

Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** The Gulf Boardroom, Level 8, 139 Quay Street
- When:** Tuesday, 31 January 2012, 8.00am
- Who attended:** Peter Drummond (Deputy Chair)
John Law, from Item 4 (8.05am)
Norm Thompson
Richard Jeffery
Franceska Banga
Vivien Bridgwater
- Apologies:** David McConnell (Chair)
- In Attendance:** Grant Jenkins (Acting Chief Executive)
Sarah Hamilton (Financial Controller), until Item 5 (8.30am)
Martin Fairweather (General Manager, Planning & Performance), from Item 7 (8.30am)
Clyde Rogers (General Manager, Business and Sector Development), from Item 7 (8.33am)
Joshua Ong (Board Secretary)
- Public & Media Attendance** Todd Niall, Radio New Zealand
Glen Wilcox, Independent Maori Statutory Board
Kane Glass, Franklin Live
-

Background

- A. Peter Drummond has been appointed as Deputy Chairperson and acted in the capacity of Chairperson 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

Peter Drummond declared the meeting open at 8.00am.

Agenda Items & Resolutions

1. Apologies

An apology has been received from John Law for lateness and from David McConnell for non-attendance.

2. December 2011 Minutes:

- (i) An amendment was made to the Finance Report, Item 5 (ii) to read "... excluding the balance sheet", amending from "...including the balance sheet";
- (ii) In relation to the recommendations within the report, the Board resolved that:

Moved: Peter Drummond
Seconded: Richard Jeffery

- a) **The open minutes of the ATEED meeting held on 16 December 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 requested the film team to provide the Board with a brief overview of its work so the Board can keep up with its initiatives and successes. After discussion, it was agreed that the ATEED film team will provide the Board with a short presentation to highlight the successes of the film industry in Auckland and its future plans;
- (iii) In relation to the recommendations within the report around the Acting Chief Executive Activity report, the Board resolved that:

Moved: Franceska Banga
Seconded: John Law

- a) **The report be received;**
- b) **That the Mayor be offered an ex-officio position on the Innovation Advisory Board.**

CARRIED

Action points:

The Film Auckland team to provide the ATEED Board with a short presentation to highlight the successes of the film industry in Auckland and future plans in place.

5. Finance Report

- (i) The Chair invited Sarah Hamilton (Financial Controller) to speak to the report and respond to questions from the Directors;
- (ii) A query relating to the i-Sites review was raised. The ACE explained that management is currently looking at managing costs and revenue thoroughly. Whilst in terms of revenue performance the i-Sites are below the expected levels, it is noted that the i-Sites performance is still consistent with New Zealand-wide performance levels;
- (iii) The Board asked questions regarding the differing legacy financial systems still being used around the company and management provided comfort that ATEED is taking all the practical steps to streamlining these systems at the earliest possible timeframe;
- (iv) In relation to the recommendations within the report around the Finance Report, the Board resolved that:

Moved: Franceska Banga
Seconded: Norm Thompson

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

CARRIED

6. Half Yearly Report to Auckland Council

- (i) The Chair invited Martin Fairweather (General Manager, Planning & Performance) and Sarah Hamilton (Financial Controller) speak to the report and respond to questions from the Directors;
- (ii) After discussion, it was agreed that management will submit the Half Year Report to Franceska Banga for review before finalisation and submission to Auckland Council;
- (iii) In relation to the recommendations within the report around the Half Yearly Report to Auckland Council, the Board resolved that:

Moved: Franceska Banga
Seconded: Norm Thompson

- a) **The Half Year Report is received;**
- b) **The Board authorises the Acting Chief Executive to approve the final Half Year Report.**

CARRIED

Action points:

Management to submit the Half Year Report to Franceska Banga for review before finalisation for submission to Auckland Council.

7. Draft 2012-15 Statement of Intent (SOI)

- (i) The Chair invited Martin Fairweather (General Manager, Planning & Performance) and Clyde Rogers (General Manager, Business and Sector Development) to speak to the report and respond to questions from the Directors;
- (ii) A query relating to how the Southern Initiative ties in with the SOI was raised. Clyde responded that ATEED is undertaking a number of initiatives and projects that support the Southern Initiative and further work is being pursued in conjunction with the Auckland Council's Economic Development unit;
- (iii) A query regarding whether the recommendations from the Audit New Zealand Management Report relating to SOI reporting (Statement of Service Performance) were being considered. Martin confirmed this will be considered and incorporated where necessary;
- (iv) Discussions were had regarding whether there was any "economic development information gathering" on the Waterfront in general and Wynyard Quarter in specific. It was agreed that management will write to Waterfront Auckland (WDA) and seek a response to this query during WDA's presentation to the ATEED Board during the February 2012 meeting;
- (v) In relation to the recommendations within the report around the Draft 2012-15 Statement of Intent, the Board resolved that:

Moved: Norm Thompson
Seconded: Richard Jeffery

- a) **The report is received;**
- b) **The draft 2012-15 Statement of Intent be approved for delivery to Auckland Council for shareholder feedback, noting that further opportunity exists to refine the SOI between now and June 30, 2012.**

CARRIED

Action points:

Management to write to Waterfront Auckland and seek a response during the February 2012 meeting to whether there is any "economic development information gathering" on the Waterfront in general and Wynyard Quarter in specific.

The Chairperson declared the open meeting closed at 9.15am.

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

Chairman

Date

Summary of Management Actions:

- The Film Auckland team to provide the ATEED Board with a short presentation to highlight the successes of the film industry in Auckland and future plans in place.
- Management to submit the Half Year Report to Franceska Banga for review before finalisation for submission to Auckland Council.
- Management to write to Waterfront Auckland and seek a response during the February 2012 meeting to whether there is any “economic development information gathering” on the Waterfront in general and Wynyard Quarter in specific.