

# SWOTC

## MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

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**Date:** Tuesday October 18, 2022

**Time:** 10:30am EST

**Attendees:** Aileen Murray, Peter Rigby, Craig Goyetche, Kelly Provost, Irma Joeveer, Andrew Meyer, Lindsay Wilson, Troy Loop, Susan Judd, Denny Vervaet

**Absent Members:** Jennifer Flynn

**Standing Attendees:** Joanne Wolnik, Ana Baxter, Jen Moore, Janet Jones

**Special Guest:** N/A

**Location:** Zoom link circulated prior to the Meeting

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### MINUTES

A meeting ("Meeting") of the Board of Directors (the "Board") of SWOTC (the "Corporation"), was held by video conference at the time indicated above upon notice duly given in accordance with the bylaws of the Corporation. The Meeting was called to order by Aileen Murray.

**1. Constitution of Meeting**

Confirmation of Quorum was obtained and The Meeting regularly constituted for the transaction of business at 10:30am with a Land Acknowledgment

No declared conflicts of interest at this time.

**2. Approval of Agenda**

The proposed agenda for the Meeting, having been circulated through the Board portal prior to the Meeting, was unanimously adopted.

Moved and seconded to approve the agenda as circulated. Carried.

**3. Approval of Minutes**

Moved and seconded to approve the July 26, 2022 minutes. Carried.

Business arising from minutes: None at this time

**4. Treasure Report - Peter**

Peter presented to the Board an updated balance sheet and income statement overview. He declared there is nothing abnormal to call out in either and the organizations appear to be on track for the remainder of the year.

Moved and seconded to approve the income statement and balance sheets as of September 30, 2022. Carried.

TRF second round of applicants have been submitted. A concern is the timeline from Fed Dev for the completion of these programs needing to be Dec. 31, 2022. Applicants are having issues meeting this deadline due to supply chain and labour shortages. A number of possible resolutions were circulated during the call to assist in working through the issue with Fed Dev.

There is 10% holdback from the Feds approx \$700,000.00 approx, after the completion of the project and we have requested for them to drop their administration fee to 2%.

Moved and Seconded to approve the TRF profit and loss statement for September 30, 2022. Carried.

Moved and Seconded to approve the increase of the BOD and staff mileage rate from \$0.54 / km to \$0.61 / km as per the Federal Government rates. Carried.

**TO DO:** Added to calendar: an annual review of Federal mileage rates.

**5. Governance Committee Report - Craig**

Craig reported to the board that Governance review got pushed off from last year to this year but we have a first draft out and will be out for the beginning of November - submitted beginning of December

**6. Executive Committee Report - Aileen**

Review process next month is top of mind.

**7. Planning & Evaluation Committee Report - Troy**

The planning and evaluation committee met previously and came up with times that are necessary to meet for the Strategic plan, following up with official budgeting that we get, and two more times for progress reports. This schedule has been updated in the policy. We are also looking at a better reporting cadence for the internal team moving forward.

**8. Operations Report - Joanne Wolnik**

Highlights reviewed from the OSW Operations Report Period covering June - September

2022, specifically covering the huge success of World Tourism Day and seeing the need to do more events like this in the future.

- Marketing updates from Jen
- Research and Strategic Partnerships updates from Ana
- Tourism Development and Product Development updates from Joanne on behalf of Kelleagh with the upcoming conference in March 2023 being the highlight of focus
- Tourism Relief Fund updates from Joanne Wolnik with a video series to highlight some members in the program being the current program highlight

**9. Ministry of Tourism – Janet**

- New monarch, references will change to His Majesty the King (for insurance renewal)
- Minister is meeting with stakeholders to learn what's worked well through recovery and what still needs to be done. Encouraged to extend invitations to events, etc.
- IDO working on business investment & expansion
- DO working closing with RTOs

**10. Other Business:**

None at this time

**11. New Business:**

None at this time

**12. Adjournment**

With no further business to discuss, the meeting was adjourned at 12:02pm EST by Ms. Aileen Murray.

Moved and seconded to adjourn. Carried.

**Next Meeting - In Person:** December 13, 2022 @ 10:30am EST  
Red Barn Brewing, Blenheim