

BOARD MINUTES

- What:** Minutes of a Meeting of Board of Directors of Auckland Tourism Events and Economic Development Limited
- Where:** Gulf Boardroom, ATEED Central Office, Level 8, 139 Quay Street
- When:** Friday, 25 October 2013 at 8.05 am
- Directors:** David McConnell
Norm Thompson
Richard Jeffery
Danny Chan
Helen Robinson
- In Attendance:** Brett O'Riley (Chief Executive)
Barbara Imlach (Chief Financial Officer)
James Robinson (Acting Board Secretary)
Patrick McVeigh (GM Economic Growth)
Martin Fairweather (GM Strategy & Performance)
- Public & Media Attendance:** Kane Glass, All About Auckland
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Background

- A. David McConnell was appointed as Chairperson for the meeting.
- B. It was noted that the quorum (12.9 of the Constitution) is a majority of the directors and there currently being 7 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

An apology was received from Franceska Banga, Vivien Bridgwater. An apology was also received from Jennie Vickers (Governance Advisor).

2. Minutes of Previous Meetings and Open Action Tracker

The Meeting discussed the draft minutes of the meeting held on 27 September 2013.

Following the conclusion of discussions, the Board resolved that:

The Minutes of the ATEED meeting held on 27 September 2013 be confirmed as a true and correct record.

Resolution passed

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

It was noted that prior to the meeting the Governance Advisor (Jennie Vickers) had circulated a guidance note to Directors refreshing them on the rules around Conflicts and Declarations of Interest.

As a result of the written resolution passed earlier in the week (as referred to in item 6 below) a new Director's Interest had been added to each Directors' Register being "*Party to a Deed of Indemnity and Undertaking between the Director and the Company and an insured party under a Directors and Officers Liability Insurance Policy and a Defence Costs Insurance Policy arranged and funded by the Company.*"

Further register amendments were received from Norm Thompson, Danny Chan and Helen Robinson to be noted in the Register of Directors' Interests.

The Chief Executive noted that he was not aware of any ATEED Management or Officers' having any undeclared Conflicts of Interests in relation to any ATEED activities and/or event.

Action Points

Jennie Vickers to confirm to Board the meaning of "conflict" in the Auckland Council CCO context and whether there were any other reporting exemptions not previously discussed.

4. Chairman's Update and Review

David McConnell congratulated Franceska Banga for her Leadership Award from the NZVCA.

Chief Executive's Activity Report

The Report tabled was noted and taken as read.

The Chief Executive noted that Richard Northey had retired from the Council and that he was writing to him to thank him for his support and constructive dialogue throughout all the Accountability and Performance Committee Meetings.

Current media interest in the film and TV sector was noted and the rising political debate on the subject. With ATEED's focus on economic generation around smart IP use and reuse, there were challenges in supporting Film and TV which was very single project focused.

The Chief Executive noted the satisfying and significant upturn in tourism numbers, particularly out of China and that the mix was slowly changing towards value (FIT- Free Independent Travellers) rather than volume tourism.

David McConnell noted the importance of understanding and delivering on the tourism needs of the FITs which include for example, late night shopping. The Chief Executive noted that he had met with the Precinct and Harbour Edge teams to talk about development and integration of all the CCO activities in this harbour side area. ATEED has an important role to play in this mechanism to ensure tourism needs are addressed. These groups were looking at the long term implications for events and activities which could be affected by infrastructure construction over the next few years.

It was explained that the Visitor Plan Refresh presents a huge opportunity to sell Auckland to Aucklanders, which had not featured strongly enough in the first iteration.

The Board asked the Chief Executive to pass on their congratulations to the Americas Cup team for the great job in delivering the Welcome Home function.

