MINUTES OF THE BOARD MEETING OF
PORT STEPHENS TOURISM LTD: ACN 080 458 733
held at Port Stephens VIC Board Room
Monday 4th November 2013 at 13:00

Present	M.Aylmer, A.Macdonald, S.Aldrich, K.Latham, B.Westbury, D.Grundy, J.Rees,
Apologies	D.Nye, M.McIntosh
In Attendance	T.Bylhouwer
Board Vacancies	**Sharon Aldrich** has won the Attraction / Activity / Waterfront elected position as at the AGM Post the AGM, the board voted by email to fill the remaining 3 casual vacancies. The Returning Officer was T.Bylhouwer and the independent observer Kathy Andrews. The successful applicants were: • Accommodation >40 rooms: **D.Grundy** • General: **B.Westbury** • Nominated Position (2) **J. Rees.** **Resolved:** The board endorsed the outcome of the vote and welcomed the all new directors: **Moved:** A.Macdonald K.Latham (unanimous) **Resolved:** That the votes for casual vacancies be destroyed. **Moved:** S.Aldrich D.Grundy (unanimous)
Election of Office Bearers	T.Bylhouwer declared all positions vacant and asked for nominations for position of **Chair**. Michael Aylmer was nominated by A.Macdonald, Second B.Westbury and being the only nominee was declared **elected.** M.Aylmer took the Chair for the balance of the meeting. **Deputy Chair:** D.Nye was nominated by M.Aylmer, second D.Grundy and being the only nominee was declared **elected.** **Treasurer:** A.Macdonald was nominated by M.Aylmer second K.Latham and being the only nomination was declared **elected**. **Secretary / Public Officer:** B.Westbury nominated by M.Aylmer second S.Aldrich and being the only nomination was declared **elected** **Estuary Management Committee:** F Future has previously indicated that he is keen to maintain the position on the Estuary Management Committee. **Resolved:** That the board endorse F.Future as their representative on the Estuary Management Committee. **Moved:** M.Aylmer B.Westbury (unanimous) **EDAP**: It was reaffirmed that M.Aylmer continue to represent DPS. Both S.Aldrich and J.Rees volunteered to act as alternates. By a show of hands Janene Rees was nominated as 1st alternate and S.Aldrich as 2nd alternate. **PSGLMP Committee:** As per the resolution at the 22nd October meeting, the Board has supported M.Almyer's application for the tourism representative.

Bank Signatories	**Resolved:** That any two of the following be authorised to operate on the PSTL Greater Accounts: M Aylmer, A.Macdonald, S.Turley, K.Latham T.Bylhouwer. **Moved:** M.Aylmer D.Grundy (unanimous)
Credit Card	**Resolved:** That the board endorse an application for a credit card from our bankers, The Greater with a credit limit of $7,500 and that once received, the Commonwealth Bank Mastercard be cancelled: **Moved:** A.Macdonald S.Aldrich (unanimous)
Meeting Times	**Agreed** the board would meet on the Tuesday before the 4th Monday of the month commencing 7:30am
General Business	Staff: M.Aylmer noted that staff are not to be used for secretarial services. Meeting with Councillors: Tars to approach Faye for best time to meet Councillors. EDAP Presentation: M.Aylmer to approach A.Powrie to discuss most appropriate presentation date. Board Role: It was agreed that the board needs more clarity on its role: Operational versus policy.
Meetings	It was agreed that board meetings continue on the Tuesday prior to the monthly members meeting commencing at 7:30am. The dates will be posted on the corporate site.
Close	Meeting closed at 14:25
	Signed as an accurate record **M Aylmer** Chairman / /2013