eltec
4	Lara Kamionka	VM	The Meat Room
5	Bruce Taylor	VM	Pages Design & Print
6	Ruth Green	VM	Steven Green & Associates
7	Chris Grove	VM	Mitre 10 Browns Bay
8	Lauren Newbery		Mitre 10 Browns Bay
9	Kelda Cawood	VM	House of Travel Browns Bay
10	Dan Fordyce	VM	Cobble
11	Philippa Munro	VM	Robinson & Running
12	Wendy Treadwell	VM	Harcourts Browns Bay / Bays Club
13	Johneen Atkinson	VM	Landlord 24-28 Clyde Road
14	Jill Matthews		Landlord 24-28 Clyde Road
			<b>14 (12 Voting Members)</b>

**Present: Non-voting Attendees**

1	Kim Murdoch		Town Centre Manager
2	Brendan Robinson		Treasurer
3	Sally Cargill		Heart of the Bays
4	Alexis Poppelbaum		Hibiscus & Bays Local Board
5	Julia Parfitt		Hibiscus & Bays Local Board
6	Janet Fitzgerald		Hibiscus & Bays Local Board
7	Frank Sun		Consultant
8	Hugh Cronwright		Community

**Apologies**

Gerhard Augenstein	Augenstein's Jewellers
Andrew Ranum	Deep Creek Brews & Eats
Jae Lee	Starbucks
Erica Stanford	MP for East Coast Bays
Sharron Johnson	Commodore Pharmacy
Stanley Zhang	Supa Fruit Mart
Carol Caulfield	Young & Caulfield
Roselyn Kumar	BNZ
John Purdon	The Clyde
Pauline Purdon	The Clyde
Lucy Han	Landlord 37 Clyde Road
Susan Kim	Landlord Unit B, 11-19 Clyde Road
Roy Richardson	Landlord 47-51 Clyde Road

A quorum is present. The meeting may commence.



2. MINUTES OF THE 2020 AGM

The minutes of the AGM held on 19 October 2020 were confirmed a true and correct record of the business transacted.

Moved: Lara Kamionka  
*Carried Unanimously*

Seconded: Bruce Taylor

3. CHAIR REPORT

Malcolm McDonald, BBBA Chair, presented the Chair Report for the financial year 2020/2021. The report can be seen online at <https://brownsbay.org.nz/browns-bay-business-association/>

Moved: Philippa Munro  
*Carried Unanimously*

Seconded: Bruce Taylor

4. TREASURER'S FINANCIAL REPORT

Brendan Robinson, Robinson & Running Ltd CA, presented the Treasurer's Report 2020/2021. The report and audited end of year financial statements can be seen online at <https://brownsbay.org.nz/browns-bay-business-association/>

It was noted that the under spend of \$25,000 for the 2019/2020 was spent in the 2020/2021 year. Caution should be exercised in 2021/2022 not to overspend on events and promotions.

Moved: Sean Brandon  
*Carried Unanimously*

Seconded: Lara Kamionka

5. MANAGER'S REPORT

• Progress Report

Kim Murdoch, Town Centre Manager, presented the Progress Report for 2020/2021. We have experienced interruption due to Covid-19. The report can be seen online at <https://brownsbay.org.nz/browns-bay-business-association/>

- **Communications with businesses:** there has been a marked improvement. We continue to work on this through connecting more regularly with businesses on Mailchimp, social media, WeChat and in person. There has been an 11% increase in social media followings.
- **Streetscape improvements:** we have been working with AT and Council to make the streets and footpaths safe, clean and visibly appealing for the community and visitors. This is ongoing. Three murals and two shop window vinyls have been installed.
- **Crime prevention and security:** the Business Association acknowledges Vanguard Security for going above and beyond the call of duty and Community Constable Simon Fox for connecting with the businesses and working with them to make Browns Bay a safer place. Extending the network of cameras in the town centre is under consideration.
- **Promoting sustainability:** the elimination of single use plastics such as non-recycleable bags, take away containers and drinks cups. In line with the Governments strategy to eliminate the use of single use packaging it is a priority to support such initiatives. This project is ongoing.



