

MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733
Held at The Nelson Resort on 15 May 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 Macdonald, J Gardner, M. Aylmer, A Cameron, S. Crowe, F Future, S. Glover, M Findlay,
Apologies	D Stretton, F. Future
In Attendance	E. Gilliland
Business Arising	<p>March board minutes accepted. Moved M. Aylmer Seconded: A, Macdonald</p> <p>April board minutes accepted. Moved S. Crowe Seconded A. Cameron</p> <p>Board Meetings timeframes: Raised the potential to move board meetings to the last Thursday of the month from next financial year as aligns better with financial reporting.</p> <p>CEO to send out new board meeting appointments to the board.</p> <p>Moved M. Aylmer, Seconded M. Findlay</p>
Chairman's Report	<p>Chairman provided an update on:</p> <ul style="list-style-type: none"> • DPS and Industry attendance at ATE 2018 in Adelaide: The presence for the region was good and overall was a success for the region. • Nelson Bay Public Domain Plan: Chairman has been invited by Port Stephens Council to attend a meeting with stakeholders and residents on the draft plans for the Nelson Bay Public Domain Plan on Thursday, 17 May. • Strategic Plan: Notes have been received from the facilitator. Next stage is for the Chairman and CEO to scope the project further and an annual business plan to be developed by the end of June.
Financial Report	<ol style="list-style-type: none"> 1. Financial reports as presented accepted. 2. CEO advised that an updated cash flow report would be presented at the June board meeting <p>Moved A. Macdonald, Seconded: M. Findlay</p>
CEO Report	<ol style="list-style-type: none"> 1. Membership: 2. Domestic Marketing: Information Only <ul style="list-style-type: none"> • Provided an update on the launch of the Whale Season being held on 1 June at Broughtons on the Bay

	<ul style="list-style-type: none"> • Love Seafood – discussed securing an event manager for the 2018 and that a suitable person has been identified however the quotation for services was higher than initial budget. The importance of appointing a good event manager was raised as this will contribute to the sustainability of the event in the long term if run well. S. Crowe advised that may have a potential person for the role and would advise. <ol style="list-style-type: none"> 3. Events including business events: Information Only 4. International Trade marketing: Information only. 5. Statistics – website, online booking and social media: Information only <p><i>Moved M Findlay, Seconded S Glover</i></p>
Matters Raised by Directors	<p>Board Meetings Frequency: Discussed potential to review the number of board meetings held each year.</p> <p>Board agreed that once the Strategic Plan is completed, and subject to the constitution, the board will review this request.</p>
General Business	<p>Nelson Bay Civic Pride Group: The Tomaree Business Chamber has formed a Nelson Bay Civic Pride Group who will undertake a clean-up on Sunday, May 27 and members of DPS are encouraged to support.</p> <p>Election Strategic Priorities: Due to the upcoming State and Federal Government Elections in 2019 it was raised that the board should identify the top 5-6 strategic priorities.</p>
Close	Meeting closed at 9.00am
	<p style="text-align: right;">Signed as an accurate record E. Gilliland 2018</p>