

MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733
Held at The Hotel Nelson on 27 September 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, F Future, S. Glover, D Stretton, M. Findlay, S. Crowe
Apologies	A Cameron, M. Aylmer,
In Attendance	E. Gilliland
Business Arising	August board minutes accepted. Moved J Gardner Seconded: A Macdonald
Chairman's Report	Chairman provided an update on the quarterly meeting with the Mayor and General Manager of Port Stephens Council. Very positive meeting. The DPS Strategic Plan is being finalised for completion prior to the DPS 'two-way' briefing to PS Council on 16 October 2018.
Financial Report	1. Financial reports as presented accepted. Moved A Macdonald, Seconded: M Findlay
CEO Report	1. Membership: No new members Moved M Findlay, Seconded: S Glover 2. Domestic Marketing: Information Only <ul style="list-style-type: none"> • Provided an update on publicity generated including coverage generated for Love Sea Food valued at more than \$300,000. • Interim results from the recent Digital Campaign – July-September • DPS has submitted an EOI to secure matched funding via the DNSW Regional Tourism Fund to undertake a domestic marketing campaign requiring industry investment. Industry prospectus being developed. • Port Stephens Removals has offered DPS to promote Port Stephens on the sides of two large removal vehicles – cost of production only. 3. Events Information Only <ul style="list-style-type: none"> • Secured a domestic sales incentive for 120 delegates in May 2019.

	<p>4. International Trade marketing: Information only</p> <ul style="list-style-type: none"> • Six famils being hosted in September from Korea, China, Singapore and Hong Kong. • Auckland direct services to Newcastle – DPS travelled to New Zealand to promote the new seasonal direct services and Port Stephens in partnership with Newcastle Airport to key travel agents and consumers at the Flight Centre Expo. Port Stephens being featured in marketing campaigns with Flight Centre, House of Travel and Webjet. <p>5. Statistics – website, online booking and social media: Information only</p> <p>Moved D. Stretton Seconded S. Glover</p> <p>CEO advised that due to timeframes required within the new constitution for Nominations and Notification of AGM that it would be necessary to reschedule the AGM for a 19 November 2018.</p> <p>Moved M Findlay Seconded: S Glover</p>
Matters Raised by Directors	<p>F Future who is on the Port Stephens Estuary Advisory Committee faised that there is a lack of facilities to service vessels and there is potential in Port Stephens and a letter of support may be required from DPS for proposed site.</p>
General Business	<p>AGM & Board Appointed Directors. Directors discussed the prospect of an appointment to the Board to fill the available appointed position (made by a selection panel made up of the Chair, CEO and a third person selected by the Board at the board meeting preceding the AGM) from a pre-determined organisation. There was discussion around the merits of this and the thought that as a member-based Board consideration should be given to the talent and skills sets needed to continue to support both management, the organisation and Directors.</p> <p>Newcastle Airport Presentation: Dr Peter Cock, CEO, Newcastle Airport presented an update the Board on the Airports achievements and future plans.</p>
Close	<p>Meeting closed at 9.15am</p> <p>Next Board Meeting will be held on Thursday, 25 October 2018</p>
	<p style="text-align: right;">Signed as an accurate record E. Gilliland 2018</p>