

AGM NOTICE

You are cordially invited to attend the:

Annual General Meeting of the Otara Business Association

Date: Tuesday, 24th October 2023

Time: 6:30 PM

Venue: Otara Music and Art Centre (46 Fair Mall, Otara Town Centre)

Nominations for the Chair, Treasurer, Secretary and Executive Board/Committee are now open. Nominations shall be made in writing, signed by two members of the Association and shall be delivered to the Manager of the Association by 17 October 2023 by 4.00 p.m. We look forward to your presence at this important event.

Please Note: The full Financial Report will be available at the Meeting.

For Catering Purposes:

Please R.S.V.P. to Rana Judge by Tuesday, 17 October 2023.

PH: 0272 746401 or emailing manager@obaotara.org.nz

REFRESHMENT 6.30 PM | MEETING START SHARP 7.00 PM | DINNER 7.30 PM.

Rana Judge
Manager
Otara Town Centre

NOTICE OF ANNUAL GENERAL MEETING

- Date:** 24 October 2023
- Venue:** Otara Music & Arts Centre (OMAC)
46 Fair Mall
Otara.
- Time:** 6.30 pm to Start 7.00 pm
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AGENDA

- 1 Chairperson's Welcome
- 2 Acknowledgment
- 3 Apologies
- 4 Minutes of the previous AGM held on 18th October 2022.
- 5 Matters arising from the minutes of the previous Annual General Meeting.
- 6 Chairman's Annual Report:
- 7 Manager's Annual Report:
- 8 Audited Financial Reports
 - a. Approval of the Audited Financial Accounts for the year ending 30 June 2023.
 - b. Approval of the proposed budget for 2023/2024
 - c. Move to approve the following financial year 2024/2025 draft budget, which includes a BID targeted rate grant amount of \$99,456, including a 0% increase to the BID targeted rate grant for the 2024-2025 financial year. Further, ask the Otara Papatoetoe Local Board to recommend to the Governing Body the amount of \$99,456 to be included in the Auckland Council draft 2024-2025 annual budget consultation process.
- 9 Business Plan 2024/2025 year.
- 10 Investigation into Bid Expansion.

11 Appointment of Auditor- David Knightley (Blackmore Virtue & Owens)

11 Election of Executive Committee

12 Election of officers

13 Meeting Close:



OTARA BUSINESS ASSOCIATION

PO Box 61086, Otara, Manukau 2159. Phone 09 274 6401 | Mob 027 274 6401 | Email manager@obaotara.org.nz

APPLICATION FOR MEMBERSHIP

Otara Business Association Inc. requires every business or property owner to register as a member annually to keep their membership current.

BUSINESS INFORMATION:

Please print clearly in capital letters

Business / Property Name.....

Business / Property location info:

Street address:

Business Postal address:

Business website address:

Business email:

Business or Property Owner Details:

Name:Phone:Email:

Note: Please provide the name and contact details of the decision-maker, the business owner or the person delegated to represent the business or property, including voting at the 2023 Annual General Meeting.

Primary contact name or representative if different from the above:

Name:Title / Position:

Phone:Email:

SUBMIT THIS FORM by emailing manager@obaotara.org.nz

Or by post

PO Box: 61086, Otara, Manukau 2159.

NOTE: This form must be received by the end of the business day on 17 October 2023 by 4:00 p.m. to ensure that you are eligible to vote.

By submitting this form, you agree to abide by the Association's Constitution and follow all rules. Otara Business Association Members must ensure that their details are kept current on the register by contacting the Otara Business Association or submitting /updating this form where relevant.

Business/Property Owner Name:

Sign:

Date:

OTARA BUSINESS ASSOCIATION

MEMBERSHIP FORM

Otara Business Association Inc. Bid Programme members (Bid affiliates)

If your business is located within the Otara Business Association BID boundary area and pays the BID Programme targeted rate through rent or lease payments, then you are an Otara Business Association Bid Programme member (BID affiliate)

All Otara Business Association BID Programme members are also entitled to apply to become members of the Otara Business Association. Membership of the Association entitles you to vote at General Meetings, serve on the OBA Executive Committee, govern and manage the OBA BID programme, and Bid targeted rates grants. In order to become a Business Association Member, the applicant must submit an application for membership, along with any evidence as reasonably required by the Association as part of the application. The application must show that they are entitled to be a Full Member under Rule 5.2.

OBA Constitution Rule 5.2 Member Qualification and Entitlements

5.2 A person shall be entitled to be a Full Member of the Association if the person:

5.2.1 owns one or more commercially rated properties within the BID Targeted Rating Area;
or

5.2.2 trades within one or more commercially rated properties within the BID Targeted Rating Area;
and the person has not previously been expelled from the Association unless the The Executive Committee has resolved to readmit that person under Rule 11.6.

5.3 For the avoidance of doubt, a person may be a Full Member only once at the same time, even though that person may be entitled under Rule 5.2 to be a Full Member in respect of more than one commercially rated property within the BID Targeted Rate Area or on more than one ground

5.5 In order to become a Full Member, a person entitled to be a Full Member of the Association who wishes to exercise that entitlement must:

5.5.1 submit to the Secretary an application for membership, including any evidence that may reasonably be required by the Association as part of the application or subsequently, to determine that the person is entitled to be a Full Member under Rule 5.2;

5.9.3 Each Member which is not an individual shall designate an individual representative to act on behalf of the Member on all matters relating to the Association (being an individual who would not be disqualified from becoming or remaining a Member under Rule 6), and shall notify the Secretary of that representative's name and contact information. Any such Member may change their representative at any time, but no such change is effective until notice of the change from the Member, including the name and contact information of the new representative, is received by the Secretary.

Please Note: The onus rests with the business occupier to provide proof of trading. The membership form and supporting information must be provided to the secretary/manager. The final decision regarding Otara Business Association membership rests with the executive committee.



OTARA BUSINESS ASSOCIATION

EXECUTIVE COMMITTEE NOMINATION FORM

PO Box 61086, Otara, Manukau 2159. Email manager@obaotara.org.nz

OTARA BUSINESS ASSOCIATION MEMBERS

All Otago Business Association Inc. registered members are entitled to vote at the General Meeting, serve on the OBA Executive Committee, govern and manage the OBA Bid Programme and BID targeted rate grant.

Candidate Nomination Process:

The requirement for the Election of members to the Otago Business Association Inc. is as follows:

There are up to 11 vacancies for Association members. This includes the chair, Treasurer, and Secretary positions.

Rule 14: ELECTION OF MEMBERS TO EXECUTIVE COMMITTEE

The nomination of candidates for the Election

- 14.2.1 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), and
- 14.2.2 shall be delivered to the Secretary/Manager of the Association not less than seven days before the date fixed for the holding of the AGM at which the Election is to take place.

[The nomination form should be received no later than 17 October 2023.](#)

NOMINATION DETAILS

CANDIDATE BEING NOMINATED: Person /candidate wishing to nominate to stand for Election.

Candidate Name:

Business / Property Name:

Business / Property Location Address:

Email: PH:

I hereby give my consent to be a candidate nominated for the Election to the Otago Business Association Inc. Executive Committee.

Name:Signature:

This application is supported by the following two Full members of the Society.

1: Full Member Business Name:

Primary Contact Name: Signature:

Phone: Email:

2: Full Member Business Name:

Primary Contact Name: Signature:

Phone: Email:

Note: The details provided on this nomination form MUST correspond to the member registration information held in the Otago Business Association register to be valid.

SUBMIT THIS FORM by emailing manager@obaotara.org.nz. Or by post to PO Box 61086, Otara, Manukau 2159.