

**SWOTC Board of Directors Meeting
October 8, 2014 at noon
ALIX Gallery, Sarnia**

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

Regrets: Ken Whiteford

Staff Resources: Janet Jones, MTCS; Jim Hudson, SWOTC; Joanne Wolnik, SWOTC; Jen Moore, SWOTC; June Nussey, SWOTC

Guest: Marlene Wood, Tourism Sarnia Lambton (TSL)

Jim Hudson welcomed Marlene Wood who highlighted some of the activities in the DMO. The U-17 hockey tournament, ALIX Gallery has a showing in 2015, Accessibility study with TSL, Chamber and the county – launched in May 2014.

Chair-Elect Laurie Hawkins called the meeting to order at 12 p.m.

It was determined that we had **quorum**.

Conflict of interest – none declared at this time.

Moved and seconded to accept agenda. Carried.

In the September minutes under Finance and Audit Committee report, remove Director's from the motion.

Moved and seconded to accept the September 10 minutes as amended. Carried.

Treasurer's report – Dave Barnier

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

Finance and Audit committee – no report

Planning & Evaluation committee – Mark Moran

The committee met an hour prior to today's Board meeting.

Major Events criteria was discussed. Considering setting aside 40% of partnership funds to use to assist in bidding of large event opportunities. There are still questions to be asked and answered from the Ministry and the partnership program. We want to be reactive to acquire existing events and not looking to create an event.

Moved and seconded to change major event opportunities to "significant" event opportunities. Carried.

SWOTC has 3 more meetings with Burns Consulting. The last of the 3 meetings will take place in June 2015 to see if we have met our strategic plan.

Governance Committee – Wendie Dupuis

Bill Allen is working on the next phase of the policy manual updates. He is working on the terms of reference for the various committees. A conference call will be scheduled shortly for the Governance Committee to discuss policy revisions that Bill has updated.

The next set of documents will be brought to the Board of Directors for the November Board meeting.

Executive Committee – no report

Operations report – written report was supplemented with staff comments

Ministry of Tourism update – written report

Other Business – no additions

New Business – no additions

In Camera session – 1:10 p.m.

Out of *In Camera* session – 2:10 p.m.

Moved and seconded to confirm the Board's course of action on a personnel matter discussed during the in camera session. Carried.

Chair Elect Laurie Hawkins adjourned the meeting at 2:15 p.m.

Recorder – June Nussey