

## **TEKAPO PROMOTIONS & BUSINESS ASSN INC.**

Meeting held Jack Rabbit Cafe, Friday, 10 May 2024 at 9am

**Present:** Prue Blake, Tanya Izard, Emily Murray, Alex Gualter, Julie McDonald, Hollie Morton, Jenny Koberstein via FaceTime for financial report, Penny Wilson for Breathe Tekapo update.

**Apologies:** Sharon Binns

Meeting opened: 9am

### **Matters Arising from the previous minutes:**

- Minutes from the previous meeting April 2024 - Approved Julie, seconded Tanya

### **Inwards Correspondence:**

- Tourism New Zealand Engagement Hui Registrations Open - added to the newsletter
- Cairns/Go Tekapo have new businesses - do they want each of their individual businesses to be individual members of TPBA? Have asked. Awaiting response.
- Serendipa are closing for winter, and don't want to become a member. I have told them that being a member will help for summer as they will be on the map, but haven't heard anything back
- ECAN - should they be charged to put info in, or is this community goodwill? Have asked for rates card. They want to include info regarding Upper Waitaki Farming, I have replied and said that the Twizel Update would be a better fit for them
- Billy the Bard wants to include info regarding markets in the newsletter. (Does he need to be a paying member?) I have included it anyway, as it's a good community event to share.

### **Outwards Correspondence:**

- Information regarding membership was sent to the new Indian Restaurant - Fishtail. Invoice sent.

### **Financial Report**

- A reminder to pay subs to go in the newsletter - last chance or not on the map.
- Going forward, Penny will send Jenny the monthly total invoices paid by Tekapo Wellness to be reimbursed by TPBA to reduce Jenny's workload.
- April was our new financial year. Income increased due to lifting subs back up to \$150.
- We agreed that payment should be made to our administrator contractor for her monthly invoice.
- Jenny intends to resign from the next AGM, so we need to start thinking of a replacement for her, preferably in Tekapo.

# Balance Sheet

Tekapo Promotions and Business Association Inc.

As at 31 March 2024

Account	31 Mar 2024	31 Mar 2023
<b>Assets</b>		
<b>Bank</b>		
Tekapo Promotion & Business Ass	21,790.61	14,903.44
TPBA - Savings	2,881.40	2,839.63
<b>Total Bank</b>	<b>24,672.01</b>	<b>17,743.07</b>
<b>Current Assets</b>		
Accounts Receivable	16,000.00	0.00
Prepayments	(150.00)	0.00
<b>Total Current Assets</b>	<b>15,850.00</b>	<b>0.00</b>
<b>Total Assets</b>	<b>40,522.01</b>	<b>17,743.07</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	7,526.75	0.00
Funds held on account for fete	3,188.00	4,688.00
Suspense	0.00	90.00
<b>Total Current Liabilities</b>	<b>10,714.75</b>	<b>4,778.00</b>
<b>Total Liabilities</b>	<b>10,714.75</b>	<b>4,778.00</b>
<b>Net Assets</b>	<b>29,807.26</b>	<b>12,965.07</b>
<b>Equity</b>		
Current Year Earnings	16,842.19	2,207.05
Retained Earnings	12,965.07	10,758.02
<b>Total Equity</b>	<b>29,807.26</b>	<b>12,965.07</b>

## Profit and Loss

### Tekapo Promotions and Business Association Inc. For the Period ended 31 March 2024

Account	Mar 2024 - COMBINED			YTD 01 Apr 2023 - 31 Mar 2024		
	Tekapo Wellness	Promotions	Total	Tekapo Wellness	Promotions	Total
<b>Trading Income</b>						
Interest Income	0	24	24	0	241	241
Other Revenue			0	0	370	370
Sales of maps	0	77	77	0	2,525	2,525
Sponsorship Received	6,000	0	6,000	12,500	0	12,500
Subs / Membership fees		-30	-30	0	6,880	6,880
Ticket Sales	10,000		10,000	10,000	0	10,000
<b>Total Trading Income</b>	<b>16,000</b>	<b>71</b>	<b>16,071</b>	<b>22,500</b>	<b>10,017</b>	<b>32,517</b>
<b>Gross Profit</b>	<b>16,000</b>	<b>71</b>	<b>16,071</b>	<b>22,500</b>	<b>10,017</b>	<b>32,517</b>
<b>Other Income</b>						
Grants received	0	0	0	14,827	0	14,827
<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,827</b>	<b>0</b>	<b>14,827</b>
<b>Operating Expenses</b>						
Administration contractor	0	805	805	0	805	805
Advertising. Promotion. Webs	972	0	972	972	1,303	2,274
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	5,750	0	5,750	17,706	0	17,706
MAPS - printing and design	0	0	0	0	3,350	3,350
Speaker Fee	0	0	0	3,450	0	3,450
Sponsorship	0	0	0	0	0	0
Subscriptions	0	78	78	0	898	898
Tekapo Markets	0	0	0	0	453	453
<b>Total Operating Expenses</b>	<b>6,721.75</b>	<b>883</b>	<b>7,604</b>	<b>22,128</b>	<b>8,373</b>	<b>30,501</b>
<b>Net Profit</b>	<b>9,278</b>	<b>-812</b>	<b>8,466</b>	<b>15,198.81</b>	<b>1,643</b>	<b>16,842</b>

