BUSINESS
PORT MACQUARIE

29 September 2025

Dear Business Port Macquarie Member

RE: Business Port Macquarie AGM and BA5

The AGM for Business Port Macquarie will be held on **Wednesday, 29 October 2025 at 5.30pm** at Port AdVenture Cruise, 77 Clarence Street, Port Macquarie.

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.

Business Port Macquarie's Constitution permits up to 12 Board members. There will be four positions on the Board declared open for election at the AGM. Two positions will be elected for a two-year term and two will be filling a casual vacancy for a one-year term. The remaining Board members will complete the second year of their elected term in the lead-up to the 2026 AGM.

All financial members are eligible to seek election to the Board and I would encourage those interested in doing so to call our Executive Officer Kylie Morris or myself to 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 Business Port Macquarie. Can you please also specify if you would like to sit for a one-year or two-year term. 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 17 October 2024.

I hope you can join us for this important meeting which is following our monthly BA5 Happy Hour networking event to be held on board the Port AdVenture Cruise from 6pm to 7pm.

Yours sincerely

Peter Jones
President

0422 562 300
Suite 2, Level 1, 146-148 Gordon Street Port Macquarie NSW 2444
executive@businesspmq.com.au

BUSINESS PORT MACQUARIE

Business Port Macquarie
Notice of Annual General Meeting

Please take Notice that the Annual General Meeting of Business Port Macquarie will be held on **Wednesday 29 October 2025 at 5.30pm** on Port AdVenture Cruise, 77 Clarence Street, Port Macquarie.

Agenda

Welcome: Peter Jones, President

Apologies: Any apologies will be noted.

Minutes: Confirmation of Minutes of previous Annual General Meeting held on 17 October 2024.

President's Report: Peter Jones will provide the President's Report on the activities of Business Port Macquarie.

Financial Report: The meeting shall receive and consider the Financial Report for the year ended 30 June 2025 in accordance with Clause 47 of the Associations Incorporation Act 2009.

Elections: An election will be held for four (4) vacant positions on the Board.

- Peter Jones in his role as President will conduct the election process in accordance with the Constitution.
- At the commencement of the election process four current positions of the Board will be declared vacant.
- The nominations of candidates for election as 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.

BUSINESS PORT MACQUARIE

FORM OF APPOINTMENT OF PROXY

I, ... of ....
(full name) (address)

being a member of Business Port Macquarie, or member's representative,

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

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

29 October 2025

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 2025 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 Business Port Macquarie. Business Port Macquarie must be notified of an appointment of a proxy 24 hours prior the Annual General Meeting.

Please email to executive@businesspmq.com.au

BUSINESS PORT MACQUARIE

Nomination for Board 2025/2026

City of Port Macquarie Chamber of Commerce Inc. t/as
Business Port Macquarie
ABN: 50 735 851 570 (BPMQ)
(Incorporated under the Association Incorporation Act 1984)
Suite 2, Level 1/146-148 Gordon Street PORT MACQUARIE NSW 2444
Telephone: 0422 562 300

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 Business Port Macquarie or their representatives, hereby nominate:

……….…………………………………………… for election to the Board of Business Port Macquarie.
(name of person nominated)

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

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

Signature: ….……………………………………………..

Print Name: ….…………………………………………

Date: ……………………………………………………..

Nominations must be received by the Executive Officer of Business Port Macquarie not less than 7 days before the date fixed for holding the AGM ***(that is by 9.15am on 22 October 2025).*** *Business Port Macquarie's email is executive@businesspmq.com.au. The postal address is Suite 2, Level 1/146-148 Gordon Street Port Macquarie NSW 2444.*