

# Minutes – Open Agenda

**What:** Minutes of an Extra-Ordinary Meeting of Board of Directors

**Where:** The Gulf Boardroom, Level 8, 139 Quay Street

**When:** Friday 16 September 2011, 9.30am

**Who attended:** David McConnell (Chair)  
Peter Drummond (Deputy Chair)  
John Law  
Norm Thompson  
Franceska Banga  
Richard Jeffery  
Vivien Bridgwater

**In Attendance:** Michael Redman (Chief Executive)  
Grant Jenkins (General Manager - Marketing & Communications and Board Secretary)  
Sarah Hamilton (Financial Controller)  
John Scott (Audit Director, Audit NZ)  
Kate Russkikh (Audit Manager, Audit NZ)  
Jade Schiebler (Audit NZ)

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## Background

- A. David McConnell has been appointed as Chairperson and acted in this capacity for the meeting.
- B. It was noted that a quorum of directors was present and that each director had been given proper notice of the meeting, agenda and draft recommendations pertaining to agenda items.

## General Business

David McConnell declared the meeting open at 9.30am.

## Agenda Items & Resolutions

### 1. Apologies

Nil.

## 2. Adoption of Annual Report

- (i) The Chairman confirmed the purpose of the meeting, including that this was the second of two public meetings required under s96 of the Local Government (Auckland Council) Act. It was noted that there were no members of the public and no media in attendance.
- (ii) The Chair thanked Grant Jenkins for his stewardship in completing the Annual Report project and for bringing the finalised document to the Board in a timely fashion.
- (iii) Representatives from Audit New Zealand (John Scott - Audit Director, Jade Schiebler – Audit Manager, Kate Russkikh – Audit Supervisor) were welcomed to the meeting.
- (iv) Grant Jenkins provided an updated version of the draft Annual Report to Directors and outlined to the Board changes that occurred and the rationale for these changes. Reference was made to the meeting of the ATEED Audit Committee which Audit New Zealand and management attended (held Thursday 15 September 2011) and agreements from that meeting around final changes to the draft Annual Report.
- (v) Audit New Zealand (John Scott) addressed the Board, highlighting the productive working relationship that had existed between ATEED staff and the auditors, some items of interest for the auditors (which had been satisfactorily addressed during the Annual Report process) and confirmed that a clean audit opinion would be given.
- (vi) The CE addressed the Board, highlighting aspects of the Statement of Service Performance, including the result of \$1.3 million achieved against a target of \$1 million, for event sponsorship.
- (vii) Questions were raised by the Board and satisfactorily answered by Grant Jenkins, the CE and Audit New Zealand.
- (viii) Minor amends to page iii of the Chairman and Chief Executive's joint narrative statement were requested by the Board.
- (ix) Grant Jenkins noted to Directors that the signed letter confirming future funding to ATEED (draft, attachment E of the Board's papers) had not yet been received by ATEED. On this basis the Board asked for an amendment to the resolution.
- (x) In relation to the recommendations within the report around the Adoption of the Annual Report, the Board resolved to:
  - a) **Adopt the Annual Report for the period ended 30 June 2011, based on the hard copy version provided to the Board by management on Friday 16 September.**
  - b) **Authorises management to make minor editorial changes to the Annual Report document to cater for final non-substantial adjustments and refinements.**
  - c) **Authorises the Chairman and Deputy Chair to sign the finalised Annual Report document and the Letter of Representation to Audit New Zealand, subject to receipt from Auckland Council of the signed letter (as per the draft letter dated 12 September 2011, Attachment E) confirming future funding.**
  - d) **That the Board authorises management to produce a published version of the signed and finalised Annual Report noting that look and feel only may change and that Audit New Zealand will approve the versions published in print and to the Auckland Council website.**

- e) **The Board requests that management publishes the Annual Report on or before 30 September 2011.**

**Moved:** Richard Jeffery  
**Seconded:** Franceska Banga  
**Vote:** Carried unanimously

The Chairperson declared the open meeting closed at 10.00am

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

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Chairman

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Date