

# Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** The Gulf Boardroom, Level 8, 139 Quay Street
- When:** Friday 26 August 2011, 8.00am
- 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 (General Manager - Marketing & Communications and Board Secretary)  
Sarah Hamilton (Financial Controller) items 1 - 7  
James Robinson (Manager, Operational Strategy) items 5 & 6  
Robert Nelson (Financial Controller, Auckland Council) item 7  
Harvey Brookes (Manager, Economic Development, Auckland Council) item 8  
Clyde Rogers (General Manager - Business & Sector Development) item 9  
Neil Daly (Manager - Innovation, Business & Sector Development) item 9  
Darryn Grant (Manager - Investment, Business & Sector Development) item 10
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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 8.05am.

The Chairman welcomed the Board to the new premises.

The Chair welcomed Sarah Hamilton, ATEED Financial Controller to her first Board meeting.

The Chair and the Board thanked Grant Jenkins for his excellent work to date on the financial management and reporting activity, now to be taken over by Sarah Hamilton.

## Agenda Items & Resolutions

### 1. Apologies

Received from Peter Drummond.

### 2. July Minutes:

(i) In relation to the recommendations within the report around (a) the minutes of the July meeting and (b) the minutes of the matter considered over email dated Tuesday 23 August 2011, the Board resolved that:

**a) The Open minutes of the ATEED meeting held on 29 July 2011 and the minutes of the matter considered over email dated 23 August 2011 to be confirmed as a true and correct record.**

**Moved:** Norm Thompson  
**Seconded:** Vivien Bridgwater  
**Vote:** Carried unanimously

### 3. Register of Directors Interests:

(i) No amendments were received.

### 4. Chief Executive Activity Report:

- (i) The Chief Executive spoke briefly to the report and dealt with questions from Directors.
- (ii) Franceska Banga noted that an understanding of what costs were included in contractors within the profit and loss was important, noting where there was significant use of any individual contractor.
- (iii) The board requested that the Board report template include a prompt to explain the opportunities for cross-organisational leverage.
- (iv) 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 report template provided in Attachment 2 be approved.**

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

**5. ATEED Quarterly Report for April – June 2011 (Q4):**

- (i) The Chair welcomed James Robinson to the meeting for items 5 and 6.
- (ii) It was noted that the Quarterly Report was a very full document and that there was clearly significant effort in pulling this report together.
- (iii) In relation to the recommendations within the report around the ATEED Quarterly Report for April – June 2011 report, the Board resolved that:

**a) The report be received.**

**b) The ATEED Quarterly Report for the period to April – June 2011 be approved for delivery to the Auckland Council Accountability and Performance Committee.**

**Moved:** Norm Thompson  
**Seconded:** Vivien Bridgwater  
**Vote:** Carried unanimously

**6. Local Board Engagement Plan:**

- (i) James Robinson spoke to the report, following introductory remarks from the Chief Executive.
- (ii) In relation to the recommendations within the report around the Local Board Engagement Plan report, the Board resolved that:

**a) The report be received.**

**b) The Board approves the ATEED Local Board Engagement Plan.**

**Moved:** John Law  
**Seconded:** Franceska Banga  
**Vote:** Carried unanimously

**7. Annual Report:**

- (i) Robert Nelson, Financial Controller for Auckland Council was welcomed to the meeting.
- (ii) Grant Jenkins spoke to the report and the Draft Annual Report, highlighting further amendments to be made to the draft and the process timeline for completion.
- (iii) Robert confirmed that a letter would be provided to the Chair of ATEED confirming future funding and support for ATEED to assure solvency and going concern status.
- (iv) It was suggested that the Letter of Representation to the Board to be signed by management, be also signed by Auckland Council Finance, as they provide finance and accounting services to ATEED (shared services arrangement). Robert Nelson agreed this would be appropriate, with Andrew McKenzie (CFO) to sign for Auckland Council.

(v) In relation to the recommendations within the report around the Annual Report, the Board resolved that:

**a) The report be received.**

**b) The Board receives the unaudited Draft Annual Report for the 8 month year ending 30 June 2011.**

**c) The Board provides feedback on the Draft Annual Report.**

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

## **8. Update on Draft Economic Development Strategy:**

(i) Harvey Brookes was welcomed to the meeting.

(ii) Harvey Brookes presented to the Board and dealt with questions from Directors about the draft EDS.

(iii) The Board requested that further considerations be made to Sustainability/Environmental Management and connection to the EDS. Board to receive an update on how further emphasis on the environment can be within the EDS.

(iv) In relation to the recommendations within the report around the Update on Draft Economic Development Strategy report, the Board resolved that:

**The report be received.**

**Moved:** John Law  
**Seconded:** Franceska Banga  
**Vote:** Carried unanimously

## **9. An Innovation Plan for Auckland: Background & Proposed Process:**

(i) Clyde Rogers introduced Neil Daly, Manager - Innovation to the Board.

(ii) Clyde Rogers spoke to the report.

(iii) The Chair commented that a longer term aspiration and goal for the Innovation Plan should be included.

(iv) In relation to the recommendations within the report around An Innovation Plan for Auckland: Background & Proposed Process report, the Board resolved that:

**a) The report be received.**

**b) Subject to the Board's suggestions, the proposed work programme and timeline for the Innovation Plan be approved.**

c) **Director's feedback on the proposed Steering Group was received.**

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

**10. Auckland Foreign Direct Investment Strategy: Background & Proposed Process:**

- (i) Clyde Rogers introduced Darryn Grant to the Board.
- (ii) Clyde Rogers spoke to the report.
- (iii) In relation to the recommendations within the report around the Auckland Foreign Direct Investment Strategy: Background & Proposed Process, the Board resolved that:

a) **The report be received.**

b) **Subject to your suggestions, the proposed work programme and timeline for the Auckland FDI Strategy be approved.**

c) **The proposed officer Steering Group, including a representative from NZTE, be endorsed.**

**Moved:** Norm Thompson  
**Seconded:** Vivien Bridgwater  
**Vote:** Carried unanimously

The Chairperson declared the open meeting closed at 11.00am.

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

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Chairman

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Date