

**Howick Village Association Inc**  
**Annual General Meeting - Notice/Agenda**



You are cordially invited to attend the Annual General Meeting  
of the Howick Village Association Inc  
**to be held at Bayleys Howick, 85 Picton St, Howick**  
**Wednesday 22 October 2025 at 6.30pm**

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*Important Notice: All members must preregister and RSVP by Friday, 17 October 2025.*

*We are unable to accept 'walk-ins' on the night.*

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1. Welcome
2. Apologies
3. Confirmation of Minutes of:
  - a. AGM held on 16 October 2024
  - b. SGM held on 16 April 2025
4. Matters arising from minutes
5. HVA Chairperson's written report – Tony Moores
6. HVA Manager's written report – Katie Treneman
7. HVA Treasurer's written report – Gerald Patterson
  - a) Approval of the audited accounts for 2024/2025
  - b) Resolution: Move to approve the following financial year 2026/2027 draft budget which includes a BID targeted rate grant amount of \$216,913.51 including a 2.5% increase or \$5,290.57 to the targeted rate grant, for 2026/2027 financial year.
  - c) Howick Village Association requests Howick Local Board recommend to the governing body the amount of \$216,913.51 to be included in the Auckland Council draft 2026/2027 annual budget consultation process.
  - d) Register of Interest
8. Election of Executive Committee and officers:
  - a) Number of members
  - b) Election of members. Please read information below for nomination procedure. Nomination form is attached and completed nominations close with Howick Village Association Inc at 5.00pm on Wednesday 15 October 2025.
9. Resolution for appointment of auditor for 2025/2026 financial year – Shawn Yuan of Murray Audit.
10. Resolution for approval of Howick Village Association business plan for 2026/2027.
11. Special Resolution adoption of changes to our Rules/Constitution as follows:

**Clause 13.1.3**

Each member of the Executive Committee shall, subject to these Rules, hold office for a term of two (2) years. One-half of the Committee shall retire at the conclusion of every second Annual General Meeting, but shall be eligible for re-election. In cases where the number of Committee members is odd, the number of members retiring shall be rounded up (to the nearest whole number) to ensure that no member's term ends outside the standard cycle.

**Chapter IX – Dispute Resolution (replaces existing Chapter IX)**

**Clause 35 – Application**

Any dispute arising between members, or between a member and the Society, relating to the affairs of the Society must be resolved in accordance with the dispute resolution process set out in Schedule 2 of the Incorporated Societies Act 2022.

**Clause 36 – Principles**

In applying the dispute resolution process under Schedule 2 of the Act, the Committee must ensure that:

- All parties to a dispute are given a fair opportunity to be heard;
- All parties are treated with respect, fairness, and without bias; and
- The process follows the principles of natural justice.

- *No decisions or resolutions relating to the BID Expansion project will be considered at this AGM* –

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## Howick Village Association Inc – Constitution and Rules

### Footnotes:

#### 1. Nominations for Executive Committee are now open.

- **Rule 5: A person must be a Full Member of the Association to vote and stand for election to the Executive Committee.** The qualification to be a **Full Member** as detailed under Rule 5 of the constitution is as follows:
- Owns one or more commercially rated properties within the Howick Village economic development rated area; or
- Occupies or is the tenant of one or more premises (with floor space of not less than 10sqm) of a commercially rated property within the Howick Village economic development rated area and who operates a business from those premises for not less than 50 business days a year.
- AND provide current details of their name, occupation, business and contact information to the Howick Village Association Inc – Katie Treneman (Manager) for the purpose of this AGM.

#### 2. Rule 15: Election of members to the Executive Committee of Howick Village Association Inc:

The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

- **Nomination of candidates for election** - Shall be made in writing, signed by two Full Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination attached) and shall be delivered to the Manager of the Association - (Katie Treneman) not less than seven days before the dated fixed for the AGM (5 pm on Wednesday 15 October 2025)
- **Nomination form and support documentation** is attached. We have 2 vacancies. Completed nominations must be received by 5 pm on Wednesday 15 October 2025. Please email to [manager@howickvillage.co.nz](mailto:manager@howickvillage.co.nz).

Alternatively, deliver or mail to:

Howick Village Association Inc  
6/1 Central Terrace  
Howick  
Auckland 2014

### Additional Information:

- Copies of the Business Improvement (BID) Area Map, HVA Constitution, Auckland Council BID Targeted Rate Agreement, and **AGM documentation** are available at [www.howickvillage.co.nz](http://www.howickvillage.co.nz). Accounts and reports will be uploaded by 8 October 2025
- For any enquiries, and to RSVP/register attendance, please email [manager@howickvillage.co.nz](mailto:manager@howickvillage.co.nz).

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### HOWICK VILLAGE ASSOCIATION INCORPORATED

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