



## Business Kapiti Horowhenua Annual General Meeting Minutes 2021

Held in Otaki Memorial Hall, Otaki

The meeting was chaired by Brendan Duffy, Chair of BKH Inc. Meeting opened at 9.30am

### **Attendees:**

Antony Young (AY), Brendan Duffy (BD), Angela Buswell (AB), Chris Barber (CB), Steve Gregan (SG - online), Heather Hutchings (HH), Charlotte Tollervey (CT), Ross Allen (RA) Ian Fenwick (IF), Suzanne Snively (SS - online), Jenny Beale (JB) & Natalie Rutene (NR - online).

**Apologies:** David Clapperton – Horowhenua District Council & Janine Sudbury (JS).

### **Quorum**

We have the quorum of a minimum of 11 people required to continue the AGM.

### **Introduction**

#### **2020 Meeting Minutes**

Motion: That the 2020 minutes be accepted.

Moved: AY

Seconded: HH

Passed

#### **Chair's Annual Report – Brendan Duffy**

Appendix 1: Read out by Brendan Duffy and will be available online at [www.bkh.org.nz/about-bkh](http://www.bkh.org.nz/about-bkh)

BD – particularly mentioned and thanked the Judges for their contribution in 2020, stating that there is an enormous amount of gratitude from the Board and he wanted to acknowledge sincere thanks for that. Also mentioning the Board and extending appreciation for their time, extending thanks for their voluntary work. Last point to highlight is that we are financially challenged and this cannot continue if we cannot address the financial constraints of the programme there is no future in it.

Motion: That the report be accepted.

Moved: BD

Seconded: CB

Passed

## **Adoption of the 2020 Financial Accounts**

Appendix 2: Financial statements prepared by Finman Services Paraparaumu Ltd (free of charge).  
Brendan Duffy delivered a financial summary about the accounts:

The accounts will be available online at [www.bkh.org.nz/about-bkh](http://www.bkh.org.nz/about-bkh)

SG – big impact following COVID, sponsorship down, lower numbers at the Awards night and we dropped entry prices to make entering more accessible for local businesses. Revenue affected by about \$24k, but we also managed to make some significant savings and so the loss was only down on the previous year by \$4k, which was actually a significant achievement. So, it needs to be noted that significant work was done cutting expenses to manage the situation as best as possible.

Motion: That the 2020 accounts be accepted.

Moved: SG

Seconded: AB

Passed

Thanks to Finman for their support in creating the accounts.

CB – do we require a formal audit?

IF – it's not in the constitution that they have to be audited.

BD – agreed it's a choice to be audited.

CB – would it be useful to have audited accounts?

SG – we probably don't need them for any applications/lending, the only thing it would do is check that the work we are doing within the financials is being done to the correct standard, and I don't believe it's useful to spend extra money getting the financials audited for this purpose alone.

## **Constitution Changes**

**BD – none to action**

## **Appointment of Officers 2020**

**Chair** – Brendan Duffy

**Treasurer** – Steve Gregan

**Secretary** - The position of Secretary currently held by PomPom (Charlotte Tollervey and Natalie Rutene)

**Officers:** Nominations for the position of officers have been received for:

- Heather Hutchings
- Antony Young
- Janine Sudbury
- Angela Buswell
- Chris Barber
- Brendan Duffy
- Steve Gregan

Motion: That all nominations be accepted.

Moved: BD

Seconded: AY

Passed

AB – do we have enough members and do we want anyone else?

HH – I believe they need to be a working member if we do appoint anyone.

ACTION – Board to review the constitution at the next Board mtg.

**Membership Fee**

Motion: That the annual BKH membership fee continues to be set at \$0.

Moved: BD

Seconded: AB

Passed

**Auditor for 2020 Accounts**

Decided that at this point no action required here, as an audited version is not necessarily.

**General Business:**

SS – thanked the Board for their appreciation and support and confirmed that herself and the Judging team are on-board and excited for 2021. Also expressed thanks for the change in platform and the fact it was NZ owned.

BD – thanked Electra for their ongoing contribution and support. The two local Councils were also acknowledged for both their support and their increase in sponsorship contributions during a difficult time. Leverage also thanked for their support as we re-branded and acknowledged they will be profiled as category sponsors for 2021.

JB – congratulated the BKH team on a successful 2021 season and applauded their energy/positivity and ability to adapt to the changing landscape that was 2020.