#### Notes on Profit & Loss for Mar 24

##### Income:

Still to receive \$16000 of Tekapo Wellness from Baileys & Discover Tekapo & ticket sales \$10k  
Membership was reversed of \$30 due to not paying for year end

##### Expenses:

No payments made in Mar 24 but end of March we ended up with the funds to pay Event Management, which was paid 3rd Apr 24  
Did not have sufficient funds to pay Metro bill on behalf of Tekapo Wellness

<b>Bank Balance for Tekapo Wellness</b>	<b>Check to balance P&amp;L back to Cash in Bank</b>	
Opening Balance from Feb 24	5420.56	YTD P&L Profit Mar24 15,198.81
Deposits received in Mar 24	500	Deposits still to receive -16,000
Bills paid in Mar 24	0	Bills still to be paid 6721.75
<b>Cash in Bank</b>	<b>5920.56</b>	<b>Closing Back balance 5,920.56</b>

## Notes Apr 24

Tekapo Wellness funds held of \$16170.56

Tekapo wellness is owed \$13,750 frp, MDC & \$3,580 is for memberships



Tekapo Wellness to pay bills \$13,346.40 & Promotions \$805 for administrator contractor - now all paid in May 24  
Funds held for events part of bank balance

## Equity

### **Community Board Update**

- Sharron is away

### **Breathe Update**

- Penny Wilson

## General Business:

- Dogs/Bikes on Mt John - Hollie has updated the website and map to say no dogs allowed on Mt John
- April website stats update - Site sessions 3,286 (down on March). Of these 2,749 are Unique visitors (95%). Weekend has an increase in views. Our Eat/Drink page has the most hits, with people spending the longest amount of time on our Walks and Bike Rides page (most likely due to more info to read). Hollie to add a post to FB asking for updated info on opening hours/updates etc
- Membership Update - Hollie to chase those who are yet to pay.
- Breathe Tekapo Update - encouraging people to get on and buy tickets.
- Mackenzie Region Photography Competition - Event Grant Application
- Monthly e-newsletter to go out Tuesday 14th May - include piece re Hollie taking up new position.
- Tekapo Springs event - how is planning going?
- Breathe Tekapo surprised to receive an invoice for TPBA membership. Discussion to establish whether we do expect payment as they are a not-for-profit organisation. We agreed that Breathe Tekapo will therefore be a member without charge. Hollie to list those who fit in this category under a separate heading on our membership list
- Tekapo photography competition - Prue suggested we ask for photo submissions to then place a top selection on photo boards around the township. We will go to the Community Board for funding and also the MDC for support and permission. Health and Safety plan to come for photo boards.
- Banking update -
- Emily has been into the bank and signed form and had verified.
- Note the name we are registered under on the Incorporated Societies Register is Tekapo Promotions and Business Association Incorporated. The name of the account at Westpac is incorrect and will need to be updated to match the registered name.
- As per minutes of meeting on 4th March 2024 it is confirmed that Prue Blake (chair) and Emily Murray (Secretary) will be signatories on the bank account.  
These previous signed minutes were provided to the bank, here is extract ...  
*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.*
- Hollie has asked Matariki Mackenzie for an update but nothing received yet.
- Prue is away for the next 3 months and will miss the AGM in August. Hollie to put agenda together and Alex to review.

Next meeting: to be confirmed via poll on WhatsApp

Meeting closed: 10.20am

Signed: Prue Blake, Chair