

**SWOTC Board meeting  
June 8, 2021, 2021 at 10:30 a.m.  
video call**

**Present:** Brad Rice, Peter Rigby, Bradley Oke, Aileen Murray, Susan Judd, Kyra Cole, Lindsay Wilson, Troy Loop, Andrew Myers

**Regrets:** Tommy De Vos

**Resources:** Janet Jones - MHSTCI; SWOTC - Jim Hudson, Joanne Wolnik, Ana Baxter, June Nussey, Jatinder Uppal, Megan Carman, Jen Moore; summer interns - Emma Rowley, Kyle Cruz, Maria Aguilera

**Chair Susan Judd** called the meeting to order at 10:35 a.m.

**Confirmation of Quorum**

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

Moved and seconded to approve the agenda. Carried.

Moved and seconded to approve the March 4, 2021 minutes. Carried.

**Ideas & Observations:**

Are we ready for Phase 1 opening on Friday June 11 since it was moved up from June 14?

**Treasurer's Report:**

Moved and seconded to approve the treasurer's report ending May 31, 2021. Carried.

Moved and seconded to recommend sending the audited financial statements ending March 31, 2021 to the Annual General meeting. Carried.

**Finance and Audit committee:**

Risk management was updated by the committee on May 26, 2021 and presented to the Board.

Suggestion to have the committee update and review the risk management document every 2 years. However, given COVID, it may need to be done at least once a year or more often.

Moved and seconded to accept the Finance and Audit committee's risk management report. Carried.

**Planning and Evaluation:**

Strategic Planning session – Planning & Evaluation to decide what our summer session will look like. Suggestion to wait until the new Executive Director is available to be part of the session.

**Governance committee report:**

New directors – there were 7 applications

Moved and seconded to recommend to the annual meeting to have Irma Joeveer and Craig Goyetche as our 2 new directors. Carried.

**Executive Committee**

Executive committee presently consists of Past Chair, Chair, Vice Chair, Secretary, Treasurer, Governance Chair. The committee is recommending reducing the committee to 4 – Chair, Vice Chair, Secretary, Treasurer.

Moved and seconded to reduce the size of the Executive committee to 4 – Chair, Vice Chair, Secretary, Treasurer. Carried.

Moved and seconded to approve the Executive committee minutes of April 6, 2021. Carried.

Moved and seconded to have Brad Rice continue on the hiring committee until this adhoc committee is closed out. Carried.

**Operations report:**

The 3 summer interns – Emma Rowley, Maria Aguilera, Kyle Cruz were introduced.

Written report

Jim thanked the SWOTC team for their support for the last 9.5 years. Jim also thanked the Board of Directors for their dedication and support.

**Ministry update:**

- Ministry has allowed us to have underspend this year.
- TPA has an October 15 deadline for the Progress report. Previous years the progress report was due October 31.
- Reconnect funding closed in April. There were a record number of applications.
- Small business tourism grant – presently less applications than expected. Deadline is June 30.
- Conversation with stakeholders who encourage health officials and municipal staff to have processes in place for reopening eg. patio permits.
- visitors are moving around and tourists are coming – spend energy on keeping everyone safe.
- coming and goings – Nancy Fallis is on secondment. Imran Chowdry is retiring June 30.

Janet sends her appreciation to Jim. His approach to regional tourism lead to the success of the RTO.

**Other Business:**

Diversity training and have Planning & Evaluation look at how to incorporate this into the strategic planning or adding to a Board meeting. Government staff have core curriculum and consider this for the Board. Susan J to follow up with June N to start this process.

Susan acknowledged that this was Jim Hudson and Brad Rice's last board meeting. Brad has brought his thoughts and ideas to this board and the organization. Brad has helped foster a relationship with the City of London. Jim was thanked for his leadership over the last 9.5 years.

Moved and seconded to move into 'in camera'

In camera at 12:07 p.m.

Out of In camera at 12:43 p.m.

Moved and seconded that the SWOTC board of directors be authorized to enter into a short term agreement with Jim Hudson at an hourly rate, on an interim basis, to facilitate the transition of Executive Director.

Meeting adjourned at 12:48 p.m.