

**TEKAPO PROMOTIONS & BUSINESS ASSN INC.**  
**Meeting held 23, January 2023 at Prue's**

**Present:** Prue Blake, Tanya Izard, Julie MacDonald, Emily Murray, Jenny Koberstein via FaceTime.

**Apologies:** Alex Gualter,

Meeting opened: 5.35pm

**Matters Arising from the previous minutes:**

- December Meeting not held as only 3 people available to attend!
- Hollie's resignation - need to put in newsletter - Prue is putting the newsletter together for the current month. To include photos of Christmas night in newsletter.
- Need to update signatories for bank account along with physical address and account name.
- Prue to follow up with bank re signatories approval.
- Prue has contacted Will Bechham regarding flower pots and told him to talk with Community Board.
- Minutes from previous meeting Nov 2023 - Approved, Julie, seconded Emily
- grants paid to wellness \$1000, to Sculpture Walk \$500.
- Community Christmas night a great success - well done Tarn & Alex.
- Follow up again with new restaurant and bottle store - Prue to do this.

**Inwards Correspondence:**

- Many emails asking for accommodation bookings. I just refer them to the individual businesses as listed on the website. Is there potential for pooled bookings in busy times
  - Prue and Ems to chat with Alex about whether there is a need for this.
- Ecan info for newsletter
- Haka Hostel has been in touch and keen to join, they were just waiting till after the holiday frantic times. Will get in touch shortly and get the process rolling.

**Outwards Correspondence:**

- Nothing to report

**Financial Report**

Dec 2023 Financial reports attached below:

- Tekapo Wellness is sitting in profit of \$420.56 currently.
- Approval of the financials: Approved: Prue Seconded: Julie
- The two amounts of sponsorship for community events (Tekapo Wellness & Sculpture Walk) are drawing on the remaining Fete funds. Approved: Julie, Seconded: Tanya.

- Christmas Night expenses have now all been paid as per approval in the November meeting.

Profit and Loss

Tekapo Promotions and Business Association Inc.

For the month ending 31 December 2023

Account	Dec-23			YTD		
	Tekapo Wellness	Promotions	Combined Total	Tekapo Wellness	Promotions	Combined Total
<b>Trading Income</b>						
Interest Income	0.00	15.43	15.43	0.00	173.18	173.18
Other Revenue	0.00	370.00	370.00	0.00	370.00	370.00
Sales of maps	0.00	193.10	193.10	0.00	1,856.46	1,856.46
Sponsorship Received	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00
Subs / Membership fees	0.00	30.00	30.00	0.00	6,910.00	6,910.00
<b>Total Trading Income</b>	<b>1,000.00</b>	<b>608.53</b>	<b>1,608.53</b>	<b>1,000.00</b>	<b>9,309.64</b>	<b>10,309.64</b>
<b>Gross Profit</b>	<b>1,000.00</b>	<b>608.53</b>	<b>1,608.53</b>	<b>1,000.00</b>	<b>9,309.64</b>	<b>10,309.64</b>
<b>Other Income</b>						
Grants received	7,500.00	0.00	7,500.00	14,826.56	0.00	14,826.56
<b>Total Other Income</b>	<b>7,500.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>14,826.56</b>	<b>0.00</b>	<b>14,826.56</b>

Operating Expenses

Advertising. Promotion. Website	0.00	0.00	0.00	0.00	1,302.55	1,302.55
Christmas shopping / function	0.00	933.42	933.42	0.00	1,042.67	1,042.67
Donation	0.00	370.00	370.00	0.00	370.00	370.00
Entertainment	0.00	0.00	0.00	0.00	152.09	152.09
Event Management	6,206.00	0.00	6,206.00	11,956.00	0.00	11,956.00
MAPS - printing and design	0.00	0.00	0.00	0.00	3,349.95	3,349.95
Speaker Fee	3,450.00	0.00	3,450.00	3,450.00	0.00	3,450.00
Sponsorship	0.00	1,000.00	1,000.00	0.00	1,500.00	1,500.00
Subscriptions	0.00	77.57	77.57	0.00	743.14	743.14
Tekapo Markets	0.00	0.00	0.00	0.00	452.90	452.90
Total Operating Expenses	9,656.00	2,380.99	12,036.99	15,406.00	8,913.30	24,319.30
Net Profit	(1,156.00)	(1,772.46)	(2,928.46)	420.56	396.34	816.90

