

OPEN MINUTES

What: Minutes of a Meeting of Board of Directors

Where: The Gulf Boardroom, Level 8, ATEED Central Office,
139 Quay Street, Auckland

When: Friday, 23 November 2012, 8.00am

Who attended: David McConnell (Chair)
Norm Thompson (Deputy Chair)
Richard Jeffery
Franceska Banga
Vivien Bridgwater
Andy Higgs

Apologies Simon Tucker

In Attendance: Brett O'Riley (Chief Executive)
Joshua Ong (Board Secretary)
Sarah Hamilton (Financial Controller), until Item 5, 8.15am
Clyde Rogers (General Manager Business & Sector Development), from Item
6, 8.15am until Item 7, 9.00am
Bridget Davey (Project Manager), from Item 6, 8.20am until Item 7, 9.00am
James Robinson (Manager Operational Strategy & Planning), from Item 8,
9.00am

**Public & Media
Attendance** 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 8.00am.

Agenda Items & Resolutions

1. Apologies

An apology was received from Simon Tucker for non-attendance.

2. 26 October Meeting Minutes

- (i) In relation to the recommendations within the report around the Open Minutes of the 26 October 2012 meeting, the Board resolved that:

Moved: Norm Thompson
Seconded: Vivien Bridgwater

1. **The open minutes of the ATEED meeting held on 26 October 2012 to be confirmed as a true and correct record.**

CARRIED

3. Register of Directors Interests

- (i) No amendments were received.

4. Chief Executive's Activity Report

- (i) In relation to the recommendations within the Chief Executive's Activity report, the Board resolved that:

Moved: David McConnell
Seconded: Richard Jeffery

1. **The report be received.**

CARRIED

5. Finance Report

- (i) The Board invited Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Board;
- (ii) The Board noted that the Audit Committee has formally reviewed the Audit Management Report and will be tabled at the ATEED December for Board signoff;
- (iii) The Board recommended that the Page One comment highlights upfront any timing differences relating to variances against the budget; and

- (iv) In relation to the recommendations within the Finance Report, the Board resolved that:

Moved: David McConnell
Seconded: Richard Jeffery

1. **The report be received.**

CARRIED

6. **Business Growth Update**

- (i) The Board invited Clyde Rogers, General Manager Business & Sector Development to speak to the report and respond to questions from the Board;
- (ii) Clyde explained the operational structure of the Regional Partner Programme. The Board requested Management to investigate potential changes and improvements to the monitoring and measurement of value from the programme to inform Government when it looks to introduce new initiatives through the Callaghan Innovation Institute; and
- (iii) In relation to the recommendations within the report around the Business Growth Update, the Board resolved that:

Moved: Vivien Bridgwater
Seconded: Franceska Banga

1. **That the report be received.**

CARRIED

Action Point

Management to investigate potential changes and improvements to the monitoring and measurement of value from the programme to inform Government when it looks to introduce new initiatives through the Callaghan Innovation Institute.

7. **Innovest 2013**

- (i) The Board invited Clyde Rogers, General Manager Business & Sector Development to speak to the report and respond to questions from the Board; and
- (ii) In relation to the recommendations within the report around Innovest 2013, the Board resolved that:

Moved: Andy Higgs
Seconded: Richard Jeffery

1. **That the report be received.**

CARRIED

Action Point

Management to explore opportunity to leverage key note speaker David Teese and his network at Stamford University.

8. First Quarter Report to Auckland Council

- (i) The Board invited James Robinson, Manager Operational Strategy & Planning to speak to the report and respond to questions from the Board; and
- (ii) In relation to the recommendations around the First Quarter Report to Auckland Council, the Board resolved that:

Moved: David McConnell

Seconded: Norm Thompson

- 1. **That the report be received; and**
- 2. **That the Quarterly Report for the period ending September 2012 be approved for delivery to Auckland Council.**

CARRIED

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:

1. Management to investigate potential changes and improvements to the monitoring and measurement of value from the programme to inform Government when it looks to introduce new initiatives through the Callaghan Innovation Institute.
2. Management to explore opportunity to leverage key note speaker David Teese and his network at Stamford University.