



Tawa Business Group Incorporated Annual General Meeting Minutes

**Held at the Tawa Community Centre Boardroom
5 Cambridge Street, Tawa**

28 October 2021

Meeting commenced 5.30pm.

1. Welcome

Darcy Brittliff welcomed all attendees to the 2021 Annual General Meeting of the Tawa Business Group Incorporated.

Present

Darcy Brittliff
Ann Woolston
Richard Herbert
Jennifer Sisk
Bernadette Pallister
Rula Awad

Gary Denton
Judith Gray
Mavis Woodman
Paul Brown
Jill Day
Tony Hassad

Susan Hagan
Tony Afendoulis
Ant Simon
Brian Frampton
Robyn Parkinson
Greg O'Connor

Apologies

Maureen Bowring – Haircraft Centre
Kareen Holland – KD One
Gaire Thompson – Mega Properties Porirua Ltd
Donna Harrington – Healing Light Crystals
Mark Shepherd – Mark Shepherd Family Trust
Michael Gray – Nada Bakery
Rebecca Huddleston – Paisley
Monica Koenigsberger – J & M Properties
Rachael Hurzeler - Wakefield Property Holdings Ltd - Tawa

No further apologies received from the floor.

Proposed that apologies be received:

Moved: Ann Woolston

Seconded: Gary Denton

Passed

Proxy Votes

Kareen Holland – KD One
Gaire Thompson – Mega Properties Porirua Ltd
Donna Harrington – Healing Light Crystals
Mark Shepherd – Mark Shepherd Family Trust
Michael Gray – Nada Bakery
Rebecca Huddleston – Paisley
Monica Koenigsberger – J & M Properties
Rachael Hurzeler - Wakefield Property Holdings Ltd - Tawa

Confirmed the quorum for the meeting (15) was reached.

2. Confirmation of Minutes

Proposed that the minutes of the 2020 AGM held on 21 October 2020 be accepted as a true and correct record:

Moved: Brian Frampton

Seconded: Judith Gray

Passed

3. Matters Arising from 2020 AGM minutes

Darcy Brittliff briefly reiterated the discussion about associate members from the previous AGM and advised that the levies would remain at \$350 +GST for the new financial year. He confirmed that the Tawa Business Group had one associate member.

4. Achievements of Tawa Business Group to 30 June 2021

Darcy Brittliff introduced Bernadette Pallister, who started as BID Manager in July 2021.

The key strategic projects for the year were:

- Security Cameras: One of the static cameras on the Main Road has been replaced with a pan tilt zoom camera that increases coverage from the library up to 220 Main Road.
- Matariki and Christmas flags: The Tawa Business Group now has three different sets of flags which are rotated regularly throughout the year.
- Discount Vouchers: 28,000 flyers were delivered to the wider Tawa community from Kaiwharawhara to Pukerua Bay to help increase the number of visitors to Tawa.
- Additional signage for Plaza: Businesses in the Plaza contributed towards the cost of the signage so the amount in the accounts is the net figure.
- Website: Short videos have been added to the website to showcase the various business sectors throughout Tawa.

In addition to key projects, focus this year has been on:

- Creating, building and strengthening relationships with members, Wellington City Council, Tawa Community Board and Tawa Residents Association, the Tawa Police Liaison Officer, Councillors and Members of Parliament, and all attendees at the Liaison Group.
- Having the Spatial Plan finalised and being ready to consult on the District Plan.

- Contributing 50% to the cost of upgrade and maintenance of the hanging baskets.
- Having a well-attended business breakfast with Dr Bloomfield.
- Attending the BID Summit with WCC and other BID groups.
- Amending the Business Rules to enable business to be conducted more expediently.

5. Financial Reporting

Statement of Financial Performance

Gary Denton provided a summary of the Tawa Business Group's Statement of Financial Performance for the year ended 30 June 2021, showing a net deficit of \$6,366.

Gary noted that it is not the intention of the Tawa Business Group to hold surplus funds so the spend in the year reflected the continuation of projects that had been delayed due to Covid-19 from the previous year.

Statement of Financial Position

Gary Denton briefly discussed the statement of financial position and said retained earnings would decrease as more projects and services were undertaken.

Copies of the Financial Statement were available at the meeting but anyone wanting a copy should email Bernadette at info@tawabusiness.co.nz.

