



PAPAKURA

BUSINESS ASSOCIATION

Papakura Business Association Inc Annual General Meeting Notice/AGENDA

You are cordially invited to attend the Annual General Meeting of the
Papakura Business Association Inc

5.30 pm for a 6pm start, Wednesday 17th of November 2021

Café Kaos, 145 Great South Road, Papakura

Please follow all alert level guidelines whilst attending the AGM. Should alert level restrictions preclude an in person meeting, further information will be available on the PBA website regarding the holding of the AGM. Please visit our website – www.papakura.co.nz for up to date information.

1. **Welcome**
2. **Apologies**
3. **Confirmation of Minutes of Annual General Meeting held on 29th of October 2020**
4. **Annual Report of the PBA – Paula Schultz**
5. **Financial Report – Peter Bennett**
 - a. **Approval of the Audited Accounts for 2020/2021**
 - b) **To approve the 2022/2023 budget which includes a BID targeted rate grant amount of \$250,000. This BID targeted rate grant amount is the same as for the current financial year 2021/2022. There is no proposed increase to this grant amount. Further ask the Papakura Local Board recommend to the governing body the amount of \$250,000 be included in the Auckland Council draft 2021/2022 annual budget consultation process.**

6. Election of Executive Committee and officers:

- a) **Number of members¹**
- b) **Election of members. Please read information below for nomination procedure². The nomination form can be requested from the Papakura Business Association – tcm@papakura.co.nz or by phoning 09 2988996. Nomination forms close with the PBA Office at 5 pm on Tuesday 9th of November 2021.**
- c) **2021/2022 Election of officers (Chairperson, Treasurer and Secretary)**
A resolution was passed at the 2020 AGM item 8 - ELECTION OF OFFICERS FOR 2021/2022: See 2020 AGM minutes item 3 above.

Item 8 Election of officers (2021/2022) It is agreed by resolution that the election of officers for the 2021/2022 year will be done by the Executive Committee at its first Meeting following the 2021 AGM.

Moved: Peter Bennett Seconded: Geraldine Braks.
CARRIED.

Therefore, the election of Chairperson, Treasurer and Secretary will be made by the executive committee at its first meeting following the 2021 AGM.

- 7. **2022/2023 and subsequent elections³:**
Election of Officers (Chairperson, Treasurer and Secretary) for 2022/2023 and subsequent elections:
 - a) Move to approve the election of 2022/2023 and subsequent elections the Chairperson, Treasurer and Secretary be elected by the Executive Committee at its first meeting following the 2022 AGM.
- 9. **Adopt three year Strategic Plan and yearly Business Plan. Note – Strategic Plan is for 2021 to 2024 and the yearly Business Plan is incorporated into the Strategic Plan**
- 10. **Appointment of Auditor – David Knightley from BVO, Blackmore Virtue and Owens.**
- 11. **Guest Speaker – Sarah Corson from the Painga Project - www.paingaproject.co.nz**
- 12. **General Business**

Papakura Business Association Incorporated – Constitution and rules

Footnotes:

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** as detailed under Rule 5 of the constitution is as follows:
 - Owns one or more commercially rated properties within the Papakura 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 Papakura economic development rated area and who operates a business from those premises for not less than 50 business days a year.
 - AND provide current details of their name, occupation, business and contact information to the Secretary of the Association – Tracy Shackleton for the purpose of this AGM.
2. **Rule 15: Election of members to the Executive Committee:**

The procedure for nominations as detailed in Rule 15 of the constitution 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 of the Association (Tracy Shackleton) not less than seven days before the dated fixed for the AGM (5 pm on Tuesday 9th of November 2021)
 - **Nominations can be sent to**

Papakura Business Association, PO Box 272 1783, Papakura 2244 or delivered to Unit C, Level 1, 20-26 Broadway, Papakura or emailed to tcm@papakura.co.nz (by 5 pm on Tuesday 9th of November 2021)
3. **Rule 16.1: Election of officers (Chairperson, Deputy Chair and Treasurer)**

Papakura Business Association Incorporated constitution, rule 16.1 The election of a member of the Executive Committee as Chairperson may be made either by a general member vote at the Annual General Meeting or by the Executive Committee as 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).

Business Improvement (BID) Area Map, , PBA Constitution and the Auckland Region Business Improvement District (BID) Policy (2014) Programme Agreement can be found on our website www.papakura.co.nz or copies can be requested from the Papakura Business Association.

Please RSVP your attendance by phoning 09 2988996 or emailing tcm@papakura.co.nz by 4 pm Friday 12th of November 2021. Please contact Tracy Shackleton with any further queries.

Papakura Business Association, PO Box 272 1783, Papakura 2244. Unit C, Level 1, 20-26 Broadway, Papakura. Email: tcm@papakura.co.nz. Phone: 09 298 8996.
[Website:www.papakura.co.nz](http://www.papakura.co.nz)