

Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** The Gulf Boardroom, Level 8, 139 Quay Street
- When:** Friday 25 November 2011, 8.00am
- Who attended:** David McConnell (Chair)
John Law
Norm Thompson
Franceska Banga (from Item 6, 8.58am)
Richard Jeffery
Vivien Bridgwater
- Apologies:** Peter Drummond (Deputy Chair)
- In Attendance:** Grant Jenkins (Acting Chief Executive)
Sarah Hamilton (Financial Controller)
Martin Fairweather (General Manager – Planning & Performance)
Clyde Rogers (General Manager - Business & Sector Development) – From Item 6, 8.45am
James Robinson (Manager, Operational Strategy) – From Item 6, 8.50am
Joshua Ong (Board Secretary)
- Public & Media Attendance** Councillor Richard Northey, Auckland Council
Wilhelmina Shrimpton, One News
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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 8.08am.

Agenda Items & Resolutions

1. Apologies

An apology has been received from Peter Drummond for non-attendance and Francesca Banga for late arrival.

2. October 2011 Minutes:

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

Moved: Norm Thompson

Seconded: Richard Jeffery

a) **The open minutes of the ATEED meeting held on 28 October 2011 to be confirmed as a true and correct record.**

CARRIED

3. Register of Directors Interests:

(i) No amendments were received.

4. Acting Chief Executive Activity Report:

- (i) The Acting Chief Executive (ACE) spoke briefly to the report and dealt with questions from Directors;
- (ii) The ACE commented that the workshop on Sectors Plan will provide an opportunity for Directors to provide their input before formally presenting a report on the Sectors Plan. This workshop has been confirmed for the December 2011 meeting;
- (iii) Regarding discussions around the competencies framework, Richard Jeffery raised a query whether Tier 1 & 2 managers would have objectives that links with the Statement of Intent in their personal development plans. Martin Fairweather confirmed that this will be looked at. The ACE noted to the meeting that the Bi-Monthly Management report listed deliverables for each General Manager and group and this is taken directly from the Statement of Intent (SOI) and the Business Plan;
- (iv) Norm Thompson raised a question relating to the intended outcome of the Treaty of Waitangi Audit. It was agreed that the Planning & Performance will send out a brief outlining the intended outcomes and scope of the audit to the Directors;
- (v) Norm noted the Tourism & Events Industry Update on 8 December would be significantly important as it will be an opportunity to highlight the successes of the Rugby World Cup and the rolling out of the Visitor Plan. Directors were encouraged to attend and it was agreed that management will send out a formal invitation to the Board;

- (vi) In relation to the recommendations within the report around the Acting Chief Executive Activity report, the Board resolved that:

Moved: Norm Thompson
Seconded: Vivien Bridgwater

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

CARRIED

Action points:

Planning & Performance to send out a brief outlining the intended outcomes and scope of the audit to the Directors.

5. Finance Report

- (i) The Chair invited Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Directors;
- (ii) John Law raised a query to why ATEED does not accrue capex funding. Sarah explained that Auckland Council was responsible for accrual of capex funding. It was confirmed that there will be no more spending from the capex program until the end of the Financial Year, unless extra funding was provided;
- (iii) In relation to the recommendations within the report around the Finance Report, the Board resolved that:

Moved: John Law
Seconded: Richard Jeffery

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

CARRIED

6. Q1 2011-2012 Quarterly Report

- (i) The ACE spoke briefly to the report and dealt with questions from Directors;
- (ii) The Chair noted that the launch of the Food Bowl was missing from the report (Post meeting, it was confirmed that the launch happened on 26 October and will therefore feature in the Q2 report);
- (iii) The Board congratulated the ATEED Film Auckland team for securing a \$20 million feature film to be shot in Auckland. Richard Jeffery commented on the need for a public relations program to raise the profile of the film industry and its potential value for the Auckland economy. It was agreed that Marketing & Communications will prepare a public relations programme to raise the profile of the film industry and value of it to the Auckland economy;
- (iv) In regards to the forthcoming mayoral delegation to China, it was agreed that management will prepare a separate briefing memo to the Directors outlining ATEED roles and potential opportunities;

- (v) In relation to ATEED performance against the business capability indicators (KPIs), it was noted that ATEED was not currently measuring the right things and the focus needed to be on support for the business through its lifecycle (qualitative) rather than how many businesses had been assessed (quantitative);
- (vi) In regards to relations with New Zealand Trade & Enterprise (NZTE), Clyde Rogers elaborated that ATEED is currently working with NZTE to map the respective areas of interface. The first stage of the project will seek to identify areas of current collaboration, areas of overlap and areas of difference, with an ultimate outcome of developing of protocols around engagement with clients and other projects. A first draft will be delivered in mid-December, prior to NZTE moving into their new offices at 139 Quay Street in January 2011. The first draft will signal operational quick wins and areas for further investigation over the next year.
- (vii) In relation to the recommendations within the report around the Q1 2011-2012 Quarterly Report, the Board resolved that:

Moved: John Law
Seconded: Vivien Bridgwater

- a) **The report be received;**
- b) **That the ATEED Quarterly Report for the period July to September 2011 be approved for presentation to the Auckland Council Accountability and Performance Committee.**

CARRIED

Action points:

A brief to be prepared for Marketing & Communications to prepare a public relations programme to raise the profile of the film industry and value of it to the Auckland economy.

The Chairperson declared the open meeting closed at 9.12am.

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

Chairman

Date