

**The Browns Bay Business Association Inc.**

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# ANNUAL GENERAL MEETING 2023 AGENDA

Tuesday 17 October 2023

5.30pm - Networking

6pm – Guest Speaker

6.30pm - AGM

Venue - Browns Bay Racquets Club, 4 Woodlands Crescent, Browns Bay

**1. Welcome**

Meeting led by the Chairperson, Malcolm McDonald

**2. Apologies**

**3. Minutes of the AGM Held on 7 November 2022**

Matters arising from the AGM Minutes

Motion: to approve the minutes of the AGM held on 7 November 2022 as a true and correct record of the business transacted

**4. Chairperson's Report**

Motion: to approve the Chairperson's Report as presented

**5. Treasurer's Financial Report**

Approval of the audited financial statements for the year ended 30 June 2023

Motion: to approve the Treasurer's Report and the financial statements as presented

**6. Manager's Report**

- Progress Report for 2022/2023

Motion: to approve the Manager's Report 2022/2023 as presented

- Business Plan for 2024/2025

Motion: to approve the Business Plan 2024/2025 as presented

**7. Draft Budget 2024/2025**

Motion: to approve the draft budget 2024/2025 as presented

Motion: to approve the following financial year (2024/2025) draft budget which includes a BID targeted rate grant amount of \$165,000, including a 3.125% increase or \$5,000 to the BID targeted rate grant for 2024/2025 financial year. Further ask the Hibiscus and Bays Local Board recommend to the governing body the amount of \$165,000 be included in the Auckland Council draft 2024/2025 annual budget consultation process.

**8. Election of Executive Committee**

Motion: to accept the nominations to the Executive Committee

**9. Election of Officers: Chairperson**

- Motion: - to accept the nomination for Chairperson  
- to continue to elect the Chairperson by a general member vote for the following year's election (AGM 2024), and all subsequent elections

**10. Appointment of Auditor**

- Motion: that Vanessa Lloyd CA be appointed as Auditor

**11. General Business**

Any items from attendees

**12. Conclusion of Meeting**

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**CONSTITUTION & RULES**

**Notes:**

1. **Rule 5: A person must be a Full Member of the Association to vote and stand for election to the Executive Committee:** The qualification to be a Full Member is as follows:
  - owns one or more commercially rated properties within the Browns Bay economic development rated area; or
  - occupies or is the tenant of one or more premises (with floor space of not less than 10sqm) of a commercially rated property within the Browns Bay economic development rated area and who operates a business from those premises for not less than 50 business days a year; AND
  - provides current details of their name, occupation, business and contact information to the Secretary of the Association – Kim Murdoch - for the purpose of this AGM.
  
2. **Rule 14.1: Membership of Executive Committee:**  
The Executive Committee shall consist of:
  - 14.1.1 an uneven number of members; and
  - 14.1.2 no less than five voting members; and
  - 14.1.3 no more than eleven voting members and two non-voting members.
  
3. **Rule 15: Election of members to the Executive Committee:**  
The procedure for nominations is as follows:
  - **Nomination of candidates for election** shall be made in writing, signed by two Full Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination attached) and shall be delivered to the Secretary not less than seven days before the date fixed for the AGM i.e. 10 October 2023
  - **Nominations can be sent to** Browns Bay Business Association, PO Box 35043, Browns Bay, Auckland 0753 or emailed to [manager@brownsbay.org.nz](mailto:manager@brownsbay.org.nz) by Tuesday 10 October 2023 at 6pm).
  
4. **Rule 16: Election of Chairperson and Secretary**  
The election of a member of the Executive Committee as Chairperson may be made either by a general member vote at the AGM or by the Executive Committee at its first meeting following the AGM. The decision whether an election is made at the AGM, or by the Executive Committee, is made at an AGM, with that decision taking effect for the purposes of the following year's election, and at all subsequent elections unless changed by vote at an AGM (again with effect from the following years election).

***The Business Improvement District (BID) Area Map and The Browns Bay Business Association Constitution (rules) are available online at [brownsbay.org.nz/browns-bay-business-association/](http://brownsbay.org.nz/browns-bay-business-association/)***