

# Minutes – Open Agenda

- What:** Minutes of a Meeting of Board of Directors
- Where:** Boardroom, ATEED South Office, Level 8, Cogita House, 20 Amersham Way, Manukau, Auckland
- When:** Friday, 27 April 2012, 8.30am
- Who attended:** David McConnell (Chair)  
Norm Thompson (Deputy Chair), from Item 4, 8.45am  
Richard Jeffery  
Franceska Banga  
Vivien Bridgwater  
Andy Higgs
- In Attendance:** Grant Jenkins (Acting Chief Executive)  
Sarah Hamilton (Financial Controller)  
Joshua Ong (Board Secretary)

**Public & Media  
Attendance** Nil

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## Background

- A. David McConnell 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

David McConnell declared the meeting open at 8.35am. The Board officially welcomed Andy Higgs as ATEED's new Director.

## Agenda Items & Resolutions

### 1. Apologies

An apology has been received from Richard Jeffery for early departure and Norm Thompson for late arrival.

**2. March 2012 Minutes:**

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

**Moved:** David McConnell  
**Seconded:** Franceska Banga

- a) **The open minutes of the ATEED meeting held on 23 March 2012 to be confirmed as a true and correct record.**

**CARRIED**

**3. Register of Directors Interests:**

- (i) No amendments were received.

**4. Acting Chief Executive Activity Report:**

- (i) The Acting Chief Executive (ACE) spoke briefly to the report and dealt with questions from Directors;
- (ii) With regards to the Entertainment and Hospitality Policy Section 6.6 (Approvals for Expenditure), the Board requested an amendment in the wording in the second paragraph to read "...to obtain written approval" rather than "approval via memo";
- (iii) The Chair and the Board extended their sincerest thanks to Grant Jenkins for his effort as Acting Chief Executive in the interim six months while a permanent Chief Executive was being recruited;
- (iv) In relation to the recommendations within the report around the Acting Chief Executive Activity report, the Board resolved that:

**Moved:** Richard Jeffery  
**Seconded:** Vivien Bridgwater

- a) **The report be received.**

**CARRIED**

**Action points:**

Management to amend the wordings in the second paragraph of the Entertainment and Hospitality Policy Section 6.6 (Approvals for Expenditure) to read "...to obtain written approval" rather than "approval via memo".

## 5. Finance Report

- (i) The Chair invited 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 Finance Report, the Board resolved that:

**Moved:** David McConnell  
**Seconded:** Vivien Bridgwater

- a) **The report be received.**

**CARRIED**

The Chairperson declared the open meeting closed at 9.36am.

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

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**Summary of Management Actions:**

- Management to amend the wordings in the second paragraph of the Entertainment and Hospitality Policy Section 6.6 (Approvals for Expenditure) to read "...to obtain written approval" rather than "approval via memo".