

TEKAPO PROMOTIONS & BUSINESS ASSN INC.
Meeting held 5th November 2024 at Jack Rabbit Cafe, Tekapo

Present: Prue Blake, Jessie Frewan, Alex Gualter, Hollie Morton, Tanya Izard, Jenny Koberstein

Apologies: Emily Murray

Meeting opened:

Matters Arising from the previous minutes:

- Frame - Community board? Prue is going to follow that up but not too sure what the timeframe will be.
- Astro Tekapo (Sang De Brabander) has joined TPBA. Added their listing online. They have filled out their membership listing and just need to pay. Paid
- Xmas party - see info in general business.

Minutes from the previous meeting September 2024 - Approved Prue, seconded Alex.

Inwards Correspondence:

- Barbara emailed with new Welcome info, which I have updated on our website under the explore/welcome tab
- Angie and Stan emailed to thank TPBA for covering what they do in the Regional Park in the latest newsletter. They would like to become members (are they free?). Hollie will email back and say they get a free membership as they are a charity.
- Tekapo Village Motels emailed with updated info and new images.
- Frederik Ljunderberg contacted re putting info in the newsletter. Hollie emailed him back and gave him options re membership. Waiting to hear back

Outwards Correspondence:

- x

Financial Report

- Set up auto payment for Hollie - Marketing role at TPBA. Hollie to send an invoice the end of the financial year.
- Tanya will forward the invoice to Jenny for Father's Christmas out \$351 for reimbursement.

Balance Sheet

Tekapo Promotions and Business Association Inc.
As at 31 Oct 2024

Account	31-Oct-24
Assets	
Bank	
Tekapo Promotion & Business Ass	18,759.75
TPBA - Savings	2,905.38
Total Bank	21,665.13
Current Assets	
Prepayments	(150.00)
Total Current Assets	(150.00)
Total Assets	21,515.13
Liabilities	
Current Liabilities	
Accounts Payable	1,610.00
Funds held on account for Events	3,188.00
Total Current Liabilities	4,798.00
Total Liabilities	4,798.00
Net Assets	16,717.13

Equity

Current Year Earnings	(13,090.13)
Retained Earnings	29,807.26
Total Equity	16,717.13
	0.00

Notes:

Membership paid for Sang De Braba but need name of business to process

Mountain House Creative x 2 bills



Surplus funds after all the above commitments

Profit and Loss

Tekapo Promotions and Business Association Inc.

For the Period ended 31 Oct 2024

Account	Sep/Oct 2024 - COMBINED			YTD 01 Apr 2024 - 31 Oct 2024		
	Tekapo Wellness	Promotions	Total	Tekapo Wellness	Promotions	Total
Trading Income						
Interest Income	0	34	34	0	221	221
Other Revenue	0	0	0	0	0	0
Sales of maps	0	135	135	0	794	794
Sponsorship Received	0	-230	-230	5,000		5,000
Subs / Membership fees		0	0	0	11,790	11,790
Ticket Sales - Event			0	10,504		10,504
Total Trading Income	0	-61	-61	15,504	12,805	28,309
Gross Profit	0	-61	-61	15,504	12,805	28,309
Other Income						
Grants received	0	0	0	17,500	0	17,500
Total Other Income	0	0	0	17,500	0	17,500
Operating Expenses						
Adminstration contractor	0	1,610	1,610	0	5,635	5,635
Advertising. Promotion. We	0	0	0	9,913	490	10,403
Christmas shopping / funct	0	0	0	0	0	0
Donation	0	0	0	0	0	0
Entertainment	0		0	0	121	121
Event Management	0	0	0	11,500	0	11,500
General Expenses	2		2	2		2
Insurance	0		0	2,331		2,331
MAPS - printing and design	0		0	0	3,328	3,328
Speaker Fee	0	0	0	24,017	0	24,017
Sponsorship	0	0	0	0	575	575
Subscriptions	0	160	160	0	548	548
Tekapo Markets	0	0	0	0	0	0
Venue Hire	0		0	440		440
Total Operating Expenses	2.02	1,769.96	1,771.98	48,202.81	10,696.61	58,899.42
Net Profit	-2	-1,831	-1,833	-15,198.81	2,109	-13,090

Notes on Profit & Loss for Sep/Oct 24

Income:

Promotions interest, sale
of maps & credit
subscriptions of \$230 for

Bank Balance for Tekapo Wellness

Opening Balance from July 24	2.02
Deposits received in July 24	0
Refund opening balance in Sep24	-2.02
Cash in Bank 31st Oct 2024	0

Expenses:

Promotions is Administration fees Sep & Oct, xero subscription Sep & Oct, although gone up in Oct to \$91.94 from \$78

Tekapo Wellness expense coded to GX for refund of cash in bank to square all income out.

Bills to be paid:

contractor administrator approved for monthly	\$1,610
total to be approved in meeting for TBPA	\$1,610

Community Board Update

- Sharron is not here. Hollie to inform her of the meeting time prior.

General Business:

- Website stats: 5,031 views on our website this month, 563 of which came on Saturday, the 26th (a snow day). 95% of visitors were new, and 57% viewed on mobile devices.
- Christmas Evening - father Xmas suit has arrived, Stu to be father xmas. Tanya to organise the beard. Advertising - Twizel update, Fairlie Accessible, Courier to be done this week; Ryo confirmed for face painting, doesn't need paints. Will do a gold coin donation for Bright Stars. There is a raffle on the night, need to ask businesses. Hollie to create and print A4 flyers x30 and mail drop. The financial team has approved all printing for the Christmas party. Tanya has sent Brad Stayley an invoice through. Tanya to talk to Simon re children's involvement. Hollie will design a poster for the colouring competition. Tany and Alex to approach businesses regarding prizes. TPBA to pay 4Square \$200 for raffle prize.
- Bank account - Prue has transferred \$10,000 to the savings account.

- Add Info re church planting to the newsletter. Tanya to email hollie info

Next meeting:

Meeting closed: 10:10am

Signed: Prue Blake, Chairwoman

