

OPEN MINUTES

What:	Minutes of a Meeting of Board of Directors
Where:	The Gulf Boardroom, Level 8, ATEED Central Office, 139 Quay Street, Auckland
When:	Friday, 22 February 2013, 8.30am
Who attended:	David McConnell (Chair) Norm Thompson (Deputy Chair) Richard Jeffery Franceska Banga Andy Higgs Simon Tucker
Apologies:	Vivien Bridgwater
In Attendance:	Brett O'Riley (Chief Executive) Sarah Hamilton (Chief Financial Officer) Joshua Ong (Board Secretary)
Public & Media Attendance	N/A

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 8.30am.

Agenda Items & Resolutions

1. Apologies

An apology was received from Vivien Bridgwater for non-attendance.

2. 25 January Meeting Minutes

- (i) In relation to the recommendations within the report around the Open Minutes of the 25 January 2013 meeting, the Board resolved that:

Moved: Norm Thompson

Seconded: Simon Tucker

1. **The open minutes of the ATEED meeting held on 25 January 2013 to be confirmed as a true and correct record.**

CARRIED

3. Register of Directors Interests

- (i) No amendments were received.

4. Chief Executive's Activity Report

- (i) The Board requested for Management to draft a separate report relating to New Zealand Food Innovation Auckland (NZFIA) FoodBowl's 2011/12 AGM, noting that ATEED is the sole shareholder and acknowledging ATEED's ongoing governance into the FoodBowl through the FY2011/12; and
- (ii) In relation to the recommendations within the Chief Executive's Activity report, the Board resolved that:

Moved: Norm Thompson

Seconded: Simon Tucker

1. **The report be received.**

CARRIED

Action Points

- (i) *Management to draft a separate report relating to New Zealand Food Innovation Auckland (NZFIA) FoodBowl's 2011/12 AGM, noting that ATEED is the sole shareholder and acknowledging ATEED's ongoing governance into the FoodBowl through the FY2011/12.*

5. Finance Report

- (i) The Board invited Sarah Hamilton, Chief Financial Officer to speak to the report and respond to questions from the Board;
- (ii) In relation to the recommendations within the Finance Report, the Board resolved that:

Moved: Norm Thompson
Seconded: Andy Higgs

1. **The report be received.**

CARRIED

6. Audit New Zealand Management Report

- (i) The Board invited Sarah Hamilton, CFO to speak to the report and respond to questions from the Board;
- (ii) The Chief Executive recorded Managements' thanks to the Audit Committee for their efforts with providing direction to Management and communication with Audit New Zealand; and
- (iii) In relation to the recommendations within the Audit New Zealand Management Report, the Board resolved that:

Moved: Richard Jeffery
Seconded: Simon Tucker

1. **That the Audit New Zealand Management Report be received.**

CARRIED

7. Second Quarter Report To Auckland Council

- (i) The Board queried why some of the Key Performance Indicator (KPI) measurements results-to-date were unavailable; noting that progress results in each quarter would be more beneficial. The Chief Executive elaborated that the measurement methods will be examined, including increasing the frequency of results; and
- (ii) In relation to the recommendations within the Second Quarter Report To Auckland Council, the Board resolved that:

Moved: David McConnell
Seconded: Richard Jeffery

1. **The report be received; and**
2. **The Quarterly Report for the period ending December 2012 be approved for delivery to Auckland Council.**

CARRIED

8. Draft 2013-16 Statement Of Intent

- (i) In relation to the recommendations within the Draft 2013-16 Statement Of Intent, the Board resolved that:

Moved: Andy Higgs
Seconded: Simon Tucker

1. **The report be received; and**
2. **The draft 2013-16 Statement of Intent be approved for delivery to Auckland Council for shareholder feedback, noting that opportunity exists to refine the SOI between now and 30 June 2013.**

CARRIED

The Chairperson declared the open meeting closed at 9.15am.

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

Chairman

Date

Summary of Management Actions:

- (i) Management to draft a separate report relating to New Zealand Food Innovation Auckland (NZFIA) FoodBowl's 2011/12 AGM, noting that ATEED is the sole shareholder and acknowledging ATEED's ongoing governance into the FoodBowl through the FY2011/12.