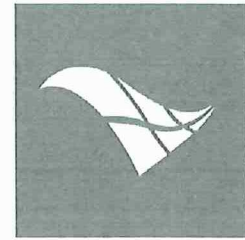


CONFIRMED MINUTES

MAINSTREET TAURANGA INC BOARD MEETING



At the **Mainstreet Tauranga Inc Board meeting on 15 Oct 2025** these minutes were confirmed as presented.

Name:	Mainstreet Tauranga
Date:	Wednesday, 17 September 2025
Time:	7:30 am to 9:00 am (NZST)
Location:	Basestation, 148 Durham Street, Tauranga
Board Members:	Margaret Cowey - Rodger, Richard Faire, Stephen Hahn, Susan Taylor, Tom Beswick
Attendees:	Info@ Downtown Tauranga, Genevieve Whitson
Apologies:	Ralph Ward, Brooke Courtney

1. Opening Meeting

1.1 Welcome & apologies

Apologies were noted from Ralph & Brooke.

1.2 Confirm previous minutes

Mainstreet Tauranga Inc Board Meeting 20 Aug 2025, the minutes were confirmed as presented.



August Minutes approved

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

Decision Date:	17 Sept 2025
Mover:	Richard Faire
Seconder:	Tom Beswick
Outcome:	Approved

1.3 Interests Register

2.2 Finance Report

The Treasurer briefed the board. Two months in things are looking on track. A few costs are down since losing the part time Admin support, however some costs are up a little due to recruiting a replacement Admin person. A couple of activations and events have also been paid for in advance, in line with sponsorship agreements. The Tauranga City Council (TCC) invoice is due for payment to Downtown Tauranga 20th September for the first half of the year.



Approve the financials

The Financials were approved.

Decision Date: 17 Sept 2025
Mover: Stephen Hahn
Seconders: Margaret Cowey - Rodger
Outcome: Approved

2.3 Managers report

The Managers report was taken as read. The board agreed it would be beneficial to arrange a meeting with all relevant stakeholders regarding the Exhibition Stands that are currently up on The Strand and continue researching potential replacement options. The Manager will follow this up.

There were discussions regarding some of the parking challenges and businesses concerns with some of the ideas in Pave the way. The board agreed that the free parking options in the city centre need to be promoted wider.



Approve the Managers report

The Managers report was approved.

Decision Date: 17 Sept 2025
Mover: Susan Taylor
Seconders: Margaret Cowey - Rodger
Outcome: Approved

3. Major Decisions and Discussions

3.1 AGM update & Board nominations

The board agreed that in light of the challenging financial market, particularly for hospitality that the levy rate for Mainstreet Tauranga would be proposed at 1.5% for the next financial year at the Annual General Meeting (AGM). This is 50% less than the standard 3%.

The following wording will be used for the AGM Agenda:

Fix the levy subscription for the ensuing year 2026 – 2027

Move that the levy subscription for 2026-2027 be accepted - That Downtown Tauranga receive and approve the 2026/27 budget which includes a targeted rate grant amount of \$404,300 noting there will be an approximate 1.5% levy subscription increase of \$5975.33 to the targeted rate grant.

Note: This is the ratified rate, but the final rate is approved by Tauranga City Council through the Annual Plan process.

The board also agreed the AGM was a good chance to remind businesses to complete the CRM sign up form.



Approve the recommendation for an approximate 1.5% levy subscription increase

Recommendation for an approximate 1.5% levy subscription increase.

Decision Date: 17 Sept 2025
Mover: Susan Taylor
Seconder: Margaret Cowey - Rodger
Outcome: Approved

3.2 Performance Review recommendation

The board approved the former chair's recommendation for the Manager to have a CPI salary increase.



Performance review recommendation - CPI salary increase

CPI salary increase approved.

Decision Date: 17 Sept 2025
Mover: Stephen Hahn
Seconder: Margaret Cowey - Rodger
Outcome: Approved

3.3 Mainstreets Survey - feedback

The board discussed the feedback on Mainstreet and queried the methodology behind the 11% of businesses that are surveyed. The Manager to follow up with TCC.



Mainstreet Survey methodology

Manager to follow up with TCC.

Due Date: 15 Oct 2025
Owner: Genevieve Whitson

3.4 Street Use Policy

The Manager requested feedback from the board on the Street Use Policy before COB Friday. The board agreed that the Street Use Policy needs to be fair and equal across all of Tauranga and would not favour any changes that increase charges to businesses given the current financial climate.



Street Use Policy feedback

Board to provide feedback to Manager by COB Friday.

Due Date: 19 Sept 2025
Owner: Genevieve Whitson

3.5 Free Shuttle Van/Bus from Pilot Bay to Tga City Centre

The board agreed the free shuttle bus service was a good idea, but needed more data/insgths to seriously consider it. The Manager is to reach out to Tuskany to inquire about data stored and also understand what has previously been done in this space. Questions were also raised regarding the funding model. Could TCC & The Regional Council also be involved?

4. Actions from Previous Meetings

4.1 Action Lists - follow up

Due Date	Action Title	Owner(s)
29 May 2025	Email CRM form to all members Status: In Progress	Genevieve Whitson
31 May 2025	Membership Sign up Status: Completed on 3 Sept 2025	Genevieve Whitson
31 May 2025	Consult with Border businesses Status: On Hold	Genevieve Whitson
6 Jun 2025	Follow up on rate boundaries with city centre specialist Status: In Progress	Genevieve Whitson
13 Jun 2025	Send New business free business support/advisory information Status: On Hold	Genevieve Whitson
27 Jun 2025	Mainstreet expansion Status: Cancelled on 6 Oct 2025	Genevieve Whitson
30 Jun 2025	Extension of Targeted area Status: On Hold	Brooke Courtney
9 Jul 2025	Organising Marketing sub committee Status: Completed on 3 Sept 2025	Genevieve Whitson
9 Jul 2025	Further research on manageability of website promotions and member interest & capability Status: In Progress	Genevieve Whitson
16 Jul 2025	Follow up - city centre shuttle Status: In Progress	Genevieve Whitson
18 Jul 2025	Inquire with regional council about transport in the city centre. Status: Cancelled on 6 Oct 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: Completed on 3 Sept 2025	Genevieve Whitson
14 Sept 2025	Exhibition stands Status: In Progress	Genevieve Whitson
30 Sept 2025	Genevieve to reach out to Stacey Sims at Property Focus Status: Completed on 6 Oct 2025	Genevieve Whitson
30 Sept 2025	Contact City Centre businesses - Board nominations Status: Completed on 6 Oct 2025	Genevieve Whitson
19 Oct 2025	Parking increase survey Status: In Progress	Genevieve Whitson
31 Oct 2025	Mainstreet vacancy report benchmark Status: Not Started	Genevieve Whitson

5. Other Business

5.1 TCC Student Survey - feedback

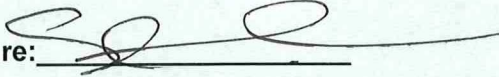
Item was noted.

6. Close Meeting

6.1 Close the meeting

Next meeting: Mainstreet Tauranga Inc Board meeting - 15 Oct 2025, 7:30 am

Signature: _____



Date: _____

29/09/25.