

**SWOTC Board of Directors Meeting
September 13, 2017
Bird Studies Canada office, Port Rowan ON**

Present: Susan Judd, Anne Marie Fortner, Bradley Oke, Anna McNutt, Grace McGartland, Brad Rice, Marilyn Havelka, Mark Moran, Tom O'Brien, Scott Fischburg, Adriano Ciotoli

Resources: MTCS – Janet Jones, SWOTC staff – Jim Hudson, Joanne Wolnik, Jen Moore, June Nussey

Jody Allair from Bird Studies Canada (BSC) spoke about the work they were doing and some of the projects where SWOTC partnered with BSC eg. Learn to Bird workshops.

Chair Mark Moran called the meeting to order at 12:05 p.m.

Moved and seconded to approve agenda. Carried.

Moved and seconded to approve June 14, 2017 minutes. Carried.

Business arising from the minutes – none

Treasurer's report

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

Finance and Audit report – no report

Planning and Evaluation report

The strategic plan report prepared by Twenty31 consulting was circulated prior to the board meeting. The Planning and Evaluation committee reviewed the report. Discussion followed about the report and the Themes presented in the report by Twenty31. It was decided that Theme 1, 3 and 5 would have a high priority. Themes 2, 4 and 6 have a medium priority.

Moved and seconded Theme 1, 3 & 5 be adopted as high priorities. Document now moves to staff for implementation. Carried.

Governance Committee – Brad Rice

Committee will be looking at the policy manual to review and recommend updates. The executive committee will then take a look at the recommendations.

Suggestion to have a governance training refresher course for all directors. The Governance committee to decide how it will be delivered.

Executive Committee - items will be discussed 'in camera'.

Operations report – written report

Moved and seconded to accept operations report. Carried.

MTCS Update:

Oct 31 – deadline for progress report and audit report

MTCS is looking at continuity agreements for multiple years

Suggestion to have a look at this year's TPA and give MTCS the same level of detail in new business plan

RTO guide and training to come out in October

Celebrate Ontario – four information sessions are scheduled

Pelee Island ferry – new release in 2018; meeting on Sept 28, 2017 to plan launch party

TIAO is hiring a project coordinator for the Tourism as a Career campaign

Other Business – TIAO has released their award finalists – Caesars Windsor in the employer of the year category; Adriano Ciotoli for Tourism Champion of the year.

TIAC – WindsorEats is a finalist for small or medium sized business of the year.

New Business

Conflict of Interest review – board to review policy and look at conflict of interest

Ideas and Observations

Billboard – when you come into OSW – signs to identify OSW when entering

Tourism Lifetime Achievement Award

Suggestion to move this item earlier on the agenda

In Camera – 2:10 p.m. moved to 'In Camera' session

2:30 p.m. – moved out of 'In Camera' session

Meeting adjourned at 2:30 p.m.