

## **Enterprise Kapiti Horowhenua Incorporated**

### **UNCONFIRMED Minutes of the Annual General Meeting**

**Held at the Clean Technology Centre,**

**47 Miro Street, Otaki**

**Wednesday, 28<sup>th</sup> September at 5.30pm**

#### **Welcome**

The Chairman, Graham Smellie, welcomed all those present including Board members past and present after a delayed start of 6pm.

#### **Declaration of a Quorum**

There were eighteen members present (15 of whom were eligible to vote) and therefore a Quorum enabled the meeting to proceed.

#### **Present**

##### **Members:**

Darren Parlato, Dave McCrae, David Green, Ewen Paynter, Faith Bolton, Glynis & Trevor Fitzgeorge, Fiona Luhrs, Graham Smellie, Ian & Debbi Carson, John Barrett, John Yeoman, Justine Street, Kate Gibbs, Lloyd Chapman, Shelly Mitchell-Jenkins, Thomas Thomas.

##### **In Attendance:**

Chris Barber, Helene Judge, Jeff Smith, Maureen McCormack, Dr Steven Finlay.

##### **Apologies:**

Allan Thomson, Brendan Duffy, Brian & Glenys Daw, Bryan Jackson, Cory Kennett, David Clapperton, Dorothy Moore, Geoff Lewis, Helen Anderson, Hugh Bentall, Jan Sparrow, Jim Edwards, Joe Kieninger, John Olifent, Malcolm Guy, Malcolm Russell, Mandy Robinson, Mark Ternent, Mike Olsen, Nick Green, Richard Orzecki, Ron Wilkinson, Ross & Janette Campbell, Stephen Chubb, Stewart Thompson, Stuart Pritchard, Terry Taylor, Tony Lester, Tony Rush, Warwick Halcrow.

**MOVED:** "That apologies be accepted." – Trevor Fitzgeorge / **Seconded:** Shelly Mitchell-Jenkins – Carried.

##### **Minutes of the Previous AGM on 15<sup>th</sup> September 2010**

**MOVED:** "That the Minutes of the AGM held on 15<sup>th</sup> September 2010 be taken as a true and correct record." – Lloyd Chapman / **Seconded:** David Green – Carried.

##### **Matters Arising from the Minutes**

There were no matters arising from the Minutes.

##### **Election of Board Members**

The Chairman advised that there was to be no election of Board members this year and the current Board was made-up as follows:

Graham Smellie (Chair)	›
Ewen Paynter	› Elected Board Members
Justine Street	›
Kate Gibbs	›
John Barrett	› Appointed
Hilary Wooding	›
Tony Lester	› KCDC Appointments
Brendan Duffy	› HDC Appointment

Iwi appointment remains vacant.

The appointments of Brendan Duffy and Tony Lester to the Board during the year were appreciated. There will be a Board election held in 2012.

### **Chief Executive Officer's Report**

Chris Barber updated those present on governance, the financial position, the business growth contract, management capability, R&D projects, the domestic marketing campaign during the course of this year and the reasons behind the centralisation of Nature Coast Enterprise to Otaki were explained.

The i-Sites and AA agencies had performed well during the year with the new Paraparaumu i-Site opening and scoring 100% in a mystery shopping survey. The Otaki i-Site had regrettably lost a long serving staff member Ken Jones in March following a short illness to cancer.

Profile building had taken place amongst other things through Directions Magazine, three billboards, the Kapiti Vintage event, and the Lonely Planet guide.

Priorities for 2011/12 were outlined as: Council agreements, business growth and attraction, Kapiti Coast Airport, Rugby World Cup activities, Horowhenua Value Proposition and CleanTech industry support.

A Memorandum of Understanding had been reached with the Employers' Chamber of Commerce Central to deliver training on the Kapiti Coast and Horowhenua during the next year.

### **Questions for the Chief Executive Officer from the audience:**

Q. Where did the \$220K of R&D funding go? (Fiona Luhrs)

A. Manufacturing, food and beverage, clean technology sectors'. (Jeff Smith)

Q. Can you please give a run down on where the income outside of the Council funding comes from? (Lloyd Chapman)

A. Visitor Centres, Grow Wellington contracts, private sector contributions to campaigns. (Chris Barber)

Q. Are we retaining the name of Nature Coast? (Dave McCrae)

A. Since KCDC decided two years ago to drop the Nature Coast tag we, as an organisation, have been moving away from using Nature Coast in campaigns but as an organisation we do not see the need to change our name. (Chris Barber)

Q. Do overseas guests recognise the name Kapiti Coast more than the Nature Coast? (Trevor Fitzgeorge)

A. We have not used Nature Coast for nearly two years in any campaigns. Nature Coast Enterprise is sending a message of Kapiti and Horowhenua. (Chris Barber)

### **Financial Report**

Ewen Paynter presented the financial accounts, which are in the annual report provided to Members. The CEO has monitored expenses very closely throughout the year and this has resulted in producing the desired bottom line. The cash position has improved over the year. In summary 2010/11 was a highly satisfactory financial year and tracking for this year is so far in line with the budget.

### **Questions from the Audience re the Financial Report:**

Q. Why did the projected income (page 7) drop? (Faith Bolton)

A. Training contracts were curtailed due to government policy changes. (Chris Barber)

**MOVED** "That the Financial Report and the Chief Executive's Report which together make-up the Annual Report, be accepted." – John Barrett / Seconded: Dave McCrae – Carried.

### **Appointment of Auditor and Solicitor**

**MOVED** "That Fluker Denton be reappointed as Auditor – John Yeoman / Seconded: John Barrett – Carried.

**MOVED** "That Breaden McCardle Chubb Law Solutions be appointed as Solicitor – Shelly Mitchell-Jenkins / Seconded: Fiona Luhrs – Carried.

**General Business**

- Q. Any there any plans to develop the Foxton Feltex site? (Darren Parlato)
- A. We are keeping a close watching brief but are not aware of any changes other than a car mechanic moving in. (Chris Barber)
- Q. Is there any information from the business attraction workshops done last year? (Shelly Mitchell-Jenkins)
- A. Business attraction strategy implementation is under way and the first part is working with KCDC on removing perceived “roadblocks” and developing a marketing plan that takes into account the outcome of the Horowhenua Value Proposition. (Chris Barber)
- Q. Where do you see business going over the next three years? (Trevor Fitzgeorge)
- A. We need the recession to go away – currently three big opportunities:
  - the Kapiti Coast Airport business park
  - CleanTech
  - Horowhenua value proposition.

Also we still potentially have the Waikanae North development coming through. The expressway provides other developments. (Chris Barber)

- Q. Do you have any thoughts to the future of Otaki with the bypass going around it? (Ian Carson)
- A. There have been a few discussions with KCDC about this. KCDC are very close to making a decision about a marketing strategy for Otaki to get around problems associated with the road. Need to be conscious of the big picture as all towns in the path of the expressway are going to be bypassed. We can only advise and give input on these matters. (Chris Barber)

**Close of Annual General Meeting**

The Chair thanked members for their attendance, for their contributions and questions asked. The meeting was declared closed at 6.56pm.

After a short interlude Dr Steven Finlay gave a 20 minute presentation to Members on the CleanTech Centre and its work.

Minutes confirmed true and correct by Chairperson ..... Date .....