

**TEKAPO PROMOTIONS & BUSINESS ASSN INC.**  
**Meeting held at Prue's, 4th March 2023 at xpm**

**Present:** Prue Blake, Tanya Izard, Emily Murray, Alex Gualter, Sharon Binns, Julie McDonald, Jenny Koberstein via FaceTime.

**Apologies:** None

Meeting opened:6.10pm

**Matters Arising from the previous minutes:**

- Prue read our minutes from last meeting.
- Minutes from previous meeting Feb 2024 - Approved, Emily Murray , seconded Tanya Izard

**Inwards Correspondence:**

Various content items for newsletter - Mackenzie Bike Race, SC Chamber Womens Lunch (to be held March 13th @ Dark Sky), Mackenzie A&P Show, Breathe, Dark Sky AF8 , LJ Hooker update, Tekapo Trails Update

**Outwards Correspondence:**

- Prue registered for updates on what Incorporated Societies need to be aware of with the changes to legislation.

**Financial Report**

- Profit and Loss reports attached for Jan & Feb 2024 & YTD
- Over Jan & Feb 24, we invoiced \$5,500 sponsorship for Tekapo Wellness, \$500 of this is still to be received from Tekapo 4 square & \$845.22 income received from maps & Interest for TPBA
- Only expenses for the 2-months is \$154.99 for Xero subscriptions
- Sponsorship of the \$1500 in Dec 23 was credited in Jan 24, due to funds being taken out of Fete balance Sheet funds, hence YTD is showing a nil balance
- Bank balance is \$23,998.82 (includes \$5,420.56 Tekapo Wellness funds)
- Accounts receivable is \$530, being Tekapo 4 square \$500 & Tekapo weddings \$30, said they would still pay membership
- Liabilities is the \$3,188 held for any future events, included in the bank balance.
- No bills to pay this month.
- Approve financials; Prue Blake, Seconded; Alex Gualter

**Profit and Loss**

Tekapo Promotions and Business Association Inc.

For the 2 months ended 29 February 2024

Account	Jan & Feb 2024 - COMBINED			YTD 01 Apr 2023 - 29 Feb 2024		
	Tekapo Wellness	Unassigned	Total	Tekapo Wellness	Unassigned	Total
Trading Income						
Interest Income	0	41	41	0	218	218
Other Revenue				0	370	370
Sales of maps	0	804	804	0	2,448	2,448
Sponsorship Received	5,500	0	5,500	6,500	0	6,500
Subs / Membership fees				0	6,910	6,910
Total Trading Income	5,500	845	6,345	6,500	9,946	16,446
Gross Profit	5,500	845	6,345	6,500	9,946	16,446
Other Income						

Grants received	0	0	0	14,827	0	14,827
Total Other Income	0	0	0	14,827	0	14,827
Operating Expenses						
Advertising. Promotion. Website	0	0	0	0	1,303	1,303
Christmas shopping / function	0	0	0	0	1,043	1,043
Donation	0	0	0	0	370	370
Entertainment	0	0	0	0	152	152
Event Management	0	0	0	11,956	0	11,956
MAPS - printing and design	0	0	0	0	3,350	3,350
Speaker Fee	0	0	0	3,450	0	3,450
Sponsorship	0	-1,500	-1,500	0	0	0
Subscriptions	0	155	155	0	821	821
Tekapo Markets	0	0	0	0	453	453
Total Operating Expenses	0	-1,345	-1,345	15,406	7,491	22,897
Net Profit	5,500	2,190	7,690	5,921	2,455	8,376

### **Community Board Update**

- Presented by Sharon Binns
- MDC focus is long term plan and CB are working with them on a master plan for Tekapo including parking, traffic, sports facility, playgrounds, etc. CB had an internal work shop last week to discuss a strategy that will go back to MDC staff who will then come up with a plan/process and then onto public consultation. MDC want a 10-20 year plan but CB want to see some large progress in the next 12 months.
- TJ presented on Trails update with their plans.
- Working on Alps to Ocean start shelter on Hamilton Drive. Concept plan is done, tweaked and back with the designer now.
- Sharon reported on progress of the Sports Trust Facility and it is going well.
- Next CB meeting is 25th March & 27th May.

### **General Business:**

- Approval of job description - Prue has typed up an outline of an advertisement that will be used to find a contractor for 20 hours a month @ \$35/hour and skills required (Admin/Marketing & Financial). Job description is attached to these minutes. Advise in this months newsletter that we are looking to employ someone to fulfil this roll.
- Further to the motion passed at our AGM last year, we need to confirm the setting of subs: Prue moved that business TBPA subs be returned to their pre-covid level of \$150/annum. This will also be advised in the newsletter this month. Seconded; Julie. All in favor - carried.
- Bank signing authority - Prue has been to the bank and has been verified as signatory. The Chair (Prue Blake) and the Secretary (Emily Murray) will be our 2 signatories on the account. Need our secretary to go to Westpac bank with one form of ID and proof of address to be verified. Moved; Alex Gualter, Seconded; Tanya Izard.
- Map update - done at beginning of each financial year with new members to add new members and remove any who are no longer financial members. This may be a tough

role for new employee without software so we could have Corporate Print to make these changes for us.

- Meeting dates - change to first week of month and website has been updated to say newsletter is due out in the first week of each month.
- Dark Sky proposal of AF8 forum - Iwi have proposed a meeting with local businesses to discuss preparedness for AF8. Replied suggesting who in our community they need to involve including Civil Defence (Andrea contact for CD). Community Hall 23rd April 6.30-8.30pm
- Frame - do we need to re-visit the installment of a frame for visitors to take photos of themselves/the view with #laketekaponz on it. Sharon to raise this again with the Community Board at the next meeting.
- Jenny - to become tax exempt there are 2 conditions: 1) Benefits to the community (absolutely) and 2) Money in can not be used to benefit a member.
- Charity Trust linked with Incorporated Society. Need to be au fait with new laws as they pertain to Incorporated Society.
- Tekapo Springs: planning a Winter Wonderland again, new snow maker coming, mid-winter swim, live music, ice hockey, Matariki, Ball/social dance night, perhaps the Springs can send TBPA monthly updates on events happening at the Springs to be included in our newsletter.

Next meeting: Friday 5th April, 9am 2024

Meeting closed: 7.25pm

Signed: Prue Blake, Chair

Signed: Emily Murray, Secretary