

Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** The Gulf Boardroom, Level 8, ATEED Central Office,
139 Quay Street, Auckland
- When:** Friday, 25 May 2012, 8.00am
- Who attended:** David McConnell (Chair)
Norm Thompson (Deputy Chair)
Richard Jeffery
Andy Higgs
Simon Tucker
- Apologies** Franceska Banga
Vivien Bridgwater
- In Attendance:** Brett O’Riley (Chief Executive)
Sarah Hamilton (Financial Controller), until Item 7, 8.55am
Martin Fairweather (General Manager Planning & Performance) from Item 4,
8.15am
James Robinson (Manager Operational Strategy & Planning) from Item 6,
8.32am
Joshua Ong (Board Secretary)
- Public & Media
Attendance** Rebecca Savory (AUT Journalism Student)
Zac Fleming (AUT Journalism Student)
Cassie Devoy (AUT Journalism Student)
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Background

- A. Norm Thompson has been appointed as Chairperson and acted in the capacity of Chairperson 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

Norm Thompson declared the meeting open at 8.00am. The Board officially welcomed Simon Tucker as ATEED’s new Director.

Agenda Items & Resolutions

1. Apologies

An apology has been received from Francesca Banga and Vivien Bridgwater for non-attendance.

2. April 2012 Minutes:

(i) In relation to the recommendations within the report, the Board resolved that:

Moved: Norm Thompson

Seconded: Andy Higgs

1. **The open minutes of the ATEED meeting held on 27 April 2012 to be confirmed as a true and correct record.**

CARRIED

3. Register of Directors Interests:

(i) No amendments were received.

4. Chief Executive's Activity Report:

(i) The Chief Executive (CE) spoke briefly to the report and dealt with questions from Directors;

(ii) The Board suggested for officers from the Conference Bidding team to participate in future delegations to leverage opportunities;

(iii) In regards to the Wynyard Quarter, the Board queried regarding the tangible work paths being drafted. The CE explained that meetings will be held between Waterfront Auckland, Auckland Council and ATEED to determine the work program, including scoping, mapping out processes and putting work structures in place that would apply to future activities;

(iv) In relation to the recommendations within the report around the Chief Executive's Activity report, the Board resolved that:

Moved: Norm Thompson

Seconded: David McConnell

1. **The report be received.**

CARRIED

5. Finance Report

- (i) The Chair invited Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Directors;
- (ii) The Board suggested more rigour around forecasting for Major Events to ensure a closer reflection to the Budget. Management confirmed they are confident that forecasting will be more accurate based on the experience and learnings from the Rugby World Cup and recently held major events;
- (iii) The CE thanked Sarah and the Finance team for their sterling efforts in integrating disparate systems into a coherent form; and
- (iv) In relation to the recommendations within the report around the Finance Report, the Board resolved that:

Moved: Norm Thompson
Seconded: Simon Tucker

1. **The report be received.**

CARRIED

6. Delegated Authority Policy Review Report

- (i) The Chair invited Martin Fairweather, General Manager Planning & Performance, James Robinson, Manager Operational Strategy & Planning and Sarah Hamilton, Financial Controller to speak to the report and respond to questions from the Directors;
- (ii) In relation to the recommendations within the report around the Delegated Authority Policy Review, the Board resolved that:

Moved: Norm Thompson
Seconded: David McConnell

1. **The proposed changes to the Policy recommended by the Audit Committee be effective from 1 June 2012.**

CARRIED

7. Third Quarter Report to Auckland Council

- (i) The Chair invited Martin Fairweather, General Manager Planning & Performance and James Robinson, Manager Operational Strategy & Planning to speak to the report and respond to questions from the Directors;
- (ii) The Board proposed amendments relating to the report:
 - (a) The key gains for Auckland from the NZBIO Conference (Page 2);
 - (b) The GDP impacts that resulted from the Volvo Ocean Race and will be delivered from the World Masters Games 2017 (Page 3);

- (c) Some commentary relating to the lease of the previous Auckland Tourism building (Page 3); and
- (d) Some commentary relating to employee costs;
- (iii) The Board asked if the Auckland Hall of Fame award was separate to the regional Business Awards. Management confirmed that this was indeed the case;
- (iv) The Board commented regarding the measurements around the Key Performance Indicator 2.3 (Average Length of Stay). Management confirmed that a review of the measurement will be performed for the 2012-2015 Statement of Intent (SOI); and
- (v) In relation to the recommendations within the report around the Third Quarter Report to the Auckland Council, the Board resolved that:

Moved: Norm Thompson

Seconded: David McConnell

1. **That the report be received; and**
2. **That, subject to the changes proposed in Resolution (ii), the Quarterly Report for the period ending March 2012 be approved for delivery to Auckland Council.**

CARRIED

Action points:

Management to amend the Quarterly Report as proposed by the Board in relation to:

- a) The key gains for Auckland from the NZBIO Conference (Page 2);
- b) The GDP impacts that resulted from the Volvo Ocean Race and will be delivered from the World Masters Games 2017 (Page 3);
- c) Some commentary relating to the lease of the previous Auckland Tourism building (Page 3); and
- d) Some commentary relating to employee costs.

8. Amendment of Statement of Intent (SOI) Targets

- (i) The Chair invited Martin Fairweather, General Manager Planning & Performance and James Robinson, Manager Operational Strategy & Planning to speak to the report and respond to questions from the Directors;
- (ii) It was commented that with the formation of the new Ministry of Business, Innovation and Employment, the Regional Partner Network (RPN) programme is likely to be changed. With better understanding of the programme, targets with more focus on client values and higher levels of achievement will be put in place; and
- (iii) In relation to the recommendations within the report around the Delegated Authority Policy Review, the Board resolved that:

Moved: Norm Thompson

Seconded: David McConnell

1. That the Board approve the proposed change to the RPN KPIs as specified; and
2. That the Board delegate the General Manager Business and Sector Development to provide written notice to the shareholders of the proposed change.

CARRIED

The Chairperson declared the open meeting closed at 9. 03am.

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

Chairman

Date

Summary of Management Actions:

- Management to amend the Quarterly Report as proposed by the Board in relation to:
 - a) The key gains for Auckland from the NZBIO Conference (Page 2);
 - b) The GDP impacts that resulted from the Volvo Ocean Race and will be delivered from the World Masters Games 2017 (Page 3);
 - c) Some commentary relating to the lease of the previous Auckland Tourism building (Page 3); and
 - d) Some commentary relating to employee costs.