

BOARD MINUTES

- What:** Minutes of a Meeting of Board of Directors of Auckland Tourism Events and Economic Development Limited
- Where:** Gulf Boardroom, ATEED Central Office, Level 8, 139 Quay Street
- When:** Friday, 28 August 2015 at 12.00pm
- Directors:** David McConnell
Norm Thompson
Franceska Banga
Richard Jeffery
Danny Chan
Helen Robinson
- Apologies:** Stuart McCutcheon
- In Attendance:** Brett O'Riley (Chief Executive)
Martin Fairweather (Chief Operating Officer)
Barbara Imlach (Chief Financial Officer)
Joshua Ong (Operational Strategy Adviser)
- Public & Media Attendance:** Tom Shields
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Background

- A. David McConnell was appointed as Chairperson for the meeting.
- B. It was noted that the quorum (12.9 of the Constitution) is a majority of the directors and there currently being 7 directors, a quorum of directors was present. It was noted that each director had been given proper notice of the meeting.

Meeting Business

1. Apologies

An apology was received from Stuart McCutcheon.

2. Minutes of Previous Meetings and Open Action Tracker

The draft minutes of the meeting held on 31 July 2015 and the Open Action Tracker were discussed. The Board was advised that the procurement of a provider to conduct a Health and Safety audits was in the process of being finalised. The Board requested comfort on any health and safety regulations which might impact on them.

Following the conclusion of discussions, the Board resolved that the minutes of the ATEED meeting held on 31 July 2015 be confirmed as a true and correct record.

3. Register of Directors' Interests and Conflicts of Interests Declaration

David McConnell advised that a company in which he has an interest (McConnell Property Ltd) has submitted a Request for Expression of Interest in respect of the Screen and Studio Infrastructure Precinct Project at Hobsonville.

The Chief Executive noted that he was not aware of any ATEED Management or Officers having any undeclared Conflicts of Interests in relation to any ATEED activities and/or events.

4. Chief Executive Review of August 2015

Brett O'Riley spoke to the Report. The key points were as follows:

- A presentation was provided to the Board on the proposed Halsey Wharf extension.
- The review of the FoodBowl had been completed and a report back would be provided to the Board later in November or December.

Following the conclusion of discussions, the Board resolved to receive the Chief Executive Review of August 2015.

5. Annual Accounts, including Statement of Service Performance

Barbara Imlach spoke to the Report. The Board provided comments and feedback on the Annual Report for the year ended 30 June 2015.

Following the conclusion of discussions, the Board resolved, subject to review of the comments and feedback from the Board to:

- 1. approve the Annual Accounts, including Statement of Service Performance, for the year ended 30 June 2015, and authorise The Chair and Deputy Chair to sign the Directors Report as part of these accounts;**
- 2. authorise The Chair and Deputy Chair to sign the representation letter to Audit NZ.**

6. Finance Report, July 2015

Barbara Imlach spoke to the Report. The Board congratulated management on the smooth year end audit process.

Following the conclusion of discussions, the Board resolved to note the Finance Report for the period 31 July 2015.

7. Closing the Meeting to the Public

It was resolved to exclude the public from the remainder of the meeting in accordance with paragraph 12.3 of the Company's constitution.

Resolutions in relation to the discussions around confidential items are recorded in the confidential section of these minutes and are not publicly available.

The Chairperson noted the open part of the meeting concluded at 1.00pm.

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

Chairman

Date

DRAFT