

Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** Waitawa Board Room, Level 7, 21 Pitt Street
- When:** Friday 24 June 2011, 8.15am
- Who attended:** David McConnell (Chair)
John Law
Norm Thompson
Franceska Banga
Richard Jeffery
Vivien Bridgwater
- Apologies:** Peter Drummond (Deputy Chair)
- In Attendance:** Michael Redman (Chief Executive)
Grant Jenkins (Manager Corporate Services & Minute Taker)
James Robinson (Manager, Operational Strategy) for Item 4
Alastair Cameron (Principal Advisor, CCO Monitoring) for Item 4
Tracy Moyes (Manager, Strategic Projects) for Item 6
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Background

- A. David McConnell has been appointed as Chairperson and acted in this capacity for the meeting.
- B. It was noted that a quorum of directors was present and that each director had been given proper notice of the meeting, agenda and draft recommendations pertaining to agenda items.

General Business

David McConnell declared the meeting open at 8.20am.

Two Auckland Council Councillors and two members of the public were in attendance. No media were present.

Agenda Items & Resolutions

1. Apologies

Received from Peter Drummond.

2. **May Minutes:**

- (i) In relation to the recommendations within the report around the minutes of the May meeting, the Board resolved that:

- a) **The Open minutes of the ATEED meeting held on 27 May 2011 to be confirmed as a true and correct record.**

Moved: Richard Jeffery
Seconded: Norm Thompson
Vote: Carried unanimously

3. **Register of Directors Interests:**

- (i) Amendments were received from Norm Thompson.

4. **Statement of Intent:**

- (i) Pete Sinton, member of the public, made a submission to the Board and handed a letter to the Chair.
- (ii) The CE referenced that the submission had no impact on the SOI.
- (iii) The CE committed to examining concerns raised by Pete Sinton in the tabled letter.
- (iv) Elspeth Mount, member of the public, made a submission to the Board.
- (v) The Chair and CE both provided comment in response to the submission, referencing the expectations of the shareholder, Auckland Council around ATEED's role.
- (vi) The Chair re-assured the submitter, that ATEED was focused on economic development. The submission has no impact on the SOI.
- (vii) The Chair invited Richard Northey and Arthur Anae to speak to the SOI.
- (viii) The Board discussed the need for adjustments and amends to the SOI especially in relation to clause 6(i) and references therein to the Treaty of Waitangi.
- (ix) In relation to the recommendations within the report around the Statement of Intent, the Board resolved that:

- a) **The report be received.**

- b) **That the Statement of Intent for the period 1 July 2011 to 30 June 2014 (Attachment 1) be endorsed as ATEED's final SOI – nothing that the CE be authorised to agree amendments to the wording of clause 6(i) that are consistent with other CCOs in consultation with CCO Monitoring.**

Moved: Norm Thompson
Seconded: Franceska Banga
Vote: Carried unanimously

5. Chief Executive Activity Report

- (i) The CE spoke to the report.
- (ii) The CE referenced that the preferred candidate for the Finance Manager role had taken a role elsewhere.
- (iii) The Board requested a report on key international cities of importance, relative to Auckland (sister cities and other).
- (iv) Grant Jenkins to investigate the unfavourable variance of \$997k from the contractors expenditure line item with the financial statement and revert to the Board.
- (v) The CE was asked to examine the analysis around Kumeu Visitor Centre to ensure the decision to take it on had considered all factors, such as the recent financial losses, volume of current and expected future traffic through the centre and the physical location of the centre.
- (vi) In relation to the recommendations within the report around the Chief Executive Activity Report, the Board resolved that:
 - a) **The report be received.**
 - b) **The Board approve the transfer of the Kumeu Visitor Centre to ATEED noting its operating costs are included in the draft 2011/12 operating budget.**

Moved: John Law
Seconded: Norm Thompson
Vote: Carried unanimously

6. Business Plan & Budget:

- (i) The CE spoke to the report.
- (ii) It was requested that the SOI KPIs be added as an appendix to the Business Plan.
- (iii) In relation to the recommendations within the report around the Business Plan and budget, the Board resolved that:
 - a) **The report be received.**
 - b) **The Board approve the ATEED 2011/12 Business Plan and budget.**

Moved: John Law
Seconded: Vivien Bridgwater
Vote: Carried unanimously

7. Central / Eastern Office:

- (i) Clyde Rogers spoke to the report.
- (ii) The Chair asked that management revert with details around back office and operational efficiencies that will be achieved within the existing local offices (eg office and administration staff) over the coming year.

(iii) In relation to the recommendations within the report around the Central / Eastern Office, the Board resolved that:

- a) **The report be received.**
- b) **ATEED reviews the demand for a central/eastern orientated service (and options for delivering such a service) in 12 months – based on data from a period when key business facing functions have been fully resourced and promoted.**
- c) **ATEED continues to investigate and implement innovative and flexible ways for servicing businesses across the whole region including Business Clinics and hot-desking from other Council premises (e.g. Local Board Offices) and stakeholder/partner spaces.**

Moved: Vivien Bridgwater
Seconded: Franceska Banga
Vote: Carried unanimously

7. Fraud Questionnaire:

(i) In relation to the recommendations within the report around the fraud questionnaire, the Board resolved that:

- a) **The report be received.**
- b) **The Chairman be authorised to complete the Audit NZ fraud questionnaire (Attachment 1) on behalf of the Board and return it to the Manager, Corporate Services by Friday, 1 July.**

Moved: Richard Jeffery
Seconded: Norm Thompson
Vote: Carried unanimously

The Chairperson declared the open meeting closed at 10.25am.

SIGNED by the Chairperson as an accurate record of the meeting:

Chairman

Date