

**SWOTC Board meeting
February 12, 2014 at 10 a.m.
Conference call**

Present: Dave Barnier, Mark Moran, Dennis Clarke, Adriano Ciotoli, Lori Da Silva, Laurie Hawkins, Grace McGartland, Ken Whiteford, Wendie Dupuis.

Regrets: Karen Matthews

Absent: Steve Martin

Resource Staff: Janet Jones, Jim Hudson, Jen Moore, Joanne Wolnik, June Nussey, Jatinder Uppal

Chair Wendie Dupuis called the meeting to order after a few technical difficulties at 10:20 a.m.

No conflicts of interest declared.

Amendments to agenda – move the Operations report before the Planning and Evaluation Committee Report.

Moved and seconded to adopt agenda as amended. Carried.

Moved and seconded to accept the December 11, 2013 minutes as circulated. Carried.

Operations Report:

Announcement – Jen Moore has been promoted to Marketing Manager effectively immediately.

Agency of Record review – 12 proposals narrowed down to four finalists. Loud + Clear was selected. Initial meeting being held February 18 with Janet Jones and Nancy Fallis.

Product Development – Velo Quebec – August 2 – 8/14 – RTO 1 & 3 are each putting in \$10,000 each.

Action: to link the structure of the Operations report to the Strategic plan

Planning & Evaluation Committee report: – meeting will take place following the board meeting.

Governance Committee:

Board recruitment 2014

Lori Da Silva is finishing term in June 2014

Dave Barnier, Ken Whiteford, Grace McGartland and Laurie Hawkins are planning to stay until 2015

Staying until 2016 are Wendie Dupuis, Karen Matthews, Mark Moran.

Renewing for a 3 year term are Steve Martin, and Dennis Clarke.

Adriano Ciotoli needs to speak to Wendie Dupuis

The Governance committee will meet to recruit a new director.

Governance review

- compliance report AODA – annual review

Moved and seconded to proceed with Bill Allen for this review. Carried.

Treasurer's Report

There was a question about accrued liabilities of \$6000.

Action: June Nussey to check with Dieleman's about what is in accrued liabilities.

Partnership funding from industry partners should be listed in the revenue line.

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

Ministry update – Janet Jones

RTU – work continues on amendments of 2013/14 TPA. TPA 2014/15 was received in time but still need Marketing plan.

RTO Guide – changes – for the auditor in the Opinion, include an assessment of the RTOs compliance with all the Schedules of the TPA; New Schedule E ; forecasting request in December for spends until year end regarding the partnership funding program.

Doug LeClerc is leaving on Friday February 21. Imran Chowdhary is managing some vacancies.

OTMPC – Ontario Signature Experiences launched on January 31. Showcasing most unique in Ontario. Presently Long Point Eco Adventure is the only Canadian Signature Experience in the Region. OTMPC conducting segmentation reports.

June 2 – 6 is Tourism week.

Spring Conference

An update of the speakers and content that is planned for the conference was given to the Board.

All directors are asked to go online and complete a registration. This allows them to pick the breakout sessions that would be of interest to each of them. June Nussey will book hotel rooms for each of the directors for the evening of March 19th.

Motion to adjourn. Meeting adjourned at 12:15 p.m.

Recording secretary – June Nussey.