

BOARD MINUTES

NEW FORMAT -draft 23.5.13

- What:** Minutes of a Meeting of Board of Directors of Auckland Tourism Events and Economic Development Limited
- Where:** The Ford Building, Ground Floor, 86 Highbrook Drive, East Tamaki
- When:** Tuesday, 30 April 2013 at 8.30 am
- Directors:** Norman Thompson
Richard Jeffery
Franceska Banga
Andy Higgs
Vivien Bridgwater
- In Attendance:** Brett O'Riley (Chief Executive)
Sarah Hamilton (Chief Financial Officer)
Martin Fairweather (General Manager Strategy & Performance)
Grant Jenkins (Head of Strategic Initiatives)
Patrick McVeigh (General Manager Economic Growth)
Rachael Carroll (General Manager Destination & Marketing)
Joshua Ong (Board Secretary)
Jennie Vickers (ZeopardLaw)
Roger Gower (Chairman, NZFIA)
Sarita Males (CEO, NZFIA)
Dr Laurence Eyres (Consultant)
- Public & Media Attendance:** Kane Glass, All About Auckland
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Background

- A. In the absence of David McConnell, Norman Thompson 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 6 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

Apologies were received from David McConnell.

2. Minutes of Meeting held on 28 March 2013

The Meeting discussed the draft minutes of the meeting held on 28 March 2013 (excluding the confidential items). The meeting Chairperson suggested an improvement around the wording of item 7 in view of the reconsideration of the issue on the current agenda. A suggested amendment was drafted and discussed.

The process for tracking actions arising from meetings was reviewed (following its introduction at the last meeting) and it was agreed that the tracker would facilitate better action verification if all actions were included, regardless of whether they had been commenced and completed between meetings. Following discussion, the Board resolved that:

The amended minutes of the ATEED meeting held on 28 March 2013 be confirmed as a true and correct record once the minutes of the Confidential sections have been accepted.

Resolution passed

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

A consequential amendment was received from Richard Jeffrey to be noted in the Register of Directors' Interests.

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

4. Chief Executive's Activity Report

The Report tabled was noted and taken as read.

The Chief Executive presented an overview of the report and highlighted the key activities and events during the previous month and since the report was produced. The TRENZ event was the most critical recent event and was reported as more than delivering on expectations. A full report on TRENZ to be delivered at the next Board Meeting.

The Meeting discussed the report, noting in particular:

- (i) the positive response of Auckland Council to the ATEED half yearly report and the interest and support for ATEED's delivery of results during the year;
- (ii) the enthusiastic public reaction to the announcement of the new Rangitoto-Motutapu Haerenga collaborative project; and the associated importance of ATEED working closely with central government as well as Council to ensure that opportunities for enhancing the restoration of the islands are well understood and managed;
- (iii) the opportunities in the future to deliver a greater customer experience to visitors with increased coordination of presence and promotion of Auckland experiences;
- (iv) the importance of independence, rigour and extracting maximum knowledge out of the V8s evaluation process, which was already underway; and
- (v) the progress towards finalisation of the SOI following suggestions from the Council's Officers, the discussion and endorsement by the Council.

Comment was also made of the success of the team in delivering a new emerging firm foundation for the brand "Auckland" and its associated brand values. The meeting formally noted the achievements of the Chief Executive and the Management Team in delivering a range of events and results that had been received positively by the governing body.

Following the conclusion of discussions, the Board resolved that:

- **The Chief Executive's Activity Report be received;**
- **The final amended SOI be given to the Board for formal approval, to enable consideration of the SOI at a Board Meeting to be held in public in accordance with Section 96 of the Local Government (Auckland Council) Act 2009 and enable delivery of the completed SOI to Council before 30 June; and**
- **The Chief Executive to pass onto the Management Team its congratulations for delivering a series of successes.**

Resolution passed

Action Points

- a. *Chief Executive to pass onto the Management Team the Board's congratulations for delivering a series of successes;*
- b. *A Board Meeting be scheduled to be held in public in accordance with Section 96 of the Local Government (Auckland Council) Act 2009;*
- c. *The final amended SOI be tabled for Board approval at that public Board Meeting, to enable delivery of the completed SOI to Council before 30 June;*
- d. *A full report on TRENZ to be delivered at the next Board Meeting*

5. Finance Report

The Finance Report for the nine months ending 31 March 2013 was noted and taken as read.

The CFO presented an overview of the report, noting results tracking to budget as year-end approaches with some temporary positive variances due only to timing issues.

The Meeting discussed the report, identifying in particular:

- (i) The noticeable increase in independent Chinese visitor numbers with average nights in Auckland of 10 days out of 17;
- (ii) The impact of Chinese New Year and the forecast estimate of future visitor numbers as signalled during the government's recent trade delegation to China;
- (iii) The importance of modelling top-end hotel bed demand and supply, as Auckland approaches the major events in 2015 and onwards; and
- (iv) The challenges posed from converting cruise ship visits into positive local economic impacts.

Following the conclusion of discussions, the Board resolved that:

The Finance Report be received.

Resolution passed

6. Quarter 3 Financial Report

The Quarter 3 Financial Report for the nine months ending 31 March 2013 was noted and taken as read.

The CFO explained that the report was a requirement of the Auckland Council financial reporting which was due in on 1 May 2013 and that the format was prescribed by the Council accounting system. It was also noted that the Audit Committee had considered and approved the report at its last meeting. It was noted that the substantial reduction in headcount over the previous 6 months was apparent from the figures.

Following the conclusion of discussions and clarifying questions, the Board resolved that:

1. **The Quarter 3 Financial Report be received and approved; and**
2. **The Board authorise the Chief Executive to make any final minor adjustments (if required) and to submit the report to Auckland Council on or before 1 May 2013.**

Resolution passed

7. Shared Services 2013-14

The Shared Services 2013-2014 Report was noted and taken as read. It was explained that at the Board Meeting held on 28 March 2013 the Directors had discussed the requirement to agree on the terms of an agreement (a Master Service Agreement (MSA)) with Auckland Council. The MSA provides access to a pool of central services and resources to ensure an efficient sharing of costs across the Council and the CCOs. It was also noted that following the last discussion the board had asked management to see if it was possible to negotiate a six-month agreement in preference to 12 months.

Martin Fairweather, GM Strategy & Performance updated the Board on negotiations since the last meeting explaining:

- (i) That a six month term was not viable in view of the Council's budgeting cycle; and
- (ii) that there was however a four month termination provision, enabling a managed transition to external services if, following the completion of the feasibility study resolved on at the last meeting, changes were required.

Following conclusion of the discussions, the Board resolved that:

1. **The report be received; and**
2. **The Board note that the Chief Executive is going to finalise and then sign the MSA in accordance with the Delegated Authority Policy.**

Resolution passed

8. Public Deputation-Orakei Local Board

The Chairperson welcomed the representatives from the Orakei Local Board, Desley Simpson (Chair), Mark Thomas (Deputy Chair) and Kate Cooke along with Megan Tyler, Manager Planning Auckland Council, who had asked for an opportunity to outline the recently published Tamaki Drive Master Plan.

The deputation explained that they had come to the meeting to explain the Tamaki Drive Master Plan vision with sufficient clarity and detail, to enable the ATEED Board to take account of this vision in its decision making.

Following the presentation there was an engaged and detailed discussion around a number of the challenges raised. The Board commended the deputation on the quality and rigour of the Master Plan and the positive commitment of the Company to support the initiatives wherever possible.

9. 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 section of the meeting closed at 10.00am.

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

Chairman

Date