



29 September 2021

Dear Port Macquarie Chamber of Commerce Member

RE: Port Macquarie Chamber of Commerce AGM and monthly Chamber evening

The AGM for the Port Macquarie Chamber of Commerce will be held on **Tuesday, 26 October 2021**. In addition to the receipt of the President's and the Treasurer's reports, a major item of business will be the election of Board Members.

The Chamber's Constitution permits 12 Board members. There will be six positions on the Board declared open for election at the AGM. These six positions will be elected for a two year term. The remaining six Board members will complete the second year of their elected term in the lead-up to the 2022 AGM.

All financial members are eligible to seek election to the Board and I would encourage those interested in doing so to call me and discuss the roles and responsibilities of our Board Members.

Any member wishing to stand for election must complete a nomination form as attached with signatures from two fully paid up members of the Chamber. In addition, you will need to send a brief personal statement (no more than 100 words), that will be distributed to members in the event a ballot is held.

Accompanying this letter is:

- Notice of Meeting
- Proxy Voting form
- Board Nomination form
- Minutes from the AGM held on 24 November 2020

I hope you can join us for this important meeting and the monthly Chamber function that will follow the AGM.

Yours sincerely

Michael Mowle
President



Port Macquarie Chamber of Commerce Notice of Annual General Meeting

Please take Notice that the Annual General Meeting of the Port Macquarie Chamber of Commerce and Industry Inc will be held on **Tuesday, 26 October 2021** at 6.15pm at the Mercure Centro Hotel, Port Macquarie.

Agenda

- Welcome:** Michael Mowle, President
- Apologies:** Any apologies will be noted.
- Minutes:** Confirmation of minutes of previous Annual General Meeting held on 24 November 2020.
- President's Report:** Michael Mowle will provide the President's Report on the activities of the Chamber.
- Financial Report:** The meeting shall receive and consider the Financial Report for the Year Ended 30 June 2021 in accordance with Clause 47 of the Associations Incorporation Act 2009.
- Elections:** An election will be held for six (6) vacant positions on the Board.
- ◆ Michael Mowle in his role as President will conduct the election process in accordance with the Constitution.
 - ◆ At the commencement of the election process six current positions of the Board will be declared vacant.
 - ◆ The nominations of candidates for election members of the Board must be received no later than 7 days prior to the meeting. These will be tabled for voting by members in accordance with clause 14 of the Constitution.
- General Business:** Any other business that may arise at the meeting will be considered.



FORM OF APPOINTMENT OF PROXY

I, of
(full name) (address)

being a member of the Port Macquarie Chamber of Commerce, or member's representative,

hereby appoint of
(full name of proxy) (address)

To represent (business name) being a member of the Chamber, as my proxy to vote for me on my behalf at the Annual General Meeting of the Chamber to be held on the

26 October 2021

and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of / against the resolution that the President's Report and Financial Report for the year ended 30 June 2021 be accepted as presented to the meeting.

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person/business who is not a member of the Chamber. The Chamber must be notified of an appointment of a proxy 24 hours prior the Annual General Meeting.

Please email to info@portchamber.com.au



Nomination for Board 2021/2022

PORT MACQUARIE CHAMBER OF COMMERCE INC.

ABN: 50 735 851 570 (the Port Chamber)

(Incorporated under the association incorporation act 1984)

Suite 2, Level 1, 31-33 Horton Street (PO Box 114) PORT MACQUARIE NSW 2444

Telephone: 02 6583 4412

We (name of first nominator).....

Of (Business / Trading Name).....

And (name of second nominator).....

Of (Business / Trading Name).....

Being either fully paid up members of the Port Chamber or their representatives, hereby nominate:

..... for election to the Board of the Port Chamber.
(name of person nominated)

Signed:	Signed:
Name: (name of first nominator)	Name: (name of second nominator)
Date:	Date:

I, the person nominated above, consent to the nomination. I certify that I am either a fully paid up member of the Port Chamber or the duly appointed representative of such a member.

Signature:

Print Name:

Date:

Nominations must be delivered to the Secretary of the Chamber not less than 7 days before the date fixed for holding the AGM (that is by 6.15pm on 19 October 2021). The Chamber's office is at Suite 2, Level 1, 31-33 Horton Street, Port Macquarie. The postal address is PO Box 114 Port Macquarie NSW 2444.



Port Macquarie Chamber of Commerce

Annual General Meeting

Minutes

Tuesday, 24 November 2020

Port City Bowling Club, Port Macquarie

The President, Michael Mowle, declared the meeting open and welcomed guests at 6.20pm.

1. Apologies

Greg Freeman	Impact Environmental Consulting Pty Ltd
Nick De Groot	Port Macquarie X-Ray
Chris Denny	Southern Cross Resorts
Neville Parsons	Donovan Oates Hannaford
Maria McKay	Hertz Australia
John Cassegrain	Cassegrain Wines

Motion to accept the apologies. Moved Stuart Goodfellow, seconded Paul Watson. Motion was carried unanimously.

2. Previous Minutes

There were no amendments proposed to, or business arising from, the minutes of the previous AGM.

Motion to accept the minutes of the 2019 AGM as a true and correct record of the previous meeting held on 22 October 2019. Moved Alex Glen-Holmes, seconded Kellon Beard. Motion was carried unanimously.

