



## Business Kapiti Horowhenua Annual General Meeting Minutes 2019

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, Heather Hutchings (HH), Charlotte Tollervey (CT), David Clapperton (DC), Suzanne Snively (SS), Gerry McCullough (GM), Janine Sudbury (JS) and Jenny Beale (JB)

### **Apologies:**

Helene Judge & Steve Gregan, Llanwyn Smith, Neil Simmonds & Mayor Wandon

### **Quorum**

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

### **Introduction**

BD introduced PomPom and Charlotte as the Programme Manager.

### **2019 Meeting Minutes**

Motion: That the 2019 minutes be accepted.

Moved: BG

Seconded: CB

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)

Special thank you to people who volunteer their time for the betterment of business in the area.

Motion: That the report be accepted.

Moved: BG

Seconded: AB

Passed

### **Adoption of the 2019 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)

Motion: That the 2019 accounts be accepted.

Moved: HH

Seconded: AY

Passed

Thanks to Finman for their support in creating the accounts.

**ACTION – CT to circulate the accounts to Board and those present at AGM.**

### **Constitution Changes**

BD – suggested there are none for 2020, CB confirmed.

No further action here.

### **Appointment of Officers 2020**

**Chair** - The position of Chair is a two-year term and will not be filled at this AGM. Brendan Duffy will continue in this role.

**Treasurer** – the position of two-year term and will not be filled at this AGM. Steve Gregan will continue in this role (on the assumption that he will accept)

**Secretary** - The position of Secretary

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

- Heather Hutchings
- Antony Young
- Janine Sudbury
- Angela Buswell
- Chris Barber

**Action - those in yellow need to complete nomination forms**

Motion: That all nominations be accepted.

Moved: CB

Seconded: JS

Passed

### **Membership Fee**

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

Moved: CB

Seconded: AY

Passed

### **Auditor for 2019 Accounts**

Motion: That Angela Hobden, Finman be reappointed to review the 2019 accounts if she is available.

Moved: BD  
Seconded: CB  
Passed

## **General Business**

### **Charlotte - Award changes for 2020:**

Name change – Electra Business & Innovation Awards.

Sector based categories - categories

- Food production and processing.
- Hospitality, entertainment and tourism.
- Construction and trades.
- Retail.
- Professional business services & technology.
- Not for profit, community and public services.

Sub-categories

- New/emerging.
- Small business.

You can enter as many categories as you like, but anyone wanting to enter the new/emerging and small have to enter a main sector and then tick the box for new/emerging and small and pay an extra fee – a reduced one.

Hall of Fame – to remain as is.

Customer Choice – not happening for 2020.

Entry process – to be online and simplified.

Judging process - 6 judges to judge online entries and then visits organised for finalists. Judges visits to be held in one place and finalists walked through one location.

CT also shared on details of the online platform – Akudos and Submittable, sharing key functionalities – ability to communicate to judges/entrants, online entries, online judging, feedback reports, payment gateway.

GM – feedback that Judges being able to see the whole application and not just their section wouldn't be an issue as sometimes seeing the whole holistic application is useful and shouldn't be a blockage for selecting a proposed platform.

BD – advised that with the changing world with regards to COVID-19 we will be looking to adjust our offering as is required and respond appropriately to support local businesses.

SS – Timing in regards to COVID-19, we need to show empathy and support local businesses. The judges support the online platform and the changes being made.

CB – this technology will make it easier and simpler for entrants as well as making it better for judges – it's innovative and will also support the current climate with COVID-19 as online.

JB – Electra appreciates the opportunity to be involved in the Awards and are excited by the changes and looks forward to continuing their support of the Awards.

AB – it's always in our Economic Strategy to support local businesses and this is a great way to support and promote local businesses.

BD – would like to extend thanks to the Board for their continued support.

CB – This is a great change that we are making, it's a courageous thing that we are doing.

AB – agreed and advised that the timing was perfect.

Electra – it went down very well at the Electra Business Breakfast and there was a great buzz afterwards.

BD – we need to present in Horowhenua regarding this.

**ACTION – PomPom & BD to look into this.**

HH – advised that even with COVID-19 we can still progress due to the changes we are making. Also, noted that the Chamber would like to be more involved this year.

SS – advised people will be hungry for innovation and connection and BD seconded this and thanked everyone for attending

No general business had been received prior to the meeting.

Meeting closed:



## Appendix 1: Chair Report to Annual General Meeting 3 April 2019

It is with considerable pleasure, and relief! That I present this report. Twenty-five years of the Electra Business awards is quite some achievement, and I know we are all proud of that.

Can I first and foremost acknowledge the board of BKH, who volunteer their time every month of the year to drive the organisation. Heather Hutchings, Antony Young, Angela Buswell, Chris Barber, Janine Sudbury, Steve Gegan, and Jaime Bigwood our previous paid co-ordinator.

Of course last year wasn't perfect, it never is! Sadly entry numbers were down and a number of sponsors chose to explore alternate options, this placed a certain amount of stress on us I have to say.

Now the exciting part of this report is that we are now repositioned to offer a revised entry model, additional categories, more modest entry cost, an online entry system, and less intensive entry process. This has been a huge effort, and I especially want to acknowledge our foundation Judge Suzanne Snively, and current judge Steph Dyhrberg for their support in assisting the discussion into the new entry model. Board members have been fully engaged and have gone out of their way to develop the revised model to ensure we continue to deliver for another 25 years.

To our judges, Suzanne, Steph, Todd Cooper and Gerry McCullough, thanks for your commitment and support. This years five assessors, undertook the on the ground interviews, I especially thank Heather Hutchings, Antony Young, Kate Taylor, Adrian Gregory and Cliff Daly, you each dedicated significant hours to ensure in the integrity of the assessing model was not compromised.

Beyond those named above, we have sponsors that are just so utterly dedicated, Electra, Kapiti Coast District council and the Horowhenua District council, these are the "big three", they are "family", who impact on every last one of us in the region, and your support allows us to make this all happen.

In addition we have a number of local company sponsors again I say thank you for showing your colours and supporting business excellence. These include:

Kapiti Observer/Horowhenua  
Air Chathams  
New World  
Kapiti Coast Chamber of Commerce  
CEDA  
G.J. Gardner  
Nikau Foundation  
Beach FM  
Horowhenua Motor Company  
Kapinua  
Kapiti Coast Chamber of Commerce  
The Perfect Angle  
GTB  
Ruth Pretty Catering  
Finman Services

Jaime, our coordinator has chosen to take on a new adventure, and we wish her well, our NEW team from PomPom have taken up the challenge and we welcome them on board, I'm excited with what I believe that can deliver for us.

So there it is!, we now get on with making the 26th Electra Business awards excellent and innovative!

Brendan J Duffy. ONZM. JP  
Chairman  
Business Kapiti Horowhenua Inc.