

MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733
Held at The Nelson Resort on 19 April 2018

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

Present	A Cameron, S. Crowe, F Future, S. Glover, M Findlay
Apologies	A Macdonald, D Stretton, J Gardner, M. Aylmer
In Attendance	E. Gilliland
Business Arising	Director meetings with key industry partners. All agreed that meetings are deferred until post the development of the DPS Strategy and Marketing plan. Moved: M Findlay Seconded: S Crowe
Chairman's Report	Meeting with Port Stephens Council Mayor and GM to introduce new CEO was held on 26 March 2018. S Crowe, who also attended the meeting, advised that Events is a key priority for Council due to the potential to drive high volume economic benefit to the region in particular from May-October. Recommended that DPS clarify the organisations role is in securing, maintaining and promoting events in upcoming Strategic Plan.
Financial Report	1. Financial reports as presented accepted. 2. Cash flow report as at 16 April until 30 June 2018. Moved: M Findlay Seconded: S Glover
CEO Report	1. Membership: Recommendation: That the business listed be admitted as financial members of Destination Port Stephens upon payment of membership fee. 2. Domestic Marketing: Information Only 3. Events including business events: Information Only 4. International Trade marketing: Information only. 5. Statistics: Information only 6. General Items: a) DPS Strategy: Directors were requested to review current tourism market to Port Stephens and competitive analysis provided prior to the planning meeting on 8 May 2018. Raised tourism development and it was agreed that the gaps and

	<p>opportunities for the region should also form part of the DPS Strategy and that a separate planning session may be required to develop with the Board.</p> <p><i>Moved S Glover Secoded F Future</i></p>
<p>Matters Raised by Directors</p>	<p>Board Meetings: Request was made for board meetings be held later in the month (last Thursday of the month) which will allow for more up to date financial reports as well as attendance by a Director who has conflicting priorities with the current scheduled board meetings. The board agreed to discuss at the board strategy planning day on 8 May 2018.</p> <p>M Finlay disclosed that he has been elected to the board of Top End Tourism.</p> <p>Port Stephens Community Plan. As part of the Port Stephens Community Plan Council is also reviewing opportunities via Sister City relationships which are currently mainly focused a cultural exchange. The USA is focusing on how these relationships can drive economic benefit in terms of trade and tourism. There is potential for a Sister City relationship with a city in China which is located on an estuary similar to Port Stephens.</p> <p>S. Crowe will email out a background paper to the Board for further discussion.</p>
<p>General Business</p>	<p>World Heritage nomination for the PSGL Estuary and Catchment. F. Future provided an update and advised that nominations are made in February each year for World Heritage and it is likely that PSGL will be nominated in 2020.</p> <p>Port Stephens/Myall Lakes Estuary and Coastal Zone Management Committee – Destination Port Stephens Representative. Frank has been representing the tourism industry on this committee for several years and requested board endorsement to continue as DPS representative.</p> <p>Tourism Statistics: Reliable tourism statistics in terms of employment and international day trips. Sydney Surrounds North Destination Network (DN) are also looking at current statistics for the regions within the Network and DPS has requested statistics on an LGA basis for domestic and international visitors as well as day trip visitors at least annually with more extensive information than current TRA LGA profiles. Pending outcome form the DN further review requirements for the LGA.</p>
<p>Close</p>	<p>Meeting closed at 9.00am</p>
	<p>Signed as an accurate record E. Gilliland 24 April 2018</p>