David McConnell noted the excellent progress with the Wynyard Quarter Innovation Precinct. Norman Thompson raised the issue of R&D funding. Noting the wider issues of economic development currently being discussed alongside R&D funding, the Chief Executive outlined recent developments in the areas of, and a future approach to, regional development in New Zealand which has been a combined effort on behalf of all the New Zealand economic development agencies and led by Patrick McVeigh. The traditional approach out of central government has been an output focus whereas an outcome focused approach is how ATEED should measure its own interventions. A lack of data on outcomes has made progress difficult. The output of these recent national initiatives has been the New Zealand Development Agency's Regional Economic Development Paper.

Helen Robinson asked about health and safety activities. David McConnell explained the recent risk reporting project which had allowed the Board to have a deeper understanding and focus on H&S issues.

Following the conclusion of discussions, the Board resolved that:

The Chief Executive's Activity Report be received.

Resolution passed

Action Points

- *Jason Hill to present to the November Board Meeting covering off: the Visitor Plan Refresh, China visitor tourism segmentation and the China Cup.*
- *Chief Executive to pass the Board's congratulations to the ATEED America's Cup team for the great job in delivering the Welcome Home function.*
- *Chief Executive to circulate to the Board the New Zealand Development Agency's Regional Economic Development Paper.*
- *Glossary to be developed in 2014 for inclusion in the dropbox to capture key terminology to assist new Board members and employees.*
- *Martin Fairweather and team to bring a briefing to the Board in 2014 on the H&S approach being taken by ATEED in cooperation with Council.*
- *Martin Fairweather to ensure Hazard Identification Activities are included in the next Risk Reporting to the Board.*

5. Finance Report

The Board invited Barbara Imlach, Chief Financial Officer to speak to the report. The Report was taken as read.

It was noted that this month's report was in respect of the month to 30 September and Quarter 1. It was also noted that these figures had already been reported through to Council and will be included in the Quarter 1 report when the Board presents to the new CCO Governance and Monitoring Committee of the Council.

Barbara Imlach canvassed the views of the Board around reporting formats, structures and reporting materiality. Following discussion it was noted that Barbara Imlach is reviewing the accounting timetable and the report formats to further enhance the quality of reporting to the Board.

Following the conclusion of discussions, the Board resolved that:

That the finance report be received.

Resolution passed

6. Directors' Indemnities and Insurance

The Report tabled was noted and taken as read. It was noted that the Board had, by written resolution on 18 October 2013, resolved that the Company should enter into Deeds of Indemnity with each Director (in the form approved by Council as Shareholder) and had signed the certificate required by law. The Directors signed all the Deeds as required.

Action Points

Jennie Vickers to organise signing of the Deeds by the absent Directors and to provide feedback to CCO Monitoring on possible areas to be addressed the next time Deeds are re-signed.

Closing the Meeting to the Public

It was resolved to exclude the public from the remainder of the meeting in accordance with paragraph 12.3 of the Company's constitution.

Resolution passed

Resolutions in relation to the discussions around confidential items are recorded in the confidential section of these minutes and are not publicly available.

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 Action Points

1. *Jennie Vickers to confirm to Board the meaning of “conflict” in the Auckland Council CCO context and whether there were any other reporting exemptions not previously discussed.*
2. *Jason Hill to present to the November Board Meeting covering off: the Visitor Plan Refresh, China visitor tourism segmentation and the China Cup.*
3. *Chief Executive to pass the Board’s congratulations to the ATEED America’s Cup team for the great job in delivering the Welcome Home function.*
4. *Chief Executive to circulate to the Board the New Zealand Development Agency’s Regional Economic Development Paper.*
5. *Glossary to be developed in 2014 for inclusion in the dropbox to capture key terminology to assist new Board members and employees.*
6. *Martin Fairweather and team to bring a briefing to the Board in 2014 on the H&S approach being taken by ATEED in cooperation with Council.*
7. *Martin Fairweather to ensure Hazard Identification Activities are included in the next Risk Reporting to the Board.*
8. *Jennie Vickers to organise signing of the Deeds by the absent Directors and to provide feedback to CCO Monitoring on possible areas to be addressed the next time Deeds are re-signed.*