

**SWOTC Board Meeting
July 8, 2014 at 12:30 p.m.
Roma Club, Leamington**

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

Staff Resources: Jim Hudson, Jatinder Uppal, June Nussey, Joanne Wolnik, Jen Moore

Chair Ken Whiteford called the meeting to order at 12:33 p.m.

Confirmation of **Quorum**

Declaration of Conflict of Interest – none declared at this time

Agenda correction – Planning & Evaluation Committee Report will be given by Mark not Grace. Moved and seconded to approve agenda as amended. Carried.

Amendment to June 11 minutes – On page 3 under 'New Business' Ojibwa has no 'y' on the end. Moved and seconded to accept the June 11, 2014 minutes as amended. Carried.

Business arising from the minutes: TIAO submission was sent in.

Treasurer's Report:

Moved and seconded to accept the financial statements ending June 30, 2014. Carried.

Finance and Audit Committee Report: Dave Barnier

Moved and seconded to have the following Directors for signing authorities – Ken Whiteford, Laurie Hawkins, Dave Barnier and Tom O'Brien. Executive Director, Jim Hudson would also be a signing authority. Any two of the five to sign. Carried.

Jim Hudson doesn't sign expense claims by the Executive Director.

Planning and Evaluation Committee Report: Mark Moran

The next meeting will be August 27 at the Arts & Cookery Bank, West Lorne.

Governance Committee report: Wendie Dupuis

No report. The next meeting will be tomorrow (July 9) at breakfast at 8:30 a.m.

Executive Committee report: no report

Operations Report: Jim Hudson

Written report submitted. A short video from a Day of 1000 Canoes was shown to the Directors. The GoPro camera was mounted on Jim's kayak during the event. Copies of the Free Standing Insert (FSI) for the summer campaign, the Birding map and Waterfront map were given to all Directors.

SWOTC staff and Tourism Windsor Essex Pelee Island met with Pelee Island tourism operators to discuss increasing tourism to the Island. The MPP from the area has also been approached for assistance.

Suggestion from the Board to reach out to stakeholders and associations beyond DMOs. In the short term it has mostly been DMOs due to the turnaround time on some decisions.

Ministry of Tourism update: written report for the June 11 meeting was circulated to the Board. “Transfer Payment Agreement (TPA) 101” will take place on July 25 in Woodstock at 10:30 a.m. Ministry staff and SWOTC staff will be attending. The Ministry would like to have a couple of Directors attend as well. Wendie D., Ken W., Dennis C. will attend. Dave B. will try to attend.

Other Business – no additions

New Business

Moved and seconded for the Board to move to ‘*in camera*’ session. Carried.

Moved to ‘*in camera*’ at 1:15 p.m.

Came out of ‘*in camera*’ at 1:37 p.m.

Moved and seconded to endorse report 1-2014 from *In Camera* session. Carried.

Moved to adjourn. Meeting adjourned at 1:42 p.m.

**SWOTC Board Meeting
July 9, 2014 at 9 a.m.
Roma Club, Leamington**

Present: Mark Moran, Grace McGartland, Karen Matthews, Dave Barnier, Wendie Dupuis, Ken Whiteford, Dennis Clarke, Tom O’Brien, Laurie Hawkins, Adriano Ciotoli

Staff resource: Jim Hudson, Jatinder Uppal, June Nussey, Joanne Wolnik, Jen Moore

Chair Ken Whiteford called this extension of the previous day’s meeting to order at 9:10 a.m.

Moved and seconded to approve agenda. Carried.

Governance Committee Report – Wendie Dupuis

Moved and seconded to accept the proposal dated June 11, 2014 from Bill Allen for all 3 options for a total price of \$6,500. Carried.

The 1st recommendation that the Board wishes Bill to move forward with, will be the Board recruitment piece.

Moved and seconded to increase the 15% gratuity cap in the Policy manual for large group outings to 20%. Carried. (Section D3- Director Expenses 3.3 pg. 39)

Motion to adjourn. Meeting adjourned at 9:15 a.m.

Action items:

- Bank to be sent all required information/forms re: signing officers
- Follow-up on action items from recent Pelee Island visit
- SWOTC to increasingly reach out to stakeholders and associations beyond DMOs.
- Transfer Payment Agreement (TPA) 101 - July 25 in Woodstock at 10:30 a.m.
- Bill Allen to move forward with the Board recruitment piece from his proposal