



Neighbourhood Support Hamilton Incorporated
Unconfirmed Minutes of Annual General Meeting

Held at 7.30pm on Monday, 16 June 2025
at Western Community Centre, Hyde Avenue, Nawton

1. Meeting opens – 7.35pm

Present: Jordan Smith [Chairperson], Tanya Eltringham [Secretary], Pauline Wellings [Treasurer], Nicky Hopkins [Area Coordinator], Heyden Alderson [Committee], Shanti Ralm [Committee], Snr Constable Craig Berquist [PLO], Cr Sarah Thomson [HCC], Don Howard [Member], Lorraine Howard [Member], Geraldine [Member], Bob McLain [Member], Cr Emma Pike [HCC], Cr Anna Casey-Cox [HCC], Cr Tim Macindoe [HCC, NSH Council Liaison, Member], Chris Smith [NSNZ].

2. Apologies

Ryan Hamilton MP, Hon Tama Potaka MP, Mayor Paula Southgate, Cr Louise Hutt, Cr Angela O’Leary

Motion: That the apologies be accepted

Moved: Jordan Smith
Seconded: Heyden Alderson
CARRIED

3. Minutes of the last Annual General Meeting

Minutes of the last annual general meeting, held on 17 June 2024 at Western Community Centre were previously distributed by email. The minutes were summarised by the chair for the benefit of members present who may not have reviewed them.

Motion: That the minutes of the Annual General Meeting held on 17 June 2024 be accepted

Moved: Jordan Smith
Seconded: Shanti Ralm
CARRIED

4. Matters Arising

No matters raised.

5. Correspondence Record

No correspondence relating to this meeting was received by post or mail

Motion: That incoming and outgoing correspondence be accepted

Moved: Jordan Smith
Seconded: Snr. Const. Craig Berquist
CARRIED

6. Appointment of Scrutineers

Scrutineers are appointed to oversee the counting of votes should one be called

Motion: That Snr. Const. Craig Berquist and Chris Smith be appointed as scrutineers

Moved: Jordan Smith
Seconded: Heyden Alderson
CARRIED

7. Addresses by Invited Speakers

Chris Smith [NSNZ]

- Spoke about the ongoing benefits to the community that Neighbourhood Support provides.
- Spoke of the challenges of attracting funding
- Also mentioned that some Neighbourhood Support member organisations have faced with their database providers and that NSNZ is looking to build a nationwide membership system

Tim Macindoe [HCC, NSH Council Liaison, Member]

- Challenges of filling the Co-Ordinator role. How the flow on effect was less communication however Nicky Hopkins though new to the role has increased the occurrences and communications.
- On-going issues with unregistered motorbikes.
- Increase in homelessness in Garden Place and other CBD areas.

8. Chairperson's Annual Report: Jordan Smith

(Please see report in Appendix 1)

Motion: That the chairperson's annual report be adopted

Moved: Pauline Wellings
Seconded: Tanya Eltringham
CARRIED

9. Treasurer's Report and Adoption of Annual Performance Report: Pauline Wellings

Please see financial reports that forms part of the Neighbourhood Support Hamilton Annual Report 2025 document.

Motion: That the annual performance report be adopted

Moved: Pauline Wellings
Seconded: Shanti Ralm
CARRIED

Jordan Smith extended the thanks of the Neighbourhood Support Hamilton organisation to Jeannette Gordon of Accounting Online who prepared our annual performance report at no cost to us, as she has done for many years now.

10. Area Coordinator's Annual Report: Nicky Hopkins

- Outlined elements of the role
- Plans for 2025-2026
- Provided an outline of membership numbers from end of May 2025
- Emergency preparedness: Establish and maintain Civil Defence connection.
- Information Sessions planned in the first quarter around different areas of the city
- More Street Coordinator Training
 - What you can do in your neighbourhood
 - Introducing new information, signs.
- Database Management and using it to its fullest potential.
- Plan to see increase in newsletter activity.
- Increase in social media profile.
- Increase in satisfaction levels with members.
- Providing clear membership statistics.

Bob McLain, member from Fairview Downs, spoke in reply to the Area Coordinator's report

- Clear message of how to connect with all the street coordinators
- Wanting to look at how the neighbours can work together.

11. Police Liaison Officer's Annual Report: Snr Constable Craig Berquist

- Crime Prevention Group – Craig and Steve
 - Focus is currently the motorbike issues in Hamilton.
 - Current task is to manage unruly motorbikes.
 - Informed attendees about inability to pursue however the benefit of the community members using either 111 or 105 reporting. The ability for the team to collate critical data e.g. description of the bikes, photos or videos and city cameras. Aids in providing evidence of the criteria for dangerous driving allowing for a warrant to be issued to help to assure police can later locate and pick up the incriminated motorbikes.
- Airport, International Task Force will be deployed and has approximately 20 staff associated with the team.
- Civil Defence – Craig spoke of meetings use of the Memorandum of Understanding.