3. President's Report

Michael Mowle talked to the President's Report which was tabled. Salient points as follows.

- This past year has been one of the most tumultuous and challenging periods for our community and businesses. The 2nd half of 2019 was dominated by the drought and devastating bushfires from November until early in the New Year.

- The 2019 Holiday Coast Credit Union Greater Port Macquarie Business Awards Gala Dinner with Jean Kitson and Mark Strachan as co-host was highly successful.
- Boardroom Lunch with Alexandra Heath, Reserve Bank of Australia (co-hosted with HBWN) was another well attended event.
- In early 2020 there were drought breaking rains in January and February. This was followed in mid-March by the Coronavirus pandemic, initial restrictions and lockdowns. From this time onwards the community and business operators grappled with COVID restrictions in one form or another for several months. A gradual re-opening began in April/May and the local economy has recovered strongly since then.
- Chamber participated in Council lead COVID Recovery Planning sessions from April to June 2020. This culminated in a support package of recovery projects endorsed by PMHC worth over \$3m.
- Due to COVID restrictions from March 2020 onwards Chamber had to cancel all face to face Networking events. However, during that period Chamber was able to continue providing a service to members via zoom presentations.
- The lack of events has had a severe impact on Chambers revenue during the first half of 2020. However, despite the COVID restrictions and reduced events, Chamber membership remained fairly steady (ranging between 254 to 262 members) during 2019/20. Michael thanked all members on behalf of the Board for their ongoing support during what has been a very difficult period for everyone.
- He also thanked the Chamber sponsors for remaining committed to Chamber despite the lack of events and acknowledged their generosity and loyalty during this past year. We are all looking forward to a return to Networking events allowing full sponsor participation in the coming year.
- He also thanked the EO, Mark Wilson, as well as Chamber staff Katherine Harris and Trisha McIntyre for their work and tireless efforts during the year. They have continued to provide great service to our members via the Chamber website, newsletters and updated Government notices throughout the pandemic under difficult circumstances and reduced hours.

Motion to accept the President's Report. Moved Janette Hyde, seconded Jacob Deline. Motion was carried unanimously.

4. Treasurers Report

Alex Glen Holmes presented the Treasurer's Report which was tabled. Salient points as follows:

- This has been a difficult year for all of us in business and we have all had to make many changes and adjustments to keep business going. As a Chamber we also had to make many adjustments to ensure that we could stay afloat and support our members during this time. With many cutbacks we were able to show a positive result showing an

overall profit of \$30,630. This raised figure is due to Business restart grant of \$30,000, plus Job Keeper and cash flow grants totalling \$9,660 which have assisted the Chamber to continue to operate.

- Due to COVID no networking events were able to be held in the second half of the financial year from our March event. As a Board we also made the decision to extend memberships three months during this period to ensure we weren't subjecting our members to any further financial difficulties than those they were already facing.
- The Business Awards held in July 2019 was again a very well supported event which produced an overall profit of \$39,885. This was due again to a very hard-working committee that volunteered many hours and worked in with the Chamber staff to ensure another successful night for the Business Community. A big thank you staff and committee for a job very well done.
- Due to COVID we reduced staff numbers and hours worked. This helped to control some of the costs we incur. As Treasurer I believe we are trading in a positive cash flow position and the Port Macquarie Chamber of Commerce can pay its bills in the near future.
- She thanked the current Board for their support, hard work and diligence to get us through this financial year and a special thank you to Chris Dubar who had greatly assisted her to cut the budget down to the bare bones and helped source grants to ensure that the Chamber could continue financially and meet its obligations. A big thank you also to Katherine Harris and Mark Wilson from our Chamber office for working through these challenging times with us.
- The current Board has ensured that Port Macquarie Chamber of Commerce is in a positive financial position to continue into the future with the resources needed to support the members

Jon Oxley noted that the Treasurer's Report was well done and professionally presented this year and that the Chamber had done a great job in keeping costs down. Alex thanked him for this feedback and also thanked him for helping correct the discrepancies with last year's reporting.

Motion to accept the Treasurer's Report. Moved Jon Oxley, seconded Kellon Beard. Motion was carried unanimously.

5. Election of Board Members

Michael Mowle declared eight positions on the Chamber Board vacant. It was noted that there were eight nominations for the vacant positions. In accordance with Chamber's Constitution no ballot was required.

Michael congratulated the newly appointed members.



Newly appointed Board members:

1. Michael Mowle
2. Janette Hyde
3. Alex Glen Holmes
4. Linda Elbourne
5. Tony Thorne
6. Kellon Beard
7. Kieren Dell (one year term as filling a casual vacancy)
8. Angela Frimberger (one year term as filling a casual vacancy)

Sitting Board members:

1. Stuart Goodfellow
2. Chris Denny
3. Brett Varcoe
4. Greg Freeman

Presentation to Janette Hyde & Kellon Beard of Lifetime membership badges. Michael Mowle thanked Janette and Kellon for their great insight and outstanding service over the years (Janette since 2010 and Kellon since 2004). He thanked them on behalf of the Chamber and the local business community which they continue to serve.

With no general business arising the meeting was declared closed at 7.40pm.

Signed as a true record:

Signature: _____

Print Name: _____

President

Secretary

Date: