

**MINUTES OF BOARD MEETING FOR PORT STEPHENS TOURISM LTD ACN 080 458 733**  
**Held at The Hotel Nelson on 13 December 2018**

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

<b>Present</b>	A. Macdonald, J Gardner, F Future, S. Glover, T. Crosdale, J. Kim, M. Turner, D. Stretton
<b>Apologies</b>	N/A
<b>In Attendance</b>	E. Gilliland
<b>Business Arising</b>	<p>DPS CEO Chaired meeting to call for nominations from the Board for the positions of Chairperson, Deputy Chairperson and Treasurer.</p> <p>The board positions were appointed as follows:</p> <p>Chairperson: Andrew Macdonald  Deputy Chairperson: Simon Glover  Treasurer: Deb Stretton</p> <p>The panel (Chair, DPS CEO and external stakeholder) will convene to select the board appointed Director position on 17 December 2018.</p> <p>The meeting was then chaired by the appointed Chairperson.</p> <p>October board minutes accepted.</p> <p><b>Moved A Macdonald Seconded: S. Glover</b></p>
<b>Chairman's Report</b>	N/A
<b>Financial Report</b>	<p>1. Financial reports as presented accepted.</p> <p><b>Moved: A Macdonald Seconded: D. Stretton</b></p>
<b>CEO Report</b>	<p>1. <b>Membership:</b>  Terrace Massage, The Point Restaurant, BJM and Tea Gardens Ferry Service be accepted as a member of DPS.</p> <p><b>Moved J Gardner Seconded: D. Stretton</b></p> <p>2. <b>Domestic Marketing:</b> Information Only</p> <ul style="list-style-type: none"> <li>• Publicity generated included coverage at Newcastle Airport and on KOFM radio</li> </ul>

	<ul style="list-style-type: none"> <li>• Provided an update on the DPS Brand Positioning Workshop being held on 14 December and Online Survey</li> </ul> <p>3. <b>Events</b> Information Only</p> <ul style="list-style-type: none"> <li>• Content and promotion of Port Stephens Toyota Surf Pro, the Australian Open Footgolf and Murray’s Brewery Halloween</li> <li>• Other upcoming events promoted via social media included: Sacred Tree Markets, Salamander Bay Square Carols at the Bay, Sant’s big arrival at Raymond Terrace and Xmas Show and Shine and Medowie Christmas Carnival.</li> <li>• Hosted a visit by Abbey Lees from the Regional Conferencing Division at Destination NSW on a famil from 4-5 December.</li> </ul> <p>4. <b>International Trade marketing:</b> Information only</p> <ul style="list-style-type: none"> <li>• Five famils hosted in November for 47 pax from France, UK, New Zealand and China.</li> <li>• Attended the Destination NSW China Mission held in Xian from 5-10 November to meet with key agents to promote inclusion of Port Stephens in travel itineraries/packages promoted to consumers.</li> <li>• New Zealand first flight arrival function was cancelled due to the bush fires. Onboard the inaugural flight was a VIP famil of senior executives from key travel agents. Due to the bushfires the famil was unable to stay overnight in Port Stephens however as the road re-opened they were able to visit for the day to undertake majority of activities planned.</li> <li>• Additional activity being undertaken in New Zealand to promote the services include a media and trade famils in early 2019 as well as a business trade mission in early February being organised by the Hunter Business Chamber.</li> </ul> <p>5. <b>Statistics</b> – website, online booking and social media Information only</p> <p><i>Moved J Gardner Seconded: F Future</i></p>
<p><b>Matters Raised by Directors</b></p>	<p>T. Crosdale provided an update to the Board on:</p> <ul style="list-style-type: none"> <li>• Proposed developments as well as Birubi Interchange and the Koala hospital at Treescape</li> <li>• Special rate variation and process</li> <li>• Wayfinding -finalisation of signage guidelines for the LGA</li> </ul> <p>J. Gardner provided an update on the vehicle permit fees to the Worimi Conservation Lands which will rise from 1 January 2019 and a camping trial (15 campsites for up to 8 campers per site) which will commence on 1 February 2019.</p> <p>F. Future provided an update on:</p> <ul style="list-style-type: none"> <li>• World Heritage nomination and advised that community consultation would commence from 9 January.</li> <li>• Tomaree Coastal Walk – attended meeting with Tomaree Business Chamber and National Parks to discuss the NSW Government funding (\$6.7 million) to develop the Tomaree Coastal Walk and potential opportunities in regard to interpretation and amenities including parking at the Tomaree Headland and the need for a co-ordinated plan.</li> </ul> <p>The proposed sand mines at Bobs Farm was discussed briefly and the potential impacts on DPS Members. Note: Submissions about the proposed sand mines are open until 1 February 2019 and can be made online at <a href="http://majorprojects.planning.nsw.gov.au">http://majorprojects.planning.nsw.gov.au</a></p>

<b>General Business</b>	CEO advised DPS office would close over the holiday break from 21 December returning on 7 January 2018.
<b>Close</b>	Meeting closed at 9.15am  <b>Next Board Meeting will be held on Thursday 28 February 2019</b>
	Signed as an accurate record <b>E. Gilliland</b> 2018