

# Minutes – Open Agenda

<b>What:</b>	Minutes of a Meeting of Board of Directors
<b>Where:</b>	The Gulf Boardroom, Level 8, ATEED Central Office, 139 Quay Street, Auckland
<b>When:</b>	Friday, 27 July 2012, 10.45am
<b>Who attended:</b>	David McConnell (Chair) Norm Thompson (Deputy Chair) Richard Jeffery Simon Tucker Franceska Banga Vivien Bridgwater
<b>Apologies:</b>	Andy Higgs
<b>In Attendance:</b>	Brett O’Riley (Chief Executive) Sarah Hamilton (Financial Controller) Grant Jenkins (General Manager Marketing & Communications) for Item 6, 11.15am until 11.30am Roger Gower, Executive Chairman NZFIA for Item 6, 11.15am until 11.30am Joshua Ong (Board Secretary)
<b>Public &amp; Media Attendance</b>	N/A

---

## Background

- A. David McConnell has been appointed as 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

David McConnell declared the meeting open at 10.45am.

## Agenda Items & Resolutions

### 1. Apologies

That the apology from Andy Higgs for non-attendance be received.

### 2. June 2012 Minutes:

- (i) The Board requested for the wordings around “market opportunities” in relation to the National Convention Centre be changed to “market structures” throughout the minutes; and
- (ii) In relation to the recommendations within the report around the Open Minutes of the 22 June 2012 meeting, the Board resolved that:

**Moved:** David McConnell  
**Seconded:** Simon Tucker

- 1. **The open minutes of the ATEED meeting held on 25 May 2012 to be confirmed as a true and correct record, subject to the changes in (i).**

**CARRIED**

*Secretarial Note: The Board requested for Directors’ Apologies to be specified in either the Open or Confidential or both sections where applicable.*

### 3. Register of Directors Interests:

- (i) No amendments were received.

### 4. Chief Executive’s Activity Report:

- (i) The Chief Executive (CE) spoke briefly to the report and dealt with questions from Directors;
- (ii) The Board suggested for the Chief Executive to raise the Board’s concerns regarding clauses within the ATEED Constitution, in particular Clause 5 with the Auckland Council Chief Executive. The Board also suggested for Management to commission a legal review of the ATEED Constitution, in particular Clause 5 and its alignment to the Long Term Plan (LTP) and ATEED’s Statement of Intent to ensure consistency across the documents; and
- (iii) In relation to the recommendations within the report around the Chief Executive’s Activity report, the Board resolved that:

**Moved:** David McConnell  
**Seconded:** Richard Jeffery

- 1. **The report be received; and**

2. **That the ATEED Board approves the amendment of ATEED's September 2012 Board meeting from Friday, 28 September to Friday, 21 September.**

**CARRIED**

Action points:

- i. Chief Executive to raise the Board's concerns regarding clauses within the ATEED Constitution, in particular Clause 5.
- ii. Management to commission a legal review of the ATEED Constitution, in particular Clause 5 and its alignment to the Long Term Plan (LTP) and ATEED's Statement of Intent to ensure consistency across the documents

## 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 for Management to amend the June YTD Actual Total to -\$20.775M instead of -\$24.721M (Page 21 of the agenda); and
- (iii) In relation to the recommendations within the report around the Finance Report, the Board resolved that:

**Moved:** Norm Thompson  
**Seconded:** Franceska Banga

1. **The report be received, subject to the amendment of financial figures specified in (ii).**

**CARRIED**

## 6. New Zealand Food Innovation Auckland Ltd (NZFIA) Statement of Intent (SOI)

- (i) The Board invited Grant Jenkins, General Manager Marketing & Communications and Roger Gower, Executive Chairman of the NZFIA to speak to the report and respond to questions from the Board;
- (ii) In relation to the recommendations within the report around the NZFIA Statement of Intent, the Board resolved that:

**Moved:** Norm Thompson  
**Seconded:** Franceska Banga

1. **That the report be received;**
2. **That the submitted final NZFIA SOI for 2012-2015 (Attachment 1) be accepted by ATEED, subject to management continuing to negotiate some final small refinements to bring the document to a suitably professional standard;**
3. **That ATEED management inform the NZFIA board of this decision; and**

4. That NZFIA via ATEED management report back to the ATEED Board by end September 2012 as to whether amendment of the NZFIA SOI is required following completion of the business plan updating work, that is currently underway.

**7. Any Other Business – Travel Policy and Entertainment & Hospitality Policy**

- (i) At its 27 April 2012 Meeting, the Board requested for an amendment in the wordings of the Entertainment and Hospitality Policy Section 6.6 (Approvals for Expenditure) to read "...to obtain written approval" rather than "approval via memo";
- (ii) The amendments have now been completed for the Board to formally approve the Travel Policy and Entertainment & Hospitality Policy; and

**Moved:** David McConnell  
**Seconded:** Norm Thompson

1. That the Board approves the amended Travel Policy and the amended Entertainment and Hospitality Policy.

**CARRIED**

The Chairperson declared the open meeting closed at 11.30am.

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Summary of Management Actions:**

- Chief Executive to raise the Board's concerns regarding clauses within the ATEED Constitution, in particular Clause 5 with the Auckland Council Chief Executive.
- Management to commission a legal review of the ATEED Constitution, in particular Clause 5 and its alignment to the Long Term Plan (LTP) and ATEED's Statement of Intent to ensure consistency across the documents.