

**SWOTC Board meeting**  
**September 10, 2014 at 12:00 p.m.**  
**Ruthven National Historic Park, Cayuga.**

**Present:** Dave Barnier, Tom O'Brien, Steve Martin, Dennis Clarke, Mark Moran, Ken Whiteford, Grace McGartland, Karen Matthews.

**Resource Staff:** Janet Jones, MTCS, Jim Hudson, Joanne Wolnik, June Nussey, Jen Moore

**Regrets:** Laurie Hawkins, Wendie Dupuis, Adriano Ciotoli

**Guest:** Marilyn Havelka – Ruthven National Historic Park

Prior to the Board meeting a few directors took part in watching bird banding at Ruthven park.

**Chair Ken Whiteford** called the meeting to order at noon. Ken introduced Marilyn Havelka from the Ruthven Park.

Marilyn gave a brief history of the park which covers 1500 acres. It is run as a heritage and a natural heritage site. The Board members were invited to tour the mansion following the Board meeting.

No **Conflicts of Interest** were declared.

Moved and seconded to accept the agenda as printed. Carried.

Moved and seconded to accept the July 8, 2014 minutes. Carried.

**Business arising from the minutes** – none

**Treasurer's report** – Dave Barnier

Suggestion to have a line item for expenditures to be spent – the amount committed for contracts but have not been spent to date.

Moved and seconded to accept the July 31 and Aug 31, 2014 reports. Carried.

**Finance and Audit Committee report** - Dave Barnier

Moved and seconded to increase the mileage rate from the present rate of \$0.52/km to \$0.54/km effective September 1, 2014. Carried.

**Planning & Evaluation Committee report** - Mark Moran

The committee met and have redefined the priorities to Waterfront, culinary and major event opportunities.

Moved and seconded to endorse the Strategic plan as presented by the Planning & Evaluation Committee. Carried.

The Planning & Evaluation Committee was thanked for all their work in finalizing the plan since the Board retreat.

**Governance Committee** - Karen Matthews

The policies for Code of Conduct, Recruitment, Confidentiality, Conflict of Interest and Director Job Description were circulated to the Board prior to the meeting.

D2- Director Job Description - on page 2 under Duties and Expectations of Individual Directors, last sentence “It is recognized...”. It was recommended to add “scope of” to the sentence. Therefore it will read “It is recognized that it may take new directors several months to become familiar with the scope of operational details of SWOTC.”

Moved and seconded to accept the policies with one minor change to D2- Director Job Description. Carried.

**Executive Committee** – no report

**Operations Report** – Jim Hudson

Addition information – Workforce – next meeting will be October 1, 2014. The Spring Conference will be February 18 & 19/15. Some of the speakers lined up are Steve Bolton from Libro Financial, Mike Seabrook from the London International Airport and Jeff Miller from Tourism Portland.

**Ministry update** – Janet Jones

Written report

**New Business:**

**Partnership program** – A brief summary of the program was given to the Board. The directors have some responsibility to discuss the program with stakeholders to find opportunities. Janet Jones mentioned that there may be a small change in the program and projects may need to be submitted with the Transfer Payment Agreement (TPA) in January 2015.

**Future meetings and locations** – DMOs are to be asked to join us for lunch when we are in their area and give a brief update of activities taking place in their County/area.

October – Lambton County

November – virtual

December – St. Thomas/Elgin County

January - virtual

February – change of date to the 18<sup>th</sup> which is the 1<sup>st</sup> day of the Conference.

March – Cooper’s Hawk Vineyard, Harrow

April – Middlesex

May - Virtual

June – Oxford County

Motion to adjourn. Meeting adjourned at 1:30 p.m.