



Howick Village Association Inc
Annual General Meeting
Notice/Agenda

You are cordially invited to attend the Annual General Meeting
of the Howick Village Association Inc
(subject to alert level 2 restrictions being in place)

Howick Information Centre
91 Picton Street, Howick
Wednesday 24 November 2021 at 6.00pm

1. Welcome
2. Apologies
3. Confirmation of Minutes of previous AGM held on 20 October 2020
4. Matters arising from minutes
5. HVA Chairperson's written report – Ken Scott
6. HVA Manager's written report – Jane Newbury
7. HVA Treasurer's written report – Katie Treneman
 - a) Approval of the audited accounts for 2020/2021
 - b) To approve the 2022/2023 budget which includes a BID targeted rate grant amount of \$ 179390.00. The BID targeted rate grant amount is the same as the current financial year 2021/2022. There is no proposed increase to this grant amount. Howick Village Association Inc requests Howick Local Board recommend to the governing body the amount of \$179390.00 be included in the Auckland Council draft 2021/2022 annual budget consultation process.
8. Election of Executive Committee and officers:
 - a) Number of members
 - b) Election of members. Please read information below for nomination procedure. Nomination form is attached and completed nominations close with Howick Village Association Inc at **5.00pm on Wednesday 17 November 2021**
 - c) Election of officers for 2021/2022 (Chairperson, Treasurer, and Secretary to be determined at first meeting of the Executive Committee following the 2021 AGM.
9. Resolution for appointment of auditor for 2021/2022 financial year – Alison Anderson from William Buck Accountants of NZ, Queen Street, Auckland

HOWICK VILLAGE ASSOCIATION INCORPORATED

Howick Village Association Inc – Constitution and Rules

Footnotes:

1. Nominations for Executive Committee are now open.

- **Rule 5: A person must be a Full Member of the Association to vote and stand for election to the Executive Committee.** The qualification to be a **Full Member** as detailed under Rule 5 of the constitution is as follows:
- Owns one or more commercially rated properties within the Howick Village economic development rated area; or
- Occupies or is the tenant of one or more premises (with floor space of not less than 10sqm) of a commercially rated property within the Howick Village economic development rated area and who operates a business from those premises for not less than 50 business days a year.
- AND provide current details of their name, occupation, business and contact information to the Howick Village Association Inc – Jane Newbury (Secretary) for the purpose of this AGM.

2. Rule 15: Election of members to the Executive Committee of Howick Village Association Inc:

The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

- **Nomination of candidates for election** - Shall be made in writing, signed by two **Full Members** of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination attached) and shall be delivered to the Manager of the Association - (Jane Newbury) not less than seven days before the dated fixed for the AGM (5 pm on Wednesday 17 November 2021)
- **Nomination form and support documentation is attached. Completed nominations to be sent to:**
By mail - Howick Village Association Inc – P O Box 38124, Howick
or delivered to 12 Central Terrace, Howick - during office hours
or emailed to: manager@howickvillage.co.nz (by 5 pm on Wednesday 17 November 2021)

Auckland Business Improvement District (BID) Programme Agreement: The Howick Village Association Incorporated adopted and signed the Auckland Business Improvement District (BID) Programme Agreement, effective until 30 June 2023.

Copies of the Business Improvement (BID) Area Map, HVA Constitution and the Auckland Region Business Improvement District (BID) Policy (2014) Programme Agreement can be requested from Howick Village Association Inc.

Please contact us if you require a hard copy of the AGM documentation. These documents are also available on our website – www.howickvillage.co.nz

For any enquiries, and to RSVP your attendance, please contact Jane Newbury on 09 5344505 or email manager@howickvillage.co.nz

HOWICK VILLAGE ASSOCIATION INCORPORATED

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