

CONFIRMED MINUTES

MAINSTREET TAURANGA INC BOARD MEETING



At the **Mainstreet Tauranga Inc Board Meeting** on **20 Aug 2025** these minutes were confirmed as presented.

Name:	Mainstreet Tauranga
Date:	Wednesday, 16 July 2025
Time:	7:30 am to 9:00 am (NZST)
Location:	Basestation, 148 Durham Street, Tauranga
Board Members:	John Dewes-Hodgson (Chair), Brooke Courtney, Charlotte Greer, Margaret Cowey - Rodger, Richard Faire, Stephen Hahn, Susan Taylor, Tom Beswick
Attendees:	Info@ Downtown Tauranga, Genevieve Whitson
Apologies:	Kim Ort , Don Thompson, Ralph Ward

1. Opening Meeting

1.1 Welcome & apologies

Noted apologies from Ralph Ward, Kim Ort & Don Thompson. Don has resigned from the board due to external commitments.

1.2 Confirm previous minutes

Mainstreet Tauranga Inc Board meeting 18 Jun 2025, the minutes were confirmed as presented.



June board minutes

The June minutes were approved as an accurate and true account of the meeting.

Decision Date:	16 Jul 2025
Mover:	Richard Faire
Seconder:	Stephen Hahn
Outcome:	Approved

1.3 Interests Register

2. Management Reports

2.1 Chair Report

The chair discussed the potential patronage opportunity or support for the Font Public Art Trust with the second public art piece now commissioned for the city centre and in line with increasing city centre foot traffic. The Mainstreet Manager has met with Font and will brief the board at the next board meeting on this topic.

2.2 Finance Report

The Treasurer updated the board, noting the 24-25 financial year has ended with a small carry over, around 11k, but overall the majority of the allocated funding has been spent on specified projects. There has been a slight underspend of 20k in Promotions and Subsidies which will be closely monitored for the new financial year. This includes a rebrand and member/voucher booklet. These projects will be targeted in the next 3-6 months.



Fiances

The financial papers were approved by the board.

Decision Date: 16 Jul 2025
Mover: Stephen Hahn
Seconder: Brooke Courtney
Outcome: Approved

2.3 Managers report

The Managers report was taken as read. The Safety and Security session was discussed as it had high attendance and engagement, but it was noted that further feedback on the session could assist in running it better going forward. The board agreed that the MarketView data from the report could be shared in the weekly e-news, particularly with the positive trends prevailing on city centre revenue spend.



Managers report

The Managers report was approved.

Decision Date: 16 Jul 2025
Mover: John Dewes-Hodgson
Seconder: Margaret Cowey - Rodger
Outcome: Approved

3. Major Decisions and Discussions

3.1 Pocket Size Play (PSP) discussion

The board discussed PSP. Tauranga City Council (TCC) have been asking Downtown Tauranga for several months to seriously consider sponsoring PSP for the new financial year with their CCIF being reduced. The board raised concerns regarding the PSP business model, as families do not seem to stay in the city centre after they attend. TCC will be funding the activation till the end of October and Downtown Tauranga will keep an eye on it to gauge interaction with businesses and attendance. The board agreed the 25-26 financial budget has already been allocated and there isn't currently scope or support to fund PSP, however there is interest in revisiting this later in the year, with potential for a new business model with PSP.

3.2 Business case recommendation - carry over money



Business case recommendation - carry over money

The board approved the business case for the use of carry over money, noting:

- 1) Busking festival 23k funding - APPROVED
- 2) Researching replacement or restoration options for the Exhibitions stands (potentially up to 50k) - APPROVED
- 3) Full time permanent Administration position to replace part time Admin & Event Co-ordinator role - APPROVED

Decision Date: 16 Jul 2025
Mover: Richard Faire
Seconder: Susan Taylor
Outcome: Approved



Exhibition stands

Research options for exhibition stands

Due Date: 14 Sept 2025
Owner: Genevieve Whitson

3.3 TCC mentor programme - spare money

After two years working with TCC and the Tauranga Business Chamber to promote the TCC Business Mentoring Programme with funding from TCC, only a small proportion of this money has been used despite numerous promotions of the programme across a number of platforms to members. TCC have asked Downtown Tauranga to use the left funding towards business support for the members. The board discussed appropriate ways to support the businesses and agreed that the opportunity for free advertising via NZME could be appropriate, for up to 8-10 businesses, on a first in, first serve basis. The Manager will open discussions with NZME to see if this is possible.

3.4 Governance policies for approval



Governance policies

The board agreed to approve and adopt the governance policies. They will be reviewed in two years time with one governance policy presented at each board meeting.

