



30 April 2026

## **Notice to Members: Board Appointed Director**

The Port Macquarie City Bowling Club has undergone a period of significant growth and change throughout the past two years, which have placed us in a strong position. However, we must never rest on our laurels, we are nestled amongst one of the most competitive hospitality regions in NSW and maintaining a competitive edge is critical to our success. These requirements for differentiation, evolution and uniqueness must be balanced with the omnipresent requirement for robust governance and compliance as well as prudent financial management.

To ensure enduring success, a robust and diverse board is critical. It has been proven time and time again that a board which brings together a variety of perspectives and skills will result in a business that flourishes. For this reason, expressions of interest were called for an additional Director to be appointed to the board to improve diversity and provide fresh perspectives. In response to the call, the board received five (5) expressions, all candidates were interviewed by a sample of the current board and an ensuing assessment of their skills, knowledge and experience was conducted against our internal Skills Matrix. It became apparent that there was a gap in marketing. The five candidates were all of an incredibly high caliber with their own unique set of skills. The unsuccessful candidates are encouraged to maintain their association with the Club in the future.

### **REGISTERED CLUBS REGULATION 2015 – REG 31**

Appointments made by the governing body.

The legislation notes:

- (1) The elected members of the governing body of a registered club may appoint up to two persons as members of the governing body.
- (2) A person appointed under subclause (1):
  - (a) may be appointed for a term of no more than 3 years, and
  - (b) must be an ordinary member of the club at the time of, and for the duration of, his or her appointment, and
  - (c) is not eligible for re-appointment under subclause (1), including reappointment after the end of that term.
- (3) Within 21 days of an appointment being made under subclause (1), a notice must be clearly displayed on a notice board on the premises of the registered club and on the club's website (if any) that states:
  - (a) the reasons for the person's appointment, and
  - (b) the person's relevant skills and qualifications, and
  - (c) any payments to be made to the person in connection with his or her appointment.

## **Appointed Director**

On Tuesday 28 April 2026, the Board of Port Macquarie City Bowling Club Limited resolved to appoint Mrs. Carissa Keft to the board and we are delighted to advise members that she has accepted the appointment.

Carissa is a social member of the Club. Carissa has a strong background in marketing, visual merchandising and stakeholder engagement, with experience working across retail, events and community-based organisations. She has worked closely with businesses, community groups and internal teams to improve customer experience, strengthen engagement and support brand growth. Carissa has held senior Marketing roles as well as Information and Knowledge positions in profit and non-profit businesses. She is also a small business owner and has previous involvement in Publicly Listed Companies.

Carissa is a current Independent Director of the Port Macquarie Race Club, formerly a Director of Wauchope Show Society, Secretary of Port Macquarie Bodyboarding Association as well as a former Committee Member of Hastings Businesswomen's Network.

Carissa will be appointed for a period up to the maximum term of three (3) years, with the appointment to be reviewed between the parties following the upcoming Annual General Meeting (expected mid-October 2026) and periodically following that.

An honorarium payment will be made pro-rata to time served to the equivalent value of other non-executive directors.

Please join us in welcoming Carissa to the board.

By order of the Board.



Matthew Swain  
**Chief Executive Officer**