



**SWOTC Board of Directors Meeting
October 14, 2015
Lalor Estate Inn, Dunnville ON**

Present: Anne Marie Fortner, Karen Matthews, Steve Martin, Tom O'Brien, Ken Whiteford, Grace McGartland, Adriano Ciotoli, Marilyn, Havelka

Regrets: Laurie Hawkins, Anna McNutt, Mark Moran

Guests: Zach Gable – Haldimand County

Resources: Janet Jones – MTCS, SWOTC staff – Jim Hudson, Joanne Wolnik, June Nussey, Jen Moore.

Vice Chair Tom O'Brien called the meeting to order.

Zach Gable from Haldimand County gave an update about the tourism activities and events that have taken place during the summer, as well as plans for the coming season.

Glen Brough, co-owner of Lalor Estate, spoke about the history of the Lalor family and the house which is now a bed & breakfast.

Confirmation of Quorum

Conflict of Interest – none declared

Moved and seconded to accept the agenda. Carried.

Moved and seconded to accept the September 9 minutes. Carried.

Business arising from minutes

Industry segment update – Anne Marie gave a presentation about Pelee Island and information about her business.

Treasurer's Report – Marilyn Havelka

Moved and seconded to accept the Treasurer's report. Carried.

Finance and Audit – Tom O'Brien

A meeting with the lawyer has taken place regarding social host responsibility. Also a call with the insurance broker took place to discuss our insurance policy to see if we are adequately covered. Results of this insurance review were documented and circulated to the Board.

Question about the "20 Questions Directors Of Not-for-Profit Organizations Should Ask About Risk" document – there are references to having policies in place for many items which SWOTC does not.

Planning and Evaluation committee – no report

Governance committee – no report

Executive Committee – no report

Operations report – written report

Marketing – Oct 23 is the next meeting of the Marketing Advisory committee which is taking place in Sarnia. The new website with Simpleview is coming on line soon. SWOTC is a finalist for a TIAO award.

Workforce – Accessible Workshops, Significant Event workshops include Celebrate session, at ORHMA recent meeting the issue they are hearing is shortage of housekeeping staff.

Product Development – Blue Flag

Investment Attraction – Business survey – to date 132 responses; a planning meeting with 3 DMOs who double as tourism and Economic Development offices is being organized.

General – progress report is due on Oct 30; Toronto Gourmet Food & Wine show tickets are available for any directors that wish to go and see the show.

Ojibwa update – written report, supplemented by verbal report

MTCS update – final report 2014 – '15; budget to actuals due on Jan 4; TPA due Jan 15, 2016; training session re; RTO Guide – looking at dates near the end of November; on B2B website - links for AODA – what are the responsibilities of our partners as business owners.

Other Business

New Business

Next meeting – November 18, 2015 – maybe in person. Subsequently confirmed with Chair Laurie Hawkins. New calendar for meeting dates was circulated.

Motion to adjourn. Meeting adjourned at 1:49 p.m.

Recording secretary – June Nussey.