

**SWOTC Board Meeting  
January 14, 2015 at 10:30 a.m.  
Conference Call**

**Present:** Adriano Ciotoli, Dave Barnier, Grace McGartland, Karen Matthews, Mark Moran, Ken Whiteford, Wendie Dupuis, Steve Martin, Tom O'Brien, Laurie Hawkins

**Resource Staff:** Janet Jones, MTCS; SWOTC staff – Jim Hudson, June Nussey, Jen Moore, Joanne Wolnik

**Chair Ken Whiteford** called the meeting to order at 10:33 a.m.

Confirmation of **Quorum**

**Conflicts of Interest** - none declared at this time.

Moved and seconded to approve the agenda. Carried.

Moved and seconded to approve the December 17 minutes. Carried.

**Business arising from minutes** – none

**Treasurer's report** – Dave Barnier

Moved and seconded to approve financials ending December 31, 2014. Carried.

**Finance and Audit Report** – no report

**Planning and Evaluation Report** – no report

**Governance Committee** – Wendie Dupuis

Moved and seconded to approve **Policy C2**– Board – Executive Director Relationship. Carried.

Moved and seconded to accept **Policy G3** – Executive Director Performance Appraisal Process as presented. Carried.

Moved and seconded to accept **Policy L7** – Procurement as presented. Carried.

Moved and seconded to accept **Policy L8** – Risk Oversight as presented. Carried.

**Board recruitment** - Wendie to reach out to Marilyn Halvelka. Moved and seconded to appoint Marilyn for the period of her acceptance to the Annual General Meeting in June 2015. Carried.

The policies passed today are the last of the policies for the Policy Manual to be updated.

Wendie stated that Bill Allen was a great resource. We received value for money.

**Operations Report** – Jim Hudson

Jen Moore highlighted the marketing plan for the fiscal 15/16 year. The Board had the opportunity to review the document “Fall Campaign Report: Activity and Outcome Summary”.

Workforce – Jim has joined Fanshawe College Advisory committee which discuss the college's course/curriculum development for hospitality and tourism. Product development - culinary development; cycling itineraries – 2 new itineraries and will be going up on the website - one in

the Windsor/Kingsville/Essex area and the next one in St. Thomas and down to the lake. They are circle routes. Governance & Administration – update given on the Conference; status of the TPA.

**TPA** –

Moved and seconded to approve TPA and have the Board Chair sign the TPA submission on behalf of the Board. Carried.

**Ministry of Tourism update** – Janet Jones

Budget to Actual financials were submitted at the end of year. Some minor changes are needed and were discussed with Jim and June on Jan 12.

Significant Events – how SWOTC supports events is more important than what events we chose. Updated Policy Manual needs to be sent the Ministry when it is completed.

**Other Business** – none

**New Business** – none

Motion to move *in camera*. 11:40 a.m.

Motion to move out of *in camera* 11:45 a.m.

Next Meeting – both the Chair and Vice Chair will be absent at the February meeting. Karen Matthews will act as Chair for the Conference and Dave Barnier will act as Chair for the Board meeting.

At the March 11 meeting, Ken Whiteford will be away. Laurie Hawkins will chair the meeting.

Motion to adjourn the meeting. Meeting adjourned at 11:50 a.m.

June Nussey  
Recording secretary