Notes on Profit & Loss

Have now split out Tekapo Wellness revenue & expenses to show their result seperately, which their profit will reflect the funds in our bank account as we will only pay bills once funds received

Other Revenue for Promotions is \$370 from raffle funds

Donation of \$370 is proceeds from the raffle to fire brigade

Sponsorship to Artspace \$500 & \$1000 to Tekapo Wellness is to come out of the Fete Funds so this will reduce the P&L in January 24

Account	31 Dec 2023	31 Mar 2023	Notes for current year:
<b>Bank</b>			
Tekapo Promotion & Business Ass	16,191.4 0	14,903.4 4	
TPBA - Savings	2,867.15	2,839.63	
Total Bank	19,058.5 5	17,743.0 7	Bank account funds include the Fete holdings & Tekapo Wellness funds of \$420.56
Accounts Receivable	30.00	0.00	Tekapo Weddings & Events subscription for 4 months still to pay - to credit this at year end if not paid.
Total Current Assets	30.00	0.00	
	19,088.5 5	17,743.0 7	

Current Liabilities

Accounts Payable	753.42	0.00	Bills to be paid 20th Jan 24, which are Kiwi Treasures, Fairlie Accessible, Fire brigade & 4Square all represented in P&Ls
Funds held on account for fete	4,688.00	4,688.00	Are allocated to other events as approved via committee - currently approved \$1k to Tekapo Wellness & \$500 to Artspace - will be coded here in Jan 24 accounts
Rounding	0.15	0.00	
Suspense	0.00	90.00	
Total Current Liabilities	5,441.57	4,778.00	
	5,441.57	4,778.00	
Net Assets	13,646.98	12,965.07	Our Net worth
Current Year Earnings	681.91	2,207.05	
Retained Earnings	12,965.07	10,758.02	
	13,646.98	12,965.07	

### Community Board Update

- We will invite Sharon Binns to our next meeting for an update.

### General Business:

- Charitable status: Discussion with Jenny re applying to be tax exempt. Prue and Jenny to investigate how we make this happen?
- Option of starting a Paid Administrative Role for TPBA? Perhaps 10 hours a month? Role would include financials (coding, etc), emails, attend meetings, marketing, survey of members, etc. Best to contract at \$35/hour to avoid dealing with wages. Prue to write up

a job description for this role and if we will go ahead we will approve the advertising of this role in a subsequent meeting.

- Need to set subs - discussion on whether to increase subs in the coming year or not? Last year was still \$90 at the reduced Covid rate (previously \$150).
- Based on the above discussion about a paid role, with 75 business members it would cost an additional \$56 per business to cover the cost of a contractor for 10 hours/month. So if we move them back to the pre-covid rate of \$150 in the coming year this could happen easily. Approved: Julie, Seconded: Prue.
- Business to Business events: Julie suggested we do a minimum of 2 per annum. Approved: Julie, Seconded: Tanya.
- Understand GST requirements or can we apply for exemption? Again, we will keep tabs on this as a developing issue and address our GST status when/if the need arises.
- A [Marketing](#) folder is in our google drive with all design and marketing content. A file called [TPBA Marketing Role](#) is in there, and is a step by step guide to what the role entails. Prue to track down Joanne in Northland to locate password for this.
- A [passwords document](#) has been created. Hollie has added all passwords that relate to media and marketing.
- Hollie to stand down from Promotions effective end of 2023. All files/passwords etc can be found in our google drive relating to my role
- Prue to send out on WhatsApp the email address and password to access Google Drive. Everybody needs to get set up to access google drive so they can add to agenda and check minutes
- Report from Tarn on Community Christmas Night to be inserted here. Tarn to email Ems.
- Next year's date for Christmas Night is Wednesday 4th December 2024.
- Do we need to replace Hollie??? To advertise in newsletter again.

Next meeting: Tuesday 27th Feb 2024

Meeting closed: 7.17pm

Signed: Prue Blake, Chair

Signed: Emily Murray, Secretary