

**SWOTC Board Meeting
October 17, 2023, at 10:30 a.m.
Virtual, Zoom**

Present: Irma Joeveer, Jeff Jack, Aggie Armstrong, Aileen Murray, Denny Vervaet, Kelly Provost, Peter Rigby, Craig Goyetche, Stephen Tooshkenig, and Janet Jones, MHSTCI

Regrets: Troy Loop and Lindsay Wilson

Resources: OSW - Joanne Wolnik, Kelleagh Alexander, Ana Baxter, Jen Moore, Emma Rowley, and Megan Carman.

Chair Aileen Murray called the meeting to order at 10:36 a.m.

Confirmation of Quorum

Conflict of Interest - none declared at this time.

Craig motioned and Kelly seconded to approve the agenda. Carried.

Denny motioned and Peter seconded to approve the August 16, 2023, minutes. Carried.

Business arising from minutes: none

Treasurer's Report:

Peter shared that we are streamlining the financial processes.

Statement of Financial Position was shared and notable variances were discussed. No concerns with variances.

Statement of Operations was shared and notable variances were discussed. No concerns with the variances.

Financial processes are being updated to have fewer GL codes.

Finance and Audit Committee Report:

Peter moved that the sum of \$17,000.00 payable to Revenue Canada for payroll taxes from 2020 be paid out of reserves and that reserves be replenished upon receipt from HST Rebate owed to SWOTC and Kelly seconded the motion. Carried.

Please note that the HST rebate was already received, and the \$17,000 was already subtracted from that.

Planning to take a look at the governance to see how the funds are being recognized. Will make a motion about the treatment of the reserve funds in the next Board Meeting.

Peter motioned and Jeff seconded to approve the financial statements as presented.

Operations Report:

Team OSW provided general updates as well as updates on tourism leadership, tourism supply support, and tourism demand generation. Written report submitted to Board of Directors.

Planning and Evaluation Committee:

Joanne spoke to the Planning and Evaluation Committee and provided a summary of what we are learning in Troy's absence. No questions.

Governance Committee Report:

Kelly provided the Governance Committee Report. No questions.

Janet can provide an assessment tool for the board to use.

Ministry Update:

Janet provided an update from the Ministry.

October 27th is the next deliverable that will trigger funding.

The RTO Guide is now available. When you put your KPI down, remember that what gets measured, gets done. Think about how you arrived at your targets and make sure that they are realistic. Think about additional ways we get funding.

Earlier launch is expected for the Tourism Development Fund.

Janet provided the following links to be included in the minutes:

- <https://www.ontario.ca/page/marine-transportation-strategy>
- <https://www.ontario.ca/page/connecting-southwest-draft-transportation-plan-southwestern-ontario>

Observations:

A lot of international students are wanting to work in tourism. Funding isn't available for businesses to pay international students.

Event tickets are not selling. People are leaning away from alcoholic beverages.

Workforce is a problem.

Next Meeting: In person December 14th, Location to be Determined.

Peter motioned and Craig seconded to adjourn the meeting at 11:49 p.m. Carried.

**SWOTC Board Meeting
October 17, 2023, at 11:45 a.m.
Virtual, Zoom**

Present: Irma Joeveer, Jeff Jack, Aggie Armstrong, Aileen Murray, Denny Vervaet, Kelly Provost, Peter Rigby, Craig Goyetche, and Stephen Tooshkenig

Regrets: Troy Loop and Lindsay Wilson

Resources: OSW - Joanne Wolnik, Kelleagh Alexander, Ana Baxter, Jen Moore, Emma Rowley, and Megan Carman.

Welcome, Confirmation of Quorum

Declaration of Conflict of Interest - none declared at this time.

Approval of Agenda

Denny motioned and Craig seconded to accept the meeting agenda.

By-Law Amendments

New amendments have been provided to the board in the portal.

Kelly confirmed that all Board Members have read the by-laws and walked through the amendments on a high level. The Governance Committee is comfortable with the amendments suggested.

Craig motioned and Irma seconded to approve amendments. Carried

Meeting Termination

Kelly motioned and Denny seconded to adjourn the meeting. Carried at 12:02 p.m.