

MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733
Held at The Hotel Nelson on 25 October 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, M Aylmer, A. Cameron
Apologies	M Findlay, S. Crowe, D. Stretton
In Attendance	E. Gilliland
Business Arising	September board minutes accepted. Moved J Gardner Seconded: A Macdonald
Chairman's Report	Port Stephens Council – DPS Two Way meeting Chairman provided an update on the two-way meeting/presentation with Port Stephens Council on 16 October 2018 which was well received.
Financial Report	1. Financial reports as presented accepted. Board requested report of budget against expense be included in financial reports. Moved: A Macdonald Seconded: M Aylmer
CEO Report	1. Membership: Australian Bodywork Centre be accepted as a member of DPS. Moved A Cameron Seconded: S Glover 2. Annual Report: The board endorsed the 2017-18 Annual Report Moved: M Aylmer Seconded: F Future 3. Domestic Marketing: Information Only <ul style="list-style-type: none"> • Provided an update on publicity generated including coverage in Real Living Magazine and on KOFM radio • Provided update on EOI to undertake a campaign via Destination NSW Regional Tourism Fund.

	<ul style="list-style-type: none"> • Port Stephens Removals has offered DPS to promote Port Stephens on the sides of two large removal vehicles – cost of production only. <p>4. Events Information Only</p> <ul style="list-style-type: none"> • Content and promotion of Tastes at the Bay plus set up to sell ticketed events online and Port Stephens Toyota Pro. • Other events promoted include Karuah Oyster and Timer Festival, Raymond Terrace Show n Shine and Santa’s big arrival and Oktoberfest at Murrays Brewery, • Love Sea Food post event review meeting held was held with sponsors. <p>5. International Trade marketing: Information only</p> <ul style="list-style-type: none"> • Three famils hosted in October from China and Singapore • Auckland direct services to Newcastle – DPS travelled to New Zealand in late September to meet with wholesalers, undertake agent training and attend the Flight Centre Consumer Expo. <p>6. Statistics – website, online booking and social media: Information only</p> <p><i>Moved A Cameron Seconded: J Gardiner</i></p>
<p>Matters Raised by Directors</p>	<p>Raised the need for DPS to undertake a campaign or promotion to promote the benefits of DPS membership to grow the membership base. Proposed community radio interviews e.g. top five reasons to join or a video by the CEO about the benefits of tourism to the destination and the flow-on effect to the local business economy.</p> <p>Frank Future provided an update on the estuary and catchment nomination for World Heritage.</p>
<p>General Business</p>	<p>DPS Three Year Strategic Plan</p> <p>Board received a copy of the DPS Strategic Plan 2018-2021 for endorsement. An action plan will be developed to deliver on Strategic Plan.</p> <p><i>Moved: F. Future Seconded: A. Cameron</i></p> <p>Panel Appointed Director & Upcoming Board Meetings</p> <ul style="list-style-type: none"> • The DPS AGM will be held on 19 November. Board discussed panel to be convened to review candidates for the available appointed ordinary director position post the AGM. Panel to consist of Chair, CEO and a panel member appointed by the board. Board requested that Glenn Caldwell, Destination Network Sydney Surrounds North be approached to be on the panel. • December board meeting to be held on 13 December 2018. There will be no board meeting in January with monthly board meetings to be held the last Thursday of the month from February. <p><i>Moved A Macdonald Seconded M Aylmer</i></p>
<p>Close</p>	<p>Meeting closed at 9.15am</p> <p>Next Board Meeting will be held on Thursday 13 December 2018</p>
	<p>Signed as an accurate record</p> <p>E. Gilliland 2018</p>