

TEKAPO PROMOTIONS & BUSINESS ASSN INC.

Meeting to be held 18 August 2026 at 9.30am

The Godley Hotel

Tekapo

Present: Jo Bradford, Natasha Boyd, Wayne Frewen, Sarah Haywood (Administrator), Brent Swanson (Community Board)

Apologies: Steve Berge, Carmen Rhodes

Meeting opened: 9.30am

Matters Arising from the previous minutes:

- Admin for Whatsapp group, has this been changed over? - Tash - **Done**
- Winter Fete - any more thoughts on 2027? - **Put the question out in the next newsletter for a mid winter christmas - invite suggestions from members. Create an ideas board. Christmas market, look into consent for this. As a board this is something we are keen to go ahead with. The start of an annual event over a 1-2 week period - school holidays in line with domestic travellers. As it is an annual event start a local business competition for decorations with an engraved plate for each years winner. Decorate the town with lights and Christmas decorations. Light show in the regional park?? Look at Hamner as an example. Responsibilities to be split, a subcommittee to be formed. - Sarah**
- New committee members call out - this meeting was mentioned in the August Newsletter and welcomed newcomers - **Put on Facebook Community Page - Sarah**
- Air BNB ambassador event - November - one of our four 'After 5pm' events across the year? **Aim for March/April 2027 - Tash**
- Consent and Certificate of Officer signed for Companies Office? - This has not been updated on Companies Office. An IS22-CCO template needs to be filled in, certifying that they are not disqualified. As a minimum Companies Office needs three committee members on the register. At the moment Prue is still listed and needs to be removed. Tash and Carmen are listed. Someone else needs to be added in replacement of Prue. - **Tash**
- Strategic Planning meeting summary (18/06/26)
- Update on App proposal

Minutes from the previous meeting 03 June 2026 - Approved, Tash, seconded Wayne

Financial Report

Balance Sheet

Tekapo Promotions and Business Association Inc.
As at 31 August 2026

31 AUG 2026

Assets

Bank

Tekapo Promotion & Business Ass	11,713.58
TPBA - Savings	12,968.16
Total Bank	24,681.74

Current Assets

Accounts Receivable	330.00
Total Current Assets	330.00

Total Assets

25,011.74

Liabilities

Current Liabilities

Funds held on account for fete	3,188.00
Suspense	300.00
Total Current Liabilities	3,488.00

Total Liabilities

3,488.00

Net Assets

21,523.74

Equity

Current Year Earnings	6,190.38
Owner A Funds Introduced	216.00
Retained Earnings	15,117.36
Total Equity	21,523.74

Profit and Loss

Tekapo Promotions and Business Association Inc.
For the period 1 April 2026 to 17 August 2026

1 APR-17 AUG 2026

Trading Income	
Interest Income	1.74
Sales of maps	329.47
Subs / Membership fees	11,940.00
Total Trading Income	12,271.21
Gross Profit	
	12,271.21
Operating Expenses	
Advertising. Promotion. Website	607.23
General Expenses	40.00
Salaries	4,461.12
Sponsorship	500.00
Subscriptions	472.48
Total Operating Expenses	6,080.83
Net Profit	6,190.38

Approved: Wayne Seconded: Tash

- **Community Board Update**
 - **Disjointed at the very beginning but now working well**
 - **Main priority was short term visitor accom**
 - **Trial of one lane through Rapuwai Lane**
 - **Headstart process - council amalgamation**
 - **Council agreed to stall Allen Street sale**
 - **Worker accom**
 - **Community board encouraging the council to go for the bigger accommodation businesses that are not being compliant, council has gone after smaller operations first**
 - **In talks with council to not create more car parking at the West site of Tekapo (Squash Courts area) but to use it as real estate with caveats that will support local infrastructure**

- **Paid parking (cameras) should be in place by Summer 26/27 est \$800k revenue/yr**
- **Road engineer of the board has been asked to come to the table with proposals for parking**

Swanny left meeting at 10.25am

General Business:

- AGM date to be confirmed. Last year 03/09/2025. Financial statement must be approved at AGM. A minimum of 3 committee members must be present at the AGM. Filling needs to be completed by 30/09/26 at Companies Office.
- Xero Subscription - option to go down to 'Ignite' package (\$7/ 3 months then \$35/month) for the most part of the year and then upgrade to 'Grow' package (\$16.60/ 3 months then \$83/month) on membership invoicing month. Currently paying (\$95.45). - **Tash**
- Carmen as secretary - approved - xx , seconded - xx - **Carmen not present so this will wait till the AGM**
- Window Stickers second design agreed? Currently 5 businesses have responded to the newsletter survey. It may need someone to go in with the stickers and ask face to face. Stickers are \$5.88/each (25 pack) - **approved - Tash , seconded - Wayne**
- Halloween Trick or Treat Trail - email from member (Emma Farrell, Haka House/ 25 Degrees). - **Email back to let her know that someone already does this in Tekapo and will be in touch. TPBA will promote and support. - Sarah**
- **Odette Tockers email- missed email - process now in place - Sarah**
- NZTA After 5pm event - James Caygill, NZTA - venue, food, drinks, date (Thursday 10th Sept?) Members only event. Email invites to members. - **Jo to ask Tim at Airport if drinks are allowed, TPBA will put food on, School Library - Wayne will chat to Simon - donation to the school - open to members and their staff**
- Q&A's for business spotlight - **Tash may shoulder tap with Q&A's and ask about joining the committee.**
- Maps remaining
- Social media update
- **Community Board updates in newsletter and link to latest minutes. Reminder to readers to follow the 'Lake Tekapo Community Page' on FB - Sarah**
- **Invite Community Board to 'After 5pm' event - Sarah**
- **Dedicated promotions page on website - QR code - banner to click on with active promotions - Sarah**
- **Fete funds to be used for Winter Fete**
- **Christmas Organisation planning after AGM in September**
- **X3 businesses that have pre paid fees for 27/28 money in suspense account**

- **AGM date to be confirmed over Whatsapp - Sarah**

Next meeting: AGM (September)

Meeting closed: 10.56am

Signed: S Haywood