

## 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:** Tuesday, 3 March 2015 at 8.20 am
- Directors:** David McConnell  
Norm Thompson  
Franceska Banga  
Richard Jeffery  
Helen Robinson
- In Attendance:** Brett O'Riley (Chief Executive)  
Martin Fairweather (General Manager - Strategy)  
Barbara Imlach (Chief Financial Officer)  
Steve Armitage (Head of Corporate and Council Relations)  
Libby Nuth (Company Secretary)
- Apologies:** Danny Chan
- Public & Media Attendance:** Maria Slade, Fairfax Media  
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 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

An apology was received from Danny Chan.

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

The draft minutes of the meeting held on 27 January 2015 and the Open Action Tracker were discussed. The Board noted that, in light of the information from Stephen Town detailing ATEED's role in The Southern Initiative, the Action Tracker item relating to this could be removed.

Following the conclusion of discussions, the Board resolved that the minutes of the ATEED meeting held on 27 January 2015 be confirmed as a true and correct record.

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

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 February 2015

The Chief Executive spoke to the Report which was taken as read. The following key points were discussed:

#### *Events:*

- There had been a large number of events during the month with the weekend in particular the largest events weekend Auckland has had. All events had gone to plan and management was pleased with the operation of the command and control system.
- Unprecedented numbers had attended the Lantern Festival demonstrating the ongoing growth of this event.
- Leveraging events was a key focus for ATEED. A number of high quality delegations had attended events during the month providing a number of opportunities to be followed up.
- It was noted that the first Chinese owned New Zealand bred horse had won the New Zealand Derby.

#### *Attracting Talent:*

- ATEED continued to work with Immigration New Zealand (INZ) to attract skilled migrants to Auckland, assisted by an INZ staff member based at ATEED's central office.
- ATEED's contracted resource in London assisted with skilled migrant attraction through attending offshore job fairs and working with agencies and associations to promote Auckland.
- A report would be provided to the Board on the work ATEED was doing in the talent space including an update on the number of people coming to Auckland to work.
- A forum with major technology firms would be held in April. The objective of the forum was to bring the industry together, provide an update on GridAKL and discuss strategic opportunities. The Board requested a copy of the list of companies participating in the event. **(ACTION)**

#### *ATEED Role in London:*

- The Chair and Chief Executive had advised Council of the rationale for the London role, including the outcomes ATEED was looking to achieve and the cost advantages.
- A key learning was that it should have been made clear this was a pilot project with no additional personnel cost.
- The work undertaken in London correlated with ATEED's Statement of Intent and strategic priorities. It was noted that ATEED's KPIs were agreed with Council and there was no ability at present to contract out its KPIs to Central Government agencies.
- It was noted that a revised CCO Governance Manual was being developed and this provided an opportunity to seek clearer expectation around information sharing with Council.

*JobFest 15:*

- This had been an outstanding event with excellent engagement between potential employers and unemployed young people. The Board were advised that successes and outcomes from the event would be tracked.

*Health & Safety:*

- No serious incidents had been reported for any of the weekend events.

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

**5. Finance Report, January 2015**

Barbara Imlach spoke to the report which was taken as read. There was discussion on the relocation of the Pasifika Festival following the discovery of fruit fly in Grey Lynn. Management confirmed that the cost of relocating the Festival would be covered by MPI as part of their containment strategy.

**Following the conclusion of discussions, the Board resolved to note the Finance Report for the period 31 January 2015.**

**6. ATEED Report to Council for the Quarter Ending 31 December 2014**

The Board noted that ATEED's report for the quarter ending 31 December 2014 had been provided to Council. The Report showed that it had been an extremely busy quarter and the Board passed on to staff their acknowledgement of the work involved and the excellent results delivered.

**7. 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 9.05am.

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date