

**MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733**  
**Held at The Nelson Resort on 20 March 2018**

**Note:** *These minutes convey items requiring board approval and do not capture all comments and discussions held at Destination Port Stephens' Board Meetings.*

<b>Present</b>	A. Macdonald, D Stretton, S. Crowe, J. Gardner, S. Glover, F. Future, M. Aylmer, A. Cameron
<b>Apologies</b>	M. Findlay
<b>In Attendance</b>	E. Gilliland
<b>Business Arising</b>	Minutes of the meeting on 20 February 2018 accepted.  <b>Moved:</b> S. Crowe <b>Seconded:</b> A. Macdonald
<b>Chairman's Report</b>	<ol style="list-style-type: none"> <li>1. Confirmed that Directors are required to attend a minimum of 65% of the scheduled board meetings.</li> <li>2. Director Engagement visits. Discussed Director attendance at meetings with key partners over the next few months. Schedule will be sent to Directors to confirm meeting attendance.</li> <li>3. DPS is meeting with the Mayor and General Manager of Port Stephens Council next week.</li> </ol>
<b>Financial Report</b>	<ol style="list-style-type: none"> <li>1. Monthly financial reports presented</li> <li>2. Financial reports as presented accepted.</li> </ol> <p><b>Moved:</b> A. Macdonald <b>Seconded:</b> S. Crowe</p>
<b>CEO Report</b>	<ol style="list-style-type: none"> <li>1. <b>Membership:</b> Information only</li> <li>2. <b>Domestic marketing:</b> Information only.</li> <li>3. <b>Events – including business events:</b> Information only except Naturefest <ul style="list-style-type: none"> <li>• Naturefest 2018: Discussed Naturefest 2018. DPS to look at focusing on the launch of the whale season and human whale activity due to short lead time as well as two investing partners from last year (one due to merger) are unable to contribute funding of the program.</li> </ul> </li> <li>4. <b>International/Trade Marketing:</b> Information only.</li> <li>5. <b>Statistics – website, online bookings and social media.</b> Information only</li> <li>6. <b>General items: information only except:</b> <ul style="list-style-type: none"> <li>• DPS Submission – Draft 'Progressing the Nelson Bay Town Centre and Foreshore Strategy: A revised implementation and delivery program. Recommended that the submission also address the public domain plan. Prompt questions will be distributed to Directors and feedback on the submission is required by 29 March.</li> </ul> </li> </ol>

<p><b>Matters Raised by Directors</b></p>	<p><b>Birubi Tourism Interchange:</b> Port Stephens Council have convened a project group of external stakeholders on the design and planning phase for a tourism transport interchange. The first project group meeting is being held on Thursday, 22 March 2018. DPS CEO is on the project group and will communicate with industry stakeholders.</p> <p>Council will also be trialling over the Easter weekend new parking arrangements for James Patterson Street and the headland. Buses will be limited to 15 min in marked bays and all vehicles will be restricted to marked bays to keep traffic moving.</p> <p><b>Sail Port Stephens (9-15 April)</b> – event has grown and now includes a “Women Who Sail Australia one day conference”. Broughtons at the Bay function room will again be yacht club ‘central’ for Sail Port Stephens in 2018. DPS is promoting the event via owned channels and is meeting with Sail Port Stephens on 28 March.</p> <p><b>Port Stephens race day</b> – Council has been approached by the Newcastle Jokey Club to host a race day which will raise funds via “sporting chance” for a local person who has been injured in sport. It was proposed that this could be an opportunity for DPS, at no cost to the organisation, and tourism industry partners to network. Sponsorship of the individual races will need to be secured to confirm the race day with sponsors receiving 10 VIP tickets which includes food and beverages. 50 tickets would be available to DPS to invite stakeholders, suppliers and members to attend.</p>
<p><b>General Business</b></p>	<p><b>DPS Strategic Plan:</b> Board agreed that DPS need to produce a strategic plan to set the direction of the organisation and prioritise activities to be undertaken. S. Crowe to advise if possible to secure a facilitator to run a planning session with the Board which will be organised for an afternoon.</p> <p>DPS CEO to commence work on the market analysis which will provide an overview of the current visitation to the region.</p> <p><b>DPS Domestic Campaign planning and funding:</b> Discussed campaign timeframes and proposed funding model. Board agreed to overview of plans however requested that specific benefits be developed to support key investing partners.</p>
<p><b>Close</b></p>	<p>Meeting closed at 9.15am</p>
	<p style="text-align: right;">Signed as an accurate record  <b>E. Gilliland</b>  20 March 2018</p>