

Minutes – Open Agenda

What:	Minutes of a Meeting of Board of Directors
Where:	The Gulf Boardroom, Level 8, 139 Quay Street
When:	Friday 16 December 2011, 8.00am
Who attended:	David McConnell (Chair) Peter Drummond (Deputy Chair) John Law Norm Thompson Richard Jeffery
Apologies:	Franceska Banga Vivien Bridgwater
In Attendance:	Grant Jenkins (Acting Chief Executive) Sarah Hamilton (Financial Controller) item 5 Michelle Harris (Board Secretary)
Public & Media Attendance	N/A

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 8.15am.

Agenda Items & Resolutions

1. Apologies

An apology has been received from Francesca Banga. Vivien Bridgwater was expected to join for the Confidential section of the meeting.

2. November 2011 Minutes:

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

Moved: Richard Jeffery

Seconded: John Law

- a) **The open minutes of the ATEED meeting held on 25 November 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 Board emphasised the need for ATEED and its activity to have visibility with Local Boards. After discussion, it was agreed that management will prepare a report outlining where we are currently at and how we will expand Local Board liaison and briefing.
- (iii) In relation to the recommendations within the report around the Acting Chief Executive Activity report, the Board resolved that:

Moved: Norm Thompson

Seconded: Peter Drummond

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

CARRIED

Action points:

Management to prepare a report on where ATEED is currently at, and where to from here in relation to local board engagement and liaison.

5. Finance Report

- (i) The Chair invited Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Directors.

- (ii) The Board requested that for future meetings, Directors be provided with a full set of accounts, including the balance sheet. Sarah to ensure that the income and expenditure report separates out negative variances associated with RWC.
- (iii) For the 31 January 2012 meeting, Sarah Hamilton will provide the Board with an aged debtors report, outlining what provisions have been made to date against each debt for recovery or write-off.
- (iv) In relation to the recommendations within the report around the Finance Report, the Board resolved that:

Moved: John Law
Seconded: David McConnell

a) The report be received.

CARRIED

Action points:

Management to provide the Board with a full set of accounts monthly.

Management to prepare a report on aged debtors for the 31 January 2012 board meeting.

The Chairperson declared the open meeting closed at 8.45am.

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

Chairman

Date

Summary of Management Actions:

- Management to prepare a report on where ATEED is currently at, and where to from here in relation to local board engagement.
- Management to provide the Board with a full set of accounts monthly, including the balance sheet.
- Management to prepare a report on aged debtors for the 31 January 2012 board meeting, along with details around debt recovery and/or write-off.