12. Election of Officers (Chair, Treasurer, Secretary and up to seven other NSH Management Committee members, not including PLO and HCC Liaison Rep)

Jordan Smith vacated his position as chairperson and called for the nominations for the position of Chairperson. Only one nomination was received

Motion: That Jordan Smith be elected as Chairperson of Neighbourhood Support Hamilton

Moved: Heyden Alderson

Seconded: Cr Tim Macindoe

CARRIED

Jordan Smith called for nominations of other committee positions. There were no contested positions and the following were declared elected:

Secretary: Tanya Eltringham	Moved: Heyden Alderson	Seconded: Pauline Wellings	CARRIED
Treasurer: Pauline Wellings	Moved: Tanya Eltringham	Seconded: Bob McLain	CARRIED

Other committee members:

Heyden Alderson	Moved: Chris Smith	Seconded: Tim Macindoe	CARRIED
Shanti Ralm	Moved: Chris Smith	Seconded: Tim Macindoe	CARRIED

Bob McLain was nominated by Tim Macindoe, but Mr McLain requested he attend the next committee meeting and decide whether to join as a committee member.

13. Adoption of new constitution

To enable us to re-register under the Incorporated Societies Act 2022, NSH must adopt a new constitution which contains additional sections and rules which codify our disputes resolution process, a process to manage conflicts of interest, requirements around qualification of officers, as well as other changes.

The proposed constitution was distributed by email and posted on our website on 3rd June for members to read and ask questions on. A copy of the proposed constitution which was annotated clause-by-clause to specify the reason for the addition of the clause, or whether it was a clause moved across from the existing rules document.

Motion: That the proposed constitution as distributed on 3 June 2025 be adopted by the society

Moved: Jordan Smith
Seconded: Shanti Ralm
CARRIED

14. Re-registration under Incorporated Societies Act 2022

Before we can re-register under the Incorporated Societies Act 2022, we must resolve to re-register, acknowledging that our operational processes have been reviewed and updated to meet our obligations under the new Act.

Motion: That Neighbourhood Support Hamilton Incorporated reregister under the Incorporated Societies Act 2022

Moved: Jordan Smith
Seconded: Cr Anna Casey-Cox
CARRIED

15. General Business

Nil general business raised by committee or members.

The next meeting of the Neighbourhood Support Hamilton Management Committee will be held at 7.00pm on Mon 7 July 2025, at Western Community Centre

Meeting Closed - 8:51pm

Appendix 1 – Chairperson’s Annual Report

Dear Members,

Having been asked to join the committee as our treasurer in the second half of 2023, I did not expect to be chosen by the society to be our chairperson at last year’s annual general meeting. I was truly honoured to be elected to lead the organisation and help further the excellent work that our team does.

Our members have been involved in a number of successful community events over the past year, including our annual quiz night, the opening of the new Fairfield Skatepark, Extravaganza in the park, tree planting at Lake Rotoroa and more.

Even in tough economic times, we have had kind donations and a great response from the public at our stands at events. It has continued to be a tough environment for securing funding from community funders, and I would like to thank NZ Lotteries, Neighbourhood Support New Zealand, Hamilton City Council and Community Organisation Grant Scheme for their generous contributions to the valuable work we do.

This past year has seen some change in the organisation. Unfortunately, there was tension in the committee between a couple of members. When this happens, it shows that some people cannot put their own agendas aside and focus their energy on doing the right thing for our community. As a result, our acting Area Coordinator and Secretary decided to leave the organisation. This matter took up a considerable amount of our time and energy, which meant we couldn’t achieve everything we had hoped in the year.

Fortunately, once the team regrouped, we have been able to come together and do some excellent work in the organisation, and our community. I am particularly proud of our hard-working and committed street coordinators all across the city. Without these dedicated individuals, it would be impossible to do what we do.

Earlier this year, we employed a new permanent part-time Area Coordinator, Nicky Hopkins. I would like to congratulate Nicky on the fantastic work she has been doing, including our first membership survey, outlined further in this report. This will help us greatly in our strategic planning for the coming year.

At our last annual general meeting, we welcomed Tanya Eltringham to our committee, later taking up the Secretary role. I would like to thank her for diligently preparing our meeting minutes, and other tasks as part of this demanding role. Pauline Wellings also joined the committee shortly after the AGM as our treasurer, and has done an excellent job of keeping our books in check, as well as upskilling to handle payroll processing, having employed Nicky.

Heyden Alderson also spent some time in the secretary’s seat, as well as being our go-to guy for setting up at events and many other tasks he undertakes. Even while going through tough times with his family, Heyden never once missed a meeting and was always there for NSH. Finally, I also thank Shati Ralm for her contributions and cheery personality, not to mention her skill of enticing people over to our stand at events, even if they weren’t planning to!

We are greatly appreciative of our close working relationship with NZ Police, and particularly our very hard-working Police Liaison Officer, Senior Constable Craig Berquist. His dedication to Neighbourhood Support is greatly appreciated.

I would also like to acknowledge Cr Tim Macindoe, who upon being elected to Hamilton City Council became our Council Liaison after stepping down as chairperson. Tim, though having a very busy schedule, has been present and very attentive to NSH. Finally, I wish to acknowledge Chris Smith (NSNZ Waikato representative),

Louise Grevel (NSNZ CEO) and the whole NS NZ team who has supported us and provided valuable guidance this past year.

At this annual general meeting, we will vote on adopting a new constitution and reregistering under the Incorporated Societies Act 2022. The new Act requires several changes that have been implemented in our new constitution, as well as in our internal processes and policies. The new constitution continues in the same spirit of our existing constitution, as well as incorporating new sections and clauses as required by the new Act.

I very much look forward to the year ahead and the great things we are now setup extremely well to do.

Many thanks
Jordan Smith
Chairperson