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, 14 December 2012, 8.00am
Who attended: David McConnell (Chair)
Norm Thompson (Deputy Chair)
Richard Jeffery
Franceska Banga
Vivien Bridgwater
Andy Higgs
Simon Tucker

In Attendance: Brett O’Riley (Chief Executive)
James Robinson (Minute Taker)
Sarah Hamilton (Financial Controller)

Public & Media Attendance Maurice Boland

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.

The Chair welcomed Maurice Boland to the ATEED December 2012 Board meeting.
Agenda Items & Resolutions

1. Apologies

No apologies were received.

2. 23 November Meeting Minutes

(i) In relation to the recommendations within the report around the Open Minutes of the 23 November 2012 meeting, the Board resolved that:

Moved: Norm Thompson
Seconded: Vivien Bridgwater

1. The open minutes of the ATEED meeting held on 23 November 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) Brett introduced the Auditor General Report “Auckland Council: Transition and emerging challenges” and informed the Board that Management will bring a summary of the report back to the Board;

(ii) Brett informed the Board that Management will present the 90 Day Plan at the January 2013 Board Meeting;

(iii) The Board suggested Management to investigate broader strategic views on how ATEED can lead tourism information dissemination and innovation with a report coming back in March or April 2013;

(iv) In relation to the i-Sites, the Board enquired if there were any adverse public feedback a result of the closure of the i-Sites;

(v) The Board noted that ATEED has provided a one-off funding injection to the commissioning of a static board in Kumeu;

(vi) The CE requested Vivien Bridgwater to pass on ATEED’s gratitude for AUT’s scholarship sponsorship of $7,000 to each winner of the Young Enterprise Scheme national finals; and

(vii) 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
Action Points

(i) Management to bring a summary of the Auditor General Report “Auckland Council: Transition and emerging challenges” back to the Board.

(ii) Management to present the ATEED 90 Day Plan at the January 2013 Board Meeting.

(iii) Management to investigate broader strategic views on how ATEED can lead tourism information dissemination and innovation with a report coming back in March or April 2013.

5. Finance Report

(i) The Board invited Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Board;

(ii) Management informed the Board that the Audit Management Report and will now be tabled at the January ATEED Board meeting for Board signoff;

(iii) The Board requested for Management to include an overhead variance table in the Finance report; and

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

Moved: Norm Thompson
Seconded: Franceska Banga

1. The report be received. CARRIED

The Chairperson declared the open meeting closed at 9.05am.

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

______________________________
Chairman

______________________________
Date
Summary of Management Actions:

(i) Management to bring a summary of the Auditor General Report “Auckland Council: Transition and emerging challenges” back to the Board.

(ii) Management to present the ATEED 90 Day Plan at the January 2013 Board Meeting.

(iii) Management to investigate broader strategic views on how ATEED can lead tourism information dissemination and innovation with a report coming back in March or April 2013.