

# 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, 31 July 2015 at 12.15pm
- Directors:** David McConnell  
Norm Thompson  
Franceska Banga  
Richard Jeffery  
Danny Chan  
Helen Robinson
- Board Intern:** Daniel Mussett
- In Attendance:** Brett O'Riley (Chief Executive)  
Martin Fairweather (Chief Operating Officer)  
Laura Fayerman (Executive Manager)  
Libby Nuth (Company Secretary)
- Public & Media Attendance:** Dave Jaques, Good Governance NZ
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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 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

No apologies were received. The Chair advised of Professor Stuart McCutcheon's appointment and noted that he had been invited to attend Board meetings from 28 August 2015.

### 2. Minutes of Previous Meetings and Open Action Tracker

The draft minutes of the meeting held on 26 June 2015 and the Open Action Tracker were discussed. The Board noted an update from Brett O'Riley on the work underway by the Central City Integration Group.

**Following the conclusion of discussions, the Board resolved that the minutes of the ATEED meeting held on 26 June 2015 be confirmed as a true and correct record.**

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

Norm Thompson advised that he was to be appointed as a Director of Preno Limited and that his interest in Golf Tourism New Zealand had concluded and could be removed from the Interests Register.

Danny Chan advised that he had been appointed as a Director of SimTutor Limited.

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 events.

### **4. Chief Executive Review of July 2015**

Brett O'Riley spoke to the Report. The key points were as follows:

- Management had defined ATEED's strategic priorities for the next 12 months.
- There had been positive media coverage of the Global Auckland Project with the Advisory Group approached to provide comments to the media.
- Maori Signature Festival: a second hui with Mana Whenua had been held and feedback was being obtained on the governance structure for the Festival.
- Major Events:
  - A number of events held over the past few months had won industry awards and ATEED was now receiving a number of interesting event proposals.
  - Pasifika 2016 would be located at Western Springs following feedback that the central location was more advantageous to festival outcomes.

**Following the conclusion of discussions, the Board resolved to receive the Chief Executive Review of July 2015.**

### **5. Finance Report, June 2015**

Barbara Imlach spoke to the Report. The key points were as follows:

- This was the final Finance Report for the year with the year end audit nearing completion.
- ATEED's spend for the year aligned to the approved funding.
- The finance team had worked with Council and Audit NZ to apply the IPSAS Accounting Standards.

**Following the conclusion of discussions, the Board resolved to note the Finance Report for the period 30 June 2015.**

### **6. Audit & Risk Committee – Report Back to Board**

The Chair of the Audit and Risk Committee provided an update to the Board on the meeting held on 30 July 2015. The key points were as follows:

Internal Audit: KPMG attended the meeting and provided an update on their internal audit of the GridAKL project. The project processes and controls would be assessed with KPMG due to report back to the Committee over the next month. Development of the 2016 Internal Audit Plan was underway.

Annual Report: Audit New Zealand attended the meeting. The Audit and Risk Committee would review the Annual Report and provide feedback to management before recommending Board approval of the Annual Report.

Cyber Security: an extensive discussion was held on cyber security and the Board was advised that management would report back to the Committee on ATEED's cyber security risks and the mitigants in place for these.

Legislative Compliance: an update on legislative compliance was provided to the Committee.

Policy update: an update on ATEED's policies, procedures and guidelines was provided to the Committee. The Board requested that an update on ATEED's privacy policy be brought to the Committee **(ACTION)**.

Health and Safety: the Board requested that a schedule of Directors event site visits be maintained, and a schedule of upcoming events be provided to the Board. **(ACTION)**

## 7. General Business

Brett O'Riley updated the Board on the following matters:

- Restaurant Month: This year ATEED had partnered with Heart of the City on Restaurant Month.
- NRL Nines: There would be a press announcement regarding the 2016 NRL Nines and legacy activities.

## 8. 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.

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 noted the open part of the meeting concluded at 12.55pm.

**SIGNED** by the Chairperson as an accurate record of the open part of the meeting:

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Chairman

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Date