

**Minutes of the Special General Meeting and  
Annual General Meeting of the Gisborne Chamber of Commerce  
157 Grey Street, Cosmopolitan Club  
12 April 2017 – 5.30pm**

**Present:**

Terry Sheldrake, Gavin Murphy, Chris Tyerman, Paul Naske, Natasja Paulson, Tracey Kibble, Jeremy Muir, Gavin Murphy, Penny Shaw, Ian Chatfield, Larry Foster, Willem van den Worm, Rehette Stoltz, Kathy Sheldrake, Michael Muir, Anne Muir, Les McGreevy, Diane Taylor, Lindsay File, Ray Sheldrake, Brent Mitchell, Ross Revington, Sam Leahy, Lynn Omer, Lily Stender, Joe Martin (arrived late)

**Apologies:**

Prue Younger, Matt Todd, Peter Jex-Blake, Dylan Foster

**Special General Meeting**

**Reason:** Change of rules of the Constitution, specifically as set out in the attached (circulated) document.

A one-pager of the marked-up proposed changes to the constitution was circulated prior to the meeting as well as outlined on the slide show presentation.

Key changes: New wording to clauses 14, 15, 16, 18, 20 & 22

- reduce executive to total of 7, no sector representatives.
- Four members present at the meeting of the Executive shall constitute a quorum
- Tidy-up Secretary/Executive language in constitution

G Murphy presented the background and discussion was had around the proposed changes. Historically no CEO but part-time marketing manager and administrator only. Reflects having a CEO managing the Chamber business now. The current executive is large and most often smaller group are the regular attendees. Sector reps struggle to make monthly meetings.

MOVED that the proposed changes to the constitution be accepted.

***M Muir, seconded L Foster - carried***

**Minutes of the Previous Annual General Meeting:**

Circulated prior to the meeting.

MOVED that they had been read and accepted as a true and correct record. ***P Shaw seconded T Paulson***

**Matters Arising:**

Nil

**Financial Statements for 2016 and Auditors Report:**

Reports distributed prior to meeting.

C Tyerman presented a summary of the accounts outlining loss and net assets.

Note to auditor's report around credit card use. A former employee inappropriately used credit card. Chris read the audit letter from Coates outlining this. Previous worker had used it for an event. No impact on finances as money was later refunded. Chamber no longer has credit card facility. Coates has also recommended a policy.

C Tyerman thanked BDO for their work and support to Chamber. Thanks also to Coates Associates for the efficiency in providing the audited accounts.

G Murphy stated that the Chamber currently has a range of policies we are working through which will need to be ratified. This will be the new CEOs job to finalise.

C Tyerman – membership numbers overview from slides. 2017 budget – will see a loss but new CEO role to generate income.

L McGreevy commented that the equity has dropped from last year and prior to 2015 it has been dropping and continues a downward trajectory. This is not a good thing.

J Muir responded that due to the RBP, equity was built up from this. Board made conscious effort around moving this on to Activate Tairawhiti.

L McGreevy reiterated that his comment was an observation not a criticism.

MOVED that financial reports be accepted.

*M Muir - seconded T Paulson - carried*

#### **Presidents Report:**

G Murphy gave an overview and key highlights of the 2016 year. It was a challenging year financially, with several staff changes making continuity difficult with some additional costs. New CEO, T Sheldrake on board to drive the day to day business, he was confident there will not be a repeat of these costs in 2017.

Chamber continued engagement on business issues and input into regional action plan. An area we need to do more work on.

G Murphy announced that he would be stepping down as President.

G Murphy gave further mention to Rocket Lab who he says would confirm they appreciate the local knowledge and support provided by the Chamber.

MOVED that Presidents Address be accepted.

*M Muir, seconded L McGreevy – carried*

#### **CEO – Focus and Statement of Intent**

Points from slide presentation:

- Met with Michael Barnett via conference
- Points not in any particular order but all important focus
- Membership cards to following up
- Chamber advocate/opinion on 'behalf' of members

M Muir advised that when promoting something need to ensure that it's not going to clash with local businesses that are members. T Sheldrake was well aware of this factor and was confident this was not a problem going forward.

MOVED that CEOs statement of intent be accepted.

*L Foster, seconded P Shaw - carried*

#### **Election of Officers:**

G Murphy proposed a special motion to accept all the nominees to the committee.

#### **The 2017 Gisborne Chamber of Commerce Executive:**

Paul Naske (president)  
Chris Tyerman (treasurer)  
Joe Martin  
Jeremy Muir  
Natasja Paulson  
Prue Younger

Unanimously approved.

Sector reps to be appointed separately.

L Stender enquired around Maori business/representatives. Gavin Murphy responded that we have had representatives in the past but none had come forward to date. The new committee can discuss this going forward and co-opt people on as they see necessary.

MOVED that the new offices nominated be accepted.

*L Foster, seconded P Shaw - carried*

**General Business:**

G Murphy handed over to newly elected President P Naske.

Big thank you to Executive members – with special mention and acknowledgement made to G Murphy, P Shaw and B Mitchell.

G Murphy also wished to acknowledge our sponsors and Air NZ renewed “in kind” sponsorship of \$5000 per year.

There being no further business the meeting closed at 6.10pm.