

TEKAPO PROMOTIONS & BUSINESS ASSN INC.

Meeting held on Friday 5th April, 9am 2024 at Jack Rabbit

Present: Prue Blake, Tanya Iazard, Emily Murray, Alex Gualter, Sharon Binns, Julie McDonald, Hollie Morton

Apologies: Jenny Koberstein

Meeting opened: 9.10am

Matters Arising from the previous minutes:

- Minutes from previous meeting – Approved Julie, seconded Tanya

Inwards Correspondence:

- Breathe Tekapo - TPBA will invoice Discover Tekapo \$5,000+gst and Bayleys \$1000+gst for sponsorship. Event tickets are now on sale. Event Goals and Metropol Invoice to be paid. Invoice to be raised for Mackenzie Tourism \$13,750.
- Jack Randall - to send through event details for AF8 presentation - Done, added to April newsletter
- Fabian Seligmann has set up a new company called Tekapo Photo - Night Sky Photography. Paid his membership, Hollie has followed up to get Business Listing info. All online and added to April Newsletter.
- Rebecca Mayston - question re invoice for Haka House and 25 Degrees. Same owners so \$150 + \$50 for both businesses to be members.
- Jenny Ladley emailed regarding bikes on Mt John walking track and Mt John access road. Hollie has replied that we will update once we have the correct info. Also sent through a photo of the signs at the bottom of the track with a bike. Haven't heard anything back as of yet - Hollie will update info to be correct on our website and map.
- Twizel Medical Centre GP Clinic every fortnight on a Thursday in Tekapo. Hollie has included in the Newsletter.
- Kerry Uren will include info regarding Mackenzie's bike race in the next newsletter. added to April newsletter.
- Sarah Tait - ECAN, sent through info for the newsletter. added to April newsletter
- Members were invited to email information for the next newsletter which a few responded to and Hollie will include.

Outwards Correspondence:

- x

Financial Report

Profit and Loss

Account **Mar 2024****Trading Income**

Interest Income	23.52
Sales of maps	77.24
Sponsorship Received	6,000.00
Subs / Membership fees	(30.00)
Total Trading Income	6,070.76

Gross Profit	6,070.76
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Operating Expenses

Advertising. Promotion.	971.75
Website	
Event Management	5,750.00
Subscriptions	77.57
Total Operating Expenses	6,799.32

Net Profit	(728.56)
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Account **31 Mar 2024****Bank**

Tekapo Promotion & Business Ass	21,790.61
TPBA - Savings	2,881.40
Total Bank	24,672.01

Current Assets

Accounts Receivable	6,000.00
Prepayments	(150.00)
Total Current Assets	5,850.00
	30,522.01

Current Liabilities

Accounts Payable	6,721.75
Funds held on account for fete	3,188.00
Total Current Liabilities	9,909.75
	9,909.75

Net Assets	20,612.26
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Current Year Earnings	7,647.19
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Retained Earnings	12,965.07
	20,612.26

Community Board Update

- Sharon to be included in monthly invitation to our meetings going forward.

General Business:

- Run through google access to emails, drive, calendar ... Ensure integration with phones.
- Define roles of Chairman / Secretary / Treasurer / Paid-design and admin role - 20hours.
- ***Prue has a list of responsibilities for each of these roles to be inserted here once confirmed.
- Communicating with members is to be Hollie's role and set up agenda with all committee members adding to the agenda as they see fit.
- Constitution states we have to have a minimum of 6 meetings a year so we do not have to have a meeting every month.
- Ems - signed banking forms?
- New financial year - all invoices to be sent to members. Hollie to meet Jenny next week to go over how to do this from Xero
- April newsletter to go out next week. Hollie has emailed all members asking if they have anything they would like to include. Deadline Monday 8 April, 5pm
- Include Winter Festival being organised by Tekapo Springs. Prue has emailed Andy for details. 21/22/23 June proposed dates.
- Tanya - great idea to have school and kindy kids work with shops/cafes to help decorate their premises for winter festival. Tanya to lead contact with businesses and the school to gauge interest.
- Change map pick up from Bespoke bikes to Discover Tekapo on the website - Hollie
- Scan and save bank details authentication to google drive - Hollie.
- Forms etc to be prepared using software other than in-design - Hollie
- B2B ideas - Jack Rabbit, Discover Tekapo, Tekapo chinese buffet
- New businesses to contact - Fishtail (old Reflections). Is there a new chinese stargazing down the back?? Prue spoke with food/ice cream truck - Serendipia
- Concerns around the financial structure of Breathe Tekapo and the ramifications for TBPA. Needs discussion with Jenny.
- Sculpture walk was a social success but not a financial win - nothing sold. Prue and Hollie to review the future of this event.

Next meeting: Friday 10th May, Jack Rabbit, 9am

Meeting closed: 10.15am

Signed: Prue Blake, Chairwoman