- **Collaborating with neighbouring BIDs:** working with neighbouring BIDs to capitalise on opportunities and ensure that we are maximising the use of our resources for the benefit of East Coast Bays.
- **Supporting business recovery:** identifying ways to bring community and visitors to Browns Bay to shop remains crucial for supporting small businesses. This is ongoing.

Move to adopt the Progress Report 2020/2021.

Moved: Bruce Taylor  
*Carried Unanimously*

Seconded: Lara Kamionka

- Business Plan for 2021/2022

The Business Plan 2021/2022 was tabled. There were no questions.

Move to adopt the Business Plan 2021/2022.

Moved: Sean Brandon  
*Carried Unanimously*

Seconded: Philippa Munro

## 6. INDICATIVE BUDGET FOR 2022/2023

Brendan Robinson, Robinson & Running Ltd, presented the Indicative Budget for 2022/2023.

Proposed that the 2021/2022 BID Target Rate of \$150,000 be increased by 10% over three years.

Motion to accept the 2022/2023 Indicative Budget as approved by the Executive Committee. There be an increase in the BID Target Rate of 3.33% increasing from \$150,000 to \$155,000 for the year 2022/2023.

Moved: Bruce Taylor  
*Carried Unanimously*

Seconded: Kelda Cawood

## 7. ELECTION OF COMMITTEE

The Constitution requires The Browns Bay Business Association to have 5 to 11 Voting Members, with an uneven number for voting purposes, including Chair, and two Officers (non-voting).

There were no new nominations. Nominations for re-appointment to the Committee were read by Malcolm McDonald:

Gerhard Augenstein	Augenstein's Jewellers
Sean Brandon	RDM Roof Design & Management
Mike Jansen	Entire Lighting Technology (Eltec)
Lara Kamionka	The Meat Room
Jae Lee	Starbucks
Malcolm McDonald	Penguino's Ice Cream
Andrew Ranum	Deep Creek Brews & Eats
Bruce Taylor	Pages Design & Print
Philippa Munro	Robinson & Running

Motion to accept the above nominations form the new Executive Committee.



Moved: Ruth Green  
*Carried Unanimously*

Seconded: Alexis Poppelbaum

#### 8. ELECTION OF OFFICERS

The Executive Officer of The Browns Bay Business Association Inc. for the current period is Malcolm McDonald (Chair), Penguino's Ice Cream Café.

Motion to accept the election of Malcolm McDonald as Chair for the 2021/2022 year.

Moved: Philippa Munro  
*Carried Unanimously*

Seconded: Shaun Brandon

Motion to continue to elect the Chair by a general member vote for the following year's election (2022 AGM) and all subsequent elections.

Move: Lara Kamionka  
*Carried Unanimously*

Seconded: Kelda Cawood

#### 9. ELECTION OF TREASURER

Motion to accept the re-appointment of Robinson & Running Ltd CA as Treasurer for the 2021/2022 year.

Moved: Bruce Taylor  
*Carried Unanimously*

Seconded: Lara Kamionka

#### 10. APPOINTMENT OF AUDITOR

Motion to accept the re-appointment of Ken S Freeman CA as auditor for the financial year 2021/2022.

Move: Wendy Treadwell  
*Carried Unanimously*

Seconded: Sean Brandon

#### 11. GENERAL BUSINESS

- Frank Sun noted the importance of the new WeChat group in bringing the Chinese businesses into the fold. Communications have improved but there needs to be a concerted drive to keep the momentum going.
- Hugh Cronwright advised that rapid growth of floating green weed in the upper and lower Sherwood Park ponds is of concern. Alexis Poppelbaum undertook to refer the issue to the Healthy Waters team at Council.
- Hugh Cronwright noted that rubbish bins on the beachfront reserve need to be emptied more often in the busy summer times. Alexis Poppelbaum undertook to follow up with the Council contractor.



## 12. CONCLUSION OF MEETING

There being no further business, the meeting closed at 6.55pm.

Minutes approved by the Executive Committee and signed by the Chair.

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Malcolm McDonald

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Date