# Business Port Stephens Incorporated ABN 25 701 253 019

# Minutes of the Annual General Meeting held on 2 December 2025

| | |
|---|---|
| **Date:** | 2 December 2025 |
| **Time:** | 5.30pm |
| **Location:** | Restaurant 2317, Soldiers Point Marina Level 2/2 Sunset Blvd, Soldiers Point NSW 2317 |

| Item no | Item | Outcomes |
|---|---|---|
| 1. | Welcome, Quorum, Proxies | The Chairperson, Marylou Stubbs, performed an Acknowledgement of Country.<br><br>The Chairperson declared that a quorum was present and reported that no proxies had been received from members. |
| 2. | Confirm minutes | The Minutes of the Annual General Meeting held on 19 November 2024 (previously circulated to members) were tabled at the meeting.<br><br>**RESOLVED that the Minutes be taken as read.**<br><br>**RESOLVED that the Minutes of the Annual General Meeting held on 19 November 2024 are approved as a true and accurate record of the meeting.** |
| 3. | President's Report | The Chairperson presented the President's report on the activities of the Association during the financial year ended 30 June 2024.<br><br>**RESOLVED that the President's report is received.** |
| 4. | Finance Report | The Finance Director, Misty Kero, tabled the audited Financial Report for the year ended 30 June 2025, a copy of which had previously been circulated to members.<br><br>The Finance Director reported on the financial performance and financial position of the Association for the year ended 30 June 2025. |

| | | |
|---|---|---|
| | | **RESOLVED that the audited financial report for the year ended 30 June 2025 is received.** |
| 5. | Election of Board Members | The Chairperson reported that were six (6) nominations for positions on the Board received with 11 positions available. The persons nominated were:<br>Marylou Stubbs – President<br>Robert Reeve – Vice President<br>Misty Kero – Finance Director<br>Hannah McKee - Secretary<br>David Evans – Ordinary Director<br><br>The Chairman declared all candidates elected to the positions for which they had been nominated. |
| 6. | General Business | The Chairperson acknowledged the Board member who had stepped down during the year and the current Board members, all of whom were nominating for re-election and thanked for their commitment and contribution as Directors of the Association.<br><br>There was a brief general discussion relating to the management and the activities the Association. |
| 7. | Closure | There being no further business, the Chairperson declared the meeting closed. |

Signed as a true and correct record of the meeting:

……

Chairperson

Date: 2026