



**SWOTC Board meeting
September 9, 2015
Chatham-Kent John D Bradley Convention Centre, Chatham**

Present: Ken Whiteford, Laurie Hawkins, Tom O'Brien, Mark Moran, Grace McGartland, Marilynn Havelka, Anna McNutt

Regrets: Karen Matthews, Adriano Ciotoli, Anne Marie Fortner, Jim Hudson, Jen Moore

Resources: Janet Jones - MTCS, Joanne Wolnik - SWOTC, June Nussey – SWOTC, Jatinder Uppal – SWOTC

Absent: Steve Martin.

Chair Laurie Hawkins welcomed everyone and introduced Andy Davidson, General Manager for the Chatham-Kent Convention Center. Andy gave the Board a brief history of the building prior to giving the Board a tour of the facility.

Laurie called the meeting to order at 12:30 p.m.

Confirmation of Quorum

Conflict of Interest – none declared.

Moved and seconded to approve the agenda. Carried.

Moved and seconded to approve the July 21 minutes. Carried.

A question was asked about the MTCS funding allocations and if there was anything new. Janet Jones reported that there is nothing new to report. All RTOs have weighed in.

Treasurer's Report

The question was raised about having a consultant line under Professional fees.

ACTION ITEM: June N. will look into the matter.

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

Finance & Audit Committee

Jim, Tom and June will be speaking to the lawyer on Sept 18 regarding risk management.

Planning & Evaluation Committee – Mark Moran

First review of strategic plan was a conference call last week (Sept 2). Things are on track for Marketing and Product Development. The other pillars are still in early stages of planning.

Staff is using the balanced scorecard. P & E committee is looking at top 10 initiatives.

The committee reviewed items from the Board retreat eg. Start and end date of partnerships. The group wants to have all partnership funds allocated by May 2016.

Suggestion that a summary report be presented to the Board on a quarterly basis. When these quarterly reports are presented, an operations report is not required that month.

It was suggested to present the scorecard/dashboard at the November meeting but if it could be presented at the October Board meeting, this would be better.

ACTION ITEM: scorecard to be populated and presented at the October Board meeting if possible. If not, then present at the November meeting.

Governance – Ken Whiteford

Updated policy manuals were handed out. Directors were asked to update their ‘green’ policy manual with the contents of the envelope.

Executive committee – no report

Operations report

Marketing highlights – question from the Board was raised about whether we receive any feedback from operators about seeing an increase in US traffic. Does TWEPI track this data?

Workforce – conference – suggestion to explore the idea of live streaming for those unable to attend. **ACTION ITEM:** June N to investigate the possibilities.

Product Development – Great Waterfront trail – in 2016 the tour will start on Pelee Island and travel up to Grand Bend.

MTCS report – written report

Future Board meetings – the October Board meeting will be held in Haldimand County. Staff has been given the directive to find a place for the meeting.

ACTION ITEM: the staff is instructed to determine where future Board meetings will be held.

March Board meeting – recommended having the Board meeting on March 7 starting at 5 p.m. and incorporating a working dinner.

Other business:

ACTION ITEM: The Board would like Jim to provide an update on Ojibwa.

Cooper’s Hawk Vineyard has now opened its restaurant

Ruthven Historical Park hosted the Haldimand Harvest dinner. Jim Hudson did a great job as the MC for the evening.

Motion to adjourn. Meeting adjourned at 1:45 p.m.

Recording secretary: June Nussey