Before proposing the Draft Statement of Financial Performance, Gary highlighted that, in accordance with the BID policy, the accounts did not require auditing this year and then proposed that they be approved.

Proposed: Darcy Brittliff

Seconded: Brian Frampton

Passed

6. Appointment of an Auditor

Gary Denton said that Ulrich Lander were no longer in business so proposed that Kendons Chartered Accountants, in Lower Hutt, be appointed as Auditors for the Tawa Business Group for the next financial year.

Proposed: Gary Denton

Seconded: Ann Woolston

Passed

7. Business Plan 2021/2022 Objectives

Darcy Brittliff briefly talked about the five strategic goals and the projects that the Tawa Business Group will be focusing on this year.

Strategic Goal One: Communications

This strategy includes ensuring that the Tawa Business Group website is up to date

Strategic Goal Two: Destination Tawa

This strategy includes:

- Further phases of CCTV cameras for improved safety.

- Regularly rotating the flags to help improve the vibrancy of the town centre.
- Distributing discount vouchers to residents to encourage foot traffic in the town centre.
- Working with WCC to improve parking and transport options.
- Reviewing the District Plan (formerly the Spatial Plan).
- Encouraging new businesses to Tawa.
- Identifying options for investment in public art and improving signage.
- Maintaining a list of vacant premises.

Strategic Goal Three: Stakeholder Engagement – Members

This strategy includes:

- Improving, supporting and increasing engagement with members.
- Providing a topical and relevant event programme.
- Keeping members up to date with the activities of the Tawa Business Group through emails and newsletters.
- Informing members about the District Plan.

Strategic Goal Four: Stakeholder Engagement – External

This strategy includes:

- Building strong working relationships with the Tawa Community Board and Tawa Residents' Association,
- Building strong working relationships with WCC,
- Building strong working relationships with councillors and MPs
- Developing strong networks with other BIDs
- Establishing connections with Porirua City Council and Greater Wellington Regional Council

Strategic Goal Five : Operational Management

This strategy includes retaining the BID manager and premises, and ensuring that policies and procedures are implemented and updated as required.

8. Appointment of 2020/2021 Executive Committee

Nominations for the 2020/2021 Executive Committee were received from:

- Darcy Brittliff, Orogen Ltd
- Gary Denton, Chartered Accountant
- Susan Hagan, Outlet City
- Ann Woolston, Smartway Builders
- Judith Gray, Nada Bakery
- Kareen Holland, KD One
- Tony Afendoulis, Collective First National

It was proposed nominations be closed and nominations received be accepted.

Proposed: Darcy Brittliff

Seconded: Brian Frampton

Passed

No further nominations were received from the floor.

9. Meeting Close

Before closing the meeting, there was an opportunity for questions from members. These included:

What was the Tawa Business Group planning to do around the Oxford Street and Main Road junction area?

Darcy and Gary provided information on Tawa-wide projects that would include this area. These projects included replacing and adding additional banners as well as traffic assessment. There was further discussion around land fenced off in the area and Gary said that the Tawa Business Group could talk with the owner. WCC has recently launched a creative hoardings programme that provides artwork on temporary safety walls around construction sites.

What could be done about u-turning traffic in the Main Road?

Darcy said that traffic management was on the radar of the Tawa Business Group and that too many heavy vehicles were driving through Tawa (20,000 vehicles passed through Tawa each day, which is up 19% over the last three years). He said that it was a matter of managing volume and reducing risk. Proposals had been considered to put a barrier along the flash median, but this had not been agreed.

Was the BID still relevant?

Darcy agreed that this was an interesting question and believed that, due to the once-in-twenty-year opportunity with the District Plan, that the BID was probably more relevant than ever, as it would be collaborating with the Tawa Community Board and the Tawa Residents' Association to ensure a cohesive and workable plan for the future of Tawa.

Rula Awad, from WCC, added that many other districts throughout Wellington wanted to become BIDs because it gave them a better working relationship with WCC. Robyn Parkinson, from the Tawa Community Board, reiterated Rula's point and said that the presence of the Tawa Business Group, a recent meeting with WCC, had given greater credibility and kudos to their proposals.

Other members thanked the Tawa Business Group for the work done.

Darcy Brittliff advised that the 2021 Annual General Meeting of the Tawa Business Group was now closed. Draft minutes will be circulated to all members within ten working days of this meeting.

All attendees were invited to join the Executive Committee for refreshments at The Borough.