

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, 25 January 2013, 8.00am
Who attended:	Norm Thompson (Deputy Chair) Richard Jeffery Vivien Bridgwater Andy Higgs Simon Tucker
Apologies:	David McConnell (Chair) Franceska Banga
In Attendance:	Brett O'Riley (Chief Executive) Sarah Hamilton (Chief Financial Officer) Joshua Ong (Board Secretary)
Public & Media Attendance	N/A

Background

- A. Norm Thompson 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

Norm Thompson declared the meeting open at 8.00am.

Agenda Items & Resolutions

1. Apologies

An apology was received from David McConnell and Franceska Banga for non-attendance.

2. 14 December Meeting Minutes

- (i) In relation to the recommendations within the report around the Open Minutes of the 14 December 2012 meeting, the Board resolved that:

Moved: Richard Jeffery

Seconded: Simon Tucker

1. **The open minutes of the ATEED meeting held on 14 December 2012 to be confirmed as a true and correct record.**

CARRIED

3. Register of Directors Interests

- (i) An amendment was received from Richard Jeffery and will be updated for the next Board meeting.

4. Chief Executive's Activity Report

- (i) The CE informed the Board that the summary of the Auditor General report into the Auckland Council and CCOs will now be tabled at the February Board meeting;
- (ii) The CE presented the inaugural ATEED 90 Day Plan to the Board. The Chair requested the Board to review the document and provide any comments, including whether Corporate Capabilities should be included in the publicly available version of the Plan. These comments will be compiled and summarised at the February Board meeting; and
- (iii) In relation to the recommendations within the Chief Executive's Activity report, the Board resolved that:

Moved: Norm Thompson

Seconded: Richard Jeffery

1. **The report be received.**

CARRIED

Action Points

- (i) *Management to bring a summary of the Auditor General report into the Auckland Council and CCOs to the February Board meeting.*
- (ii) *ATEED Board to review the 90 Day Plan document and provide comments, including whether Corporate Capabilities should be included in the publicly available version of the Plan to the Board Secretary for compilation and summary at the February Board meeting.*

5. Finance Report

- (i) The Board invited Sarah Hamilton, Chief Financial Officer to speak to the report and respond to questions from the Board;
- (ii) Sarah commented on management's decision to borrow the advance payment of the 2013/14 grant to the NZ Food Innovation Auckland (NZFIA) from the forecasted underspend of the Major Events Fund in the 2012-13 financial year, to be repaid to the Major Events Fund on 1 July 2013; and
- (iii) In relation to the recommendations within the Finance Report, the Board resolved that:

Moved: Vivien Bridgwater

Seconded: Simon Tucker

1. **The report be received.**

CARRIED

6. ATEED Half Year Financial Report

- (i) The Board invited Sarah Hamilton, CFO to speak to the report and respond to questions from the Board;
- (ii) In relation to the recommendations within the ATEED Half Year Financial Report, the Board resolved that:

Moved: Vivien Bridgwater

Seconded: Simon Tucker

1. **That the Half Year Report is received; and**
2. **That the Board authorises the Chief Executive to approve the final Half Year Report to be submitted to the Auckland Council on or before 31 January 2013.**

CARRIED

7. Gifts, Inducements, Tickets And Famils Policy

- (i) In relation to the recommendations within the Gifts, Inducements, Tickets And Famils Policy, the Board commented on the extensive nature of the Policy providing a comprehensive guide to staff, and resolved that:

Moved: Norm Thompson

Seconded: Simon Tucker

1. **The Auckland Tourism, Events and Economic Development Board endorse the Gifts, Inducements, Tickets and Famils Policy.**

CARRIED

8. Statement Of Intent and Business Plan Development 2013/14

- (i) In relation to the recommendations within the Statement Of Intent (SOI) and Business Plan Development 2013/14 Report, the Board resolved that:

Moved: Norm Thompson
Seconded: Simon Tucker

1. **The Board endorse the proposed process for SOI and Business Plan Development.**

CARRIED

The Chairperson declared the open meeting closed at 8.43am.

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 into the Auckland Council and CCOs to the February Board meeting.
- (ii) ATEED Board to review the 90 Day Plan document and provide comments, including whether Corporate Capabilities should be included in the publicly available version of the Plan to the Board Secretary for compilation and summary at the February Board meeting.