

**MINUTES OF THE ANNUAL GENERAL MEETING OF
 PORT STEPHENS TOURISM LTD**

ACN 080 458 733

Held on Monday 19th November 2018 at Nelson Bay Golf Club, 57 Dowling Street, Nelson Bay

Open Meeting	<p>Chair, Andrew Macdonald opened meeting – 7.05 pm</p> <p>Welcomed all members of the organisation including guests Councillor John Nell, Tim Crosdale (Port Stephens Council), Carl Baker, Jeremy Haddad and Brad Cooks (Addison Partners) and the DPS Board Members: Michael Aylmer, Simon Glover, Frank Future, Matthew Findlay, Stephen Crowe and Janelle Gardner.</p> <p>Attendance as per register, attached.</p>
Apologies	<p><u>Resolved:</u> That the apologies be accepted and recorded against the attendance register</p> <p>Moved: Matthew Findlay Seconded: Frank Future</p>
Minutes	<p><u>Resolved:</u> The minutes of the past Annual General Meeting held on 23rd October 2017 at Evviva Café & Bar are confirmed as a true and accurate record of the meeting.</p> <p>Moved: Matt Findlay Seconded: Frank Future</p>
Matters Arising	<p>No matters arising from the past meeting minutes</p>
Chair and CEO Report	<p>Andrew Macdonald presented the Chair's report</p> <p>Eileen Gilliland presented the CEO's report</p> <p>The Chair's and CEO's reports are included in the Port Stephens Tourism Limited 2017-18 Annual Report circulated to members in paper version and via the corporate website.</p> <p><u>Resolved:</u> That the 2017-18 Chair and CEO Reports be received</p> <p>Moved: Michael Aylmer Seconded: Elyss Larkin</p>

<p>Financial Report</p>	<p>Treasurer Michael Aylmer presented the financial report on behalf of the Board.</p> <p>The financial report and Auditor's Report are included in the Port Stephens Tourism Limited 2017-18 Annual Report circulated to members in paper version and via the corporate website.</p> <p><u>Resolved:</u> The Financial Report including the financial statements for the year ending 30 June 2018 and the Auditor's Report thereon be received.</p> <p>Moved: Michael Aylmer Seconded: Matthew Findlay</p>
<p>Election of Directors</p>	<p>Chair acknowledged the efforts of all directors during the past year and thanked the directors who are retiring from their positions – Alicia Cameron, Matthew Findlay and Michael Aylmer. Chairman advised that as he is also required to retire and was nominating for re-election that he would stand down and hand over to Michael Aylmer, Treasurer, to Chair the Election of Directors.</p> <p>Chair, Michael Aylmer, advised that there is three (3) elected ordinary director positions vacant with four (4) nominations received. Each candidate was invited to address the meeting for two minutes each:</p> <ul style="list-style-type: none"> • Heath Jones, Nelson Bay Real Estate • Jin Kim, 4WD Tours RUS • Andrew Macdonald – Hotel Nelson • Melissa Turner, Moonshadow-TQC <p>Ballot was held, and Jin Kim, Andrew Macdonald and Melissa Turner were declared elected.</p> <p>Members were advised that the vacant Appointed Director Position will be appointed by a selection panel made up of the Chair, CEO and a panel member appointed by the Board with the intention of making a recommendation of appointment to the Board of Directors prior to the board meeting in December 2019.</p> <p>Chair advised that Port Stephens Council holds two positions on the board currently held by Stephen Crowe and Janelle Gardner. Stephen Crowe will be standing down as taking a new role at Newcastle Airport and welcomed Tim Crosdale, Group Manager Development Services, as the new Council representative on the Board.</p>
<p>General Business</p>	<p>No General Business</p>
<p>Close meeting</p>	<p>Meeting closed at 8.00 pm</p>
	<p style="text-align: right;">Signed by: Andrew Macdonald Chairman 20 November 2018</p>

2018 Port Stephens Tourism Limited Annual General Meeting

Acceptance - Delegate		
Surname	First Name	Business Name
Andrews	Sean	Port Stephens 4WD Tours
Aylmer	Michael	Place Property Management Port Stephens
Baker	Carl	Addison Partners
Kim	Jin	4WD Tours RUS
Brown	Geoff	Bay FM
Findlay	Matthew	Australasian Airline & Airport Consulting
Future	Frank	Imagine Cruises
Glover	Simon	Alloggio
Harrison	Trevor	Nelson Bay Golf Club
Jenkins	Leanne	Mantra Aqua Resort
Jepperson	Barry	Wanderers Retreat
Jones	Heath	Nelson Bay Real Estate
Latham	Kim	Fingal Bay Holiday Park
Latham	Kim	Halifax Holiday Park
Latham	Kim	Port Stephens Treescapes
Latham	Kim	Shoal Bay Holiday Park
Latham	Kim	Thou Walla Sunset Retreat
Macdonald	Andrew	Hotel Nelson
Newton	Kaye	Peaceful Palms B&B
Neumann	Jenny	DÁLBORA Marina
Pereira	Lia	Irukandji Shark & Ray Encounter
Sansom	Leanne	Oakvale Wildlife Park
Smiley	Kylie	Medowie Sports and Business Centre
Turner	Mel	Moonshadow-TQC Cruises
Westbury	Bob	Westbury Hospitality Services
Proxy Votes		
Surname	First Name	Business Name
Cock	Peter	Newcastle Airport
Acceptance - Guest		
Surname	First Name	Business Name
Boicos	Jai	4WD Tours RUS
Boicos	Ian	4WD Tours RUS
Cook	James	Port Stephens Beachside Holiday Parks
Crooks	Bradley	Addison Partners
Crowe	Stephen	Port Stephens Council
Crosdale	Tim	Port Stephens Council
Gardner	Janelle	Port Stephens Council
Gordon	Lachlan	Oakvale Wildlife Park

Acceptance – Guest Cont.		
Surname	First Name	Business Name
Haddad	Jeremy	Addison Partners
Jepperson	Vivienne	Wanderers Retreat
Kelly	Natalie	Nelson Bay Golf Club
Larkham	Elyss	Moonshadow-TQC Cruises
Nell	Adri	Guest
Nell	John	Councillor Port Stephens Council
Pereira	Ryan	Irukandji Shark & Ray Encounter
Robinson	Peter	Peaceful Palms B&B
Smith	Kellie	Oakvale Wildlife Park
Apologies		
Surname	First Name	Business Name
Andriunas	Jenn	Marty's @ Little Beach
Cameron	Alicia	Little Beach Boathouse
Dunkley	Glen	Port Stephens Council
Hunt	Nathan	Ramada Shoal Bay
Kelly	Tammy	Evviva Café & Bar
Morley	Rebecca	Spark CoWork
Morris	Dannyelle	Ingenia Holidays Soldiers Point
Palmer	Ryan	Mayor, Port Stephens Council
Stretton	Deborah	DPS Board Director
Zenere	Michelle	Shearwater Guest Cottages