



*Kawartha Lakes • Northumberland County
Peterborough & the Kawartha*

Regional Tourism Organization 8
Annual General Meeting – June 14, 2017
Holiday Inn Peterborough Waterfront, 150 George St. N., Peterborough

AGENDA

9:30am – 12:30pm Industry Partner Marketplace, Cruise and BBQ Lunch

12:30pm **Tales from the Rock, an Experiential Journey**
Guest Speaker Jonathan Foster, Executive Director of the Gros Morne Institute for Sustainable Tourism (GMIST) in Rocky Harbour Newfoundland and Labrador.

1:00pm Panel Discussion - Partnering for Experiences -Shain Jaffe from Haute Goat, Jeffrey Bray from Cultivate and Bob Connor from the Windswept Group

1:30pm Call Meeting to Order / Welcome Attendees

2:00pm Meet the Candidates for Board of Directors / Presentations

2:30pm Vote for Board Directors

2:45pm Presentation of proposed By-Law changes

3:00pm Voting for By-Law Changes

3:15pm Presentation of the Annual Report / Approval of 2016 Minutes and Executive Directors Report

4:00pm Announcement of the New Board of Directors

4:15pm Closing Remarks / Adjournment



Slate of Nominees for Board Election and Acclamation

Directors Elected By Acclamation:

City of Peterborough Candidates:

Lori Johnston – Director of Conference & Hospitality Services, Trent University

Diana Little – General Manager, Quality Inn Peterborough

Brij Sahni – Owner, Peterborough Inn & Suites

Kawartha Lakes Candidates:

Colleen Collins - Executive Director, Lindsay and District Chamber of Commerce

Penni Holdham – Owner/Entrepreneur, The Display Connection Incorporated

Catharine Kersteman – Owner, Saucy Willow Inn

Northumberland County Candidates:

Robert Connor – Owner/Operator, The Windswept Group

Don Parks – Owner, Brighton Inn B&B

Election of Directors By Secret Ballot:

One representative from each Tourism Operator Business in attendance at the AGM (or their declared proxy, provided a Proxy Form has been submitted to admin@rto8.com) is eligible to vote via secret ballot during the afternoon meeting session on June 14, 2017. The maximum number of candidates a voter may select is indicated by the number of vacancies listed below.

Peterborough County Candidates (Two Vacancies):

Gillian Exton – Owner, Stuff, Canoe and Paddle, Stuff'd Ice Cream Café & Bakery

Brian Harrington – Owner, Clearview Cottage Resort *

Joyce O'Connor - Corporate Sales Director, Elmhirst's Resort

*** candidate is currently a Regional Tourism Organization 8 Board Member who has completed one 3-year term and whose position is up for re-election.**



Proxy Form

I, the undersigned, [name, position, organization] _____

_____, as a Tourism Operator Member of Regional
Tourism Organization 8 (RTO8 - Kawarthas Northumberland), hereby assigns

[indicate name of proxy-holder – one per Tourism Operator]

to vote on my behalf at the June 14, 2017 Annual General Meeting of Members for Regional Tourism
Organization 8 – Kawarthas Northumberland.

The proxy holder is instructed to:

- Attend the Annual General Meeting of Members
- Vote on items that are brought forward - 2016 AGM Minutes, Audited Financial Statements, Auditor Selection, By-Law Amendments, etc.
- Cast secret ballot to vote for Board Member election

[Signature of Individual Member or Representative assigning the proxy]

[Signature of proxy-holder]

The appointed proxy-holder must submit this form to Marie Lummiss at admin@rto8.com or in person prior to the commencement of the Annual General Meeting of Members on June 14, 2017.

Tourism Operator Members are entitled to one vote, and as such, can assign one proxy. Proxy-holders do not have to be a member of the Corporation.



Proposed By-Law Changes

5.04 Chair

From time to time the Board shall elect from its members a Chair of the Board. The Chair of the Board shall, when present, preside at meetings of the Board and of the members and shall be entitled to vote at meetings. In the absence of the Chair of the Board at a meeting, the Directors present shall choose one (1) of their number to be the chair of the meeting. The Chair shall also act as the President of the Corporation for the purposes of the Act.

Recommendation that By-Law No. 1 Section 5.04 be amended to include the following changes:

5.04 Chair and Vice-Chair

The Board shall elect from its members a Chair of the Board for a one year term, with possible re-appointment by the Board for a second one year term. The Chair of the Board shall, when present, preside at meetings of the Board and of the members and shall be entitled to vote at meetings. The Chair shall also act as the President of the Corporation for the purposes of the Act.

The Board shall elect from its members a Vice-Chair of the Board for a one year term, with possible re-appointment by the Board for a second one year term. In the declared absence of the Chair, the Vice-Chair will fulfill the responsibilities of the Chair.

The Past-Chair will provide transition and continuity, with the position to be confirmed by the Board for a one year term, immediately following their final term as Chair.



**Regional Tourism Organization 8
ANNUAL GENERAL MEETING
MINUTES**

Wednesday, June 15, 