

**SWOTC Board of Directors Meeting  
March 6, 2017 at 6:45 p.m.  
London Convention Centre, London**

**Present:** Tom O'Brien, Mark Moran, Bradley Oke, Grace McGartland, Ken Whiteford, Brad Rice, Adriano Ciotoli, Marilyn Havelka, Anna McNutt

**Resource staff:** Janet Jones – MTCS, SWOTC staff – Jim Hudson, Jen Moore, June Nussey, Joanne Wolnik, JT Uppal, Krystal DaCosta

**Regrets:** Steve Martin, Anne Marie Fortner

**Chair Tom O'Brien** called the meeting to order at 5:51 p.m.

**Confirmation of Quorum**

**Conflict of Interest** – none declared at this time

Moved and seconded to approve agenda. Carried.

Moved and seconded to approve Dec 5, 2016 minutes. Carried.

**Treasurer's Report** – Marilyn Havelka

Moved and seconded to approve February 28 financials. Carried.

**Finance and Audit Committee Report:**

Discussion about second signing authority since K. Whiteford will be retiring from the board in June 2017. Option to add another director that is close to the office or reduce to 1 signature for specific level of spending.

Recommend a) Executive Director to sign up to \$5000 as one signature for a budgeted item and if over \$5000 then need 2<sup>nd</sup> signature.

b) have 2 staff signatures up to \$5000 and then over \$5000 need 2 Board signatures.

Action Item – Jim and Marilyn to redraft L1 policy to Governance Chair for the Governance committee and then send to the Board

**Planning and Evaluation Committee Report:**

Moved and seconded to seek facilitator for the Board retreat according to procurement procedures. Carried.

Action Item - Planning and Evaluation committee to select facilitator.

Action Item – Doodle poll to see which of the following dates work for a Board retreat – July 11 & 12 or 18 & 19 or 25 & 26

**Governance Committee Report:**

**Risk policy** was circulated.

Moved and seconded to accept Risk policy and move into Policy Manual. Carried.

**Director recruitment** – applications accepted until March 31.

**Executive Committee** – no report

**Operations report** – written report

- DMO council meeting
  - DMO visits with Jim and staff
  - SKAL meeting
  - Marketing – EDCO award
- Jackrabbit renewal is up in June 2017 and a full review will be done before we renew.  
Suggestion to have staff attend a meeting with local BIAs across the region.

**MTCS update**

FY '15/16 repayment of interest has been sent to the Ministry  
Final report has been prepopulated and sent to Jim as of March 3, 2017  
RTU looks for narrative of Business plan and scorecard to align  
The 17/18 Business plan doesn't have any mention of the next 3 year strategic plan  
Framework – RTO funding formula is mentioned  
Celebrate has announced who will receive funding  
Phase III of consultation of Travel Industry Act  
Destination Marketing Fund (DMF) – some hotels in the region do charge this on their hotel bills.

**Conference update:**

- 240 delegates registered for the conference which starts the next day
- Directors are asked to assist with the tour on Tuesday afternoon by leading an assigned group.
- Directors will have some duties for the breakout sessions on Wednesday. Instructions will be in a package when directors pick up their name badge for the conference.

**Next meeting:**

AGM – June 14 in Oxford

If needed, a SWOTC Board of Directors conference call around policy and final approval of TPA to be called at the request of the Chair.

Meeting adjourned.