Decision Date: 16 Jul 2025
Mover: John Dewes-Hodgson
Seconder: Brooke Courtney
Outcome: Approved

3.5 Paid parking extended

The board discussed the ongoing issue of parking charges, given the recent announcements from TCC that paid parking will increase and extend up to 4th Ave. The board agreed that this needs to be monitored carefully over the next few months with potential to circulate a survey to members asking for feedback before potentially submitting to Council regarding concerns.



Parking increase survey

Create survey for opinion poll on parking changes

Due Date: 19 Oct 2025
Owner: Genevieve Whitson

4. Actions from Previous Meetings

4.1 Action Lists - follow up

Due Date	Action Title	Owner(s)
20 Aug 2024	City Centre Activation Funding Status: Completed on 9 Jul 2025	Info@ Downtown Tauranga
29 Apr 2025	Meet with Ann Pankhurst to discuss photographic stands Status: Completed on 9 Jul 2025	Genevieve Whitson
21 May 2025	CRM terms & conditions Status: Completed on 7 Jul 2025	Genevieve Whitson
29 May 2025	Email CRM form to all members Status: In Progress	Genevieve Whitson
31 May 2025	Membership Sign up Status: In Progress	Genevieve Whitson
31 May 2025	Consult with Border businesses Status: On Hold	Genevieve Whitson
4 Jun 2025	Research other city centre parking models Status: Completed on 23 Jun 2025	Kim Ort
6 Jun 2025	Follow up on rate boundaries with city centre specialist Status: In Progress	Genevieve Whitson
11 Jun 2025	Richard to look over promotional options Status: Completed on 23 Jun 2025	Genevieve Whitson, Richard Faire
11 Jun 2025	Mainstreet manager to meet with Kim and Richard to discuss promotional strategy Status: Completed on 23 Jun 2025	Genevieve Whitson, Kim Ort , Richard Faire
11 Jun 2025	Kim and mainstreet manager to meet with TCC parking team. Status: Completed on 23 Jun 2025	Genevieve Whitson, Kim Ort
13 Jun 2025	Send New business free business support/advisory information Status: On Hold	Genevieve Whitson
20 Jun 2025	Remove double up of Priority one listing & Business Chamber Status: Completed on 17 Jul 2025	Genevieve Whitson
27 Jun 2025	Mainstreet expansion Status: On Hold	Genevieve Whitson
30 Jun 2025	Extension of Targeted area Status: On Hold	Brooke Courtney
30 Jun 2025	Downtown Tauranga Long Term Plan submission Status: Completed on 7 Jul 2025	Genevieve Whitson
30 Jun 2025	Complete and release Downtown Tauranga Long Term Plan Strategy Status: Completed on 7 Jul 2025	Genevieve Whitson
1 Jul 2025	Christmas City Specialist/TCC event team Status: Completed on 12 Aug 2025	Info@ Downtown Tauranga
1 Jul 2025	Submit new constitution Status: Completed on 7 Jul 2025	Genevieve Whitson
9 Jul 2025	Connect new constable with members and developing safety and security workshops for members. Status: Completed on 7 Jul 2025	Genevieve Whitson
9 Jul 2025	Further research on Font Patron information for next board meeting Status: Completed on 17 Jul 2025	Genevieve Whitson
9 Jul 2025	Organising Marketing sub committee Status: In Progress	Genevieve Whitson

Due Date	Action Title	Owner(s)
9 Jul 2025	Further research on manageability of website promotions and member interest & capability Status: In Progress	Genevieve Whitson
9 Jul 2025	Request quote from The Little Big Markets for event support. Status: Completed on 17 Jul 2025	Genevieve Whitson
11 Jul 2025	Set up term deposit for surplus carry over money Status: Completed on 7 Jul 2025	Genevieve Whitson
11 Jul 2025	Follow up re member survey specifics with city centre specialist Status: Completed on 12 Aug 2025	Genevieve Whitson
16 Jul 2025	Follow up - city centre shuttle Status: Completed on 17 Jul 2025	Genevieve Whitson
18 Jul 2025	Inquire with regional council about transport in the city centre. Status: Not Started	Genevieve Whitson
18 Jul 2025	Create action plan for surplus carry over money interest Status: Completed on 17 Jul 2025	Genevieve Whitson
31 Jul 2025	Move photography exhibition board to new storage Status: In Progress	Genevieve Whitson
31 Jul 2025	Organise TBOP focus group - Place brand Status: In Progress	Genevieve Whitson
31 Oct 2025	Mainstreet vacancy report benchmark Status: Not Started	Genevieve Whitson

5. Other Business

5.1 Board attendance

Board members were reminded of board obligations and to please attend a minimum of 10 board meetings a year.

6. Close Meeting

6.1 Close the meeting

Next meeting: Mainstreet Tauranga Inc Board Meeting - 20 Aug 2025, 7:30 am

Signature: _____



Date: _____

5/9/25