

OPEN BOARD MINUTES

What:	Minutes of a Meeting of Board of Directors of Auckland Tourism Events and Economic Development Limited
Where:	Tamaki Makaurau Boardroom, L8 139 Quay Street, Auckland
When:	Friday, 28 September at 1.27 p.m.
Directors:	David McConnell (Chair) Evan Davies Danny Chan Helen Robinson
Apologies:	Stuart McCutcheon Glenys Coughlan Mike Taitoko
In Attendance:	Nick Hill, Chief Executive Lisa Winkle, General Manager People, Culture and Change Claire McCracken, Finance Manager James Robinson, Head of Strategy and Planning Amy Saleman, Business Effectiveness Lead Tim Kingsley-Smith, Company Secretary Sarah Thomson, Waitemata Low Carbon Network Dr. Grant Hewison, Waitemata Low Carbon Network
Public & Media Attendance:	N/A

Background

- A. David McConnell was appointed as Chairperson for the meeting.
- B. It was noted that the quorum is a majority of the directors (12.9 of the Constitution) and there currently being seven directors, a quorum of Directors was present. It was noted that each Director had been given proper notice of the meeting.

Meeting Business

1. Apologies

The apologies of Stuart McCutcheon, Glenys Coughlan and Mike Taitoko were noted.

2. Minutes of Previous Meeting and Action Tracker

The Board discussed the draft minutes of the meeting held on 31 August 2018 and the Open Action Tracker.

The Board **approved** the minutes of the meeting held on 31 August 2018 and confirmed the minutes were a true and correct record.

3. Register of Directors' Interests and Conflicts of Interests Declaration

The Board **noted** the Directors' interests register.

4. Chief Executive's Monthly Report

Nick Hill spoke to the paper:

- The Destination Committee and Board had each considered and provided feedback on the draft Destination Plan. The Plan will be refined and made public in due course. The Board noted that a legal challenge to the APTR is underway.
- Planning for America's Cup 36 and APEC is on track.
- The Meg, the first feature film to be predominately filmed at Kumeu Film Studios (**KFS**), was successfully released earlier in the month. The movie, and the related MOU with ATEED and the New Zealand Film Commission, has created a platform for further productions in Auckland. KFS has a strong pipeline and demand for film facilities in Auckland remains high.

Following the conclusion of discussions, the Board **noted** the paper.

5. Finance Report

Nick Hill and Claire McCracken spoke to the paper.

- Management noted that although ATEED is \$1.7m behind Budget Management is comfortable with the reasons why. The primary reasons are: a vendor paying ATEED \$0.5m ahead of schedule, and the significant changes to the business since the budget was set in December 2017 that were noted at the last Board meeting.
- Management confirmed that The Generator has now partially paid its outstanding debt to ATEED and Management will continue to chase the remaining debt.

Following the conclusion of discussions, the Board **noted** the paper.

6. Annual report for the period ended 30 June 2017, including a review of ATEED's performance under its Statement of Intent

Nick Hill spoke to the paper.

Following the conclusion of discussions, the Board **noted** the paper

7. Waitemata Low Carbon Network

Sarah Thomson and Dr. Grant Hewison of the Waitemata Low Carbon Network (**WLCN**) spoke to the paper:

- The WLCN applauded ATEED's progress on addressing carbon emissions since the last time it joined the ATEED Board in June. Specifically, ATEED has:
 1. Commissioned a gap analysis from Enviro-Mark in October and will begin an accreditation process once the audit is complete;
 2. Created two new roles that have a focus on sustainability - the Business Innovation Manager in the Economic Development team and the Tourism Sustainability Executive in the Destination team; and

3. Incorporated sustainability as one of its three overarching cross-cutting themes in its new Strategic Framework.

- The WLCN noted that ATEED is currently reviewing its procurement process and encouraged ATEED to take a leadership role in promoting sustainability and low carbon emissions as one of the primary factors when making procurement decisions. Procurement is within ATEED's control and sustainability and low carbon emissions could be elevated to a primary determining consideration.
- The WLCN noted that two Local Boards have implemented Low Carbon Action Plans. ATEED has the opportunity to partner with local businesses on sustainability and low carbon issues. ATEED can also take a lead on coming up with solutions to carbon emissions associated with the tourism industry.
- The WLCN noted that although the ATEED 2018 Annual Report did not have a strong focus on lowering carbon emissions, it is encouraged and heartened to see that ATEED had started the journey and is looking forward to seeing a greater focus on lowering carbon emissions in the next annual report under its cross-cutting theme of sustainability. The WLCN acknowledged ATEED is working hard on sustainability in a number of ways and would like to see greater and more explicit reporting of ATEED's wins in this area.
- The Board thanked the WLCN for attending the Board meeting and delivering its message. Management noted that ATEED is committed to sustainability and the public, and groups like the WLCN, help to ensure that ATEED is keeping to its commitments.

The Board **noted** the paper.

7. Any Other Business

The Board noted that the meeting is the last scheduled Board meeting for David McConnell as Chair of ATEED. The Directors thanked David for his efforts as Chair and congratulated him for the significant part he has played in ATEED's development and achievements since its inception.

The Chair noted that being the Chair of ATEED since its inception had been a fantastic and extraordinary opportunity. Mr. McConnell thanked the Board and previous Directors for their support and the ATEED CE, ALT and Company Secretary for the quality of their work.

The Chairperson declared the meeting closed at 2.12 p.m.

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

Chair

Date