

# 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
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## 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.