



**SWOTC Board meeting
November 5, 2014 at 10:30 a.m.
Virtual meeting**

Present: Wendie Dupuis, Mark Moran, Grace McGartland, Karen Matthews, Tom O'Brien, Laurie Hawkins, Adriano Ciotoli, Steve Martin, Ken Whiteford

Regrets: Dave Barnier, Jim Hudson

Resource staff: Janet Jones – MTCS, SWOTC staff – Joanne Wolnik, Jen Moore, June Nussey, Jatinder Uppal

Chair Ken Whiteford called the meeting to order at 10:35 a.m.

Conflict of Interest – none was declared at this time.

Moved and seconded to approve the agenda. Carried.

Moved and seconded to approve the October 8 minutes. Carried.

Business arising from the minutes – nothing to add

Treasurer's report – Tom O'Brien

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

Finance and Audit report – no report

Planning and Evaluation report – The business plan was presented.

Moved and seconded to approve in principle the business plan. Any changes will be circulated via email. Carried.

Grace thanked the staff for their time and contribution in putting together the business plan.

Governance report – Wendie Dupuis

Wendie presented the next edition of revisions of the policy manual.

Moved and seconded to accept draft policy for F1 – Board Committees Overview and F2a – Executive Committee Terms of Reference. Carried.

Moved and seconded to accept draft policy for F2d Finance & Audit Committee Terms of Reference. Carried.

Moved and seconded to accept draft policy for F2b – Governance Committee Terms of Reference. Carried. Committees would not have their own budgets. Expenses would come to the Board for approval.

Moved and seconded to accept the draft policy for F2c – Planning and Evaluation Committee Terms of Reference. Carried.

Wendie thanked the Governance committee for their time in bringing these policies to the Board.

Executive Committee – no report

Operations report written report

Ministry Update – Janet Jones

TPA 101 training – session happening Nov 7 in Burlington. This will be the last of the 4 sessions presented by the Ministry. 9 of the 13 RTOs have participated in the training.

Stakeholder survey – the survey is now closed. RTO1 submitted additional questions beyond the ones used by the Ministry. The summary of the questions will be coming back to the RTO. It was suggested that the RTO look over the answers and incorporate these into our Business plan.

Celebrate Ontario application submissions close at 5 p.m. on Nov 6.

TIAO Summit is happening next week in Collingwood.

T.R.I.P. – Tourism Regions Information Portal is an external password protected SharePoint site being launched by the Regional Tourism Unit where RTOs can acquire the most up to date information on Ministry policies, programs and access documents and templates. It will also allow RTOs to upload reports and support materials required with our Progress and Annual reports.

Other Business – The Research Unit presentation was circulated to the Board. There is a large amount of information contained in the presentation. It was suggested that the Directors take the time to read and review the information.

New Business – none

Moved and seconded to move ‘in camera’ at 11:33 a.m.

Moved and seconded to come out of ‘in camera’ at 11:59 a.m.

Moved and seconded to confirm the Board’s decision discussed during the in camera session.
Carried.

Motion to adjourn. Meeting adjourned at 12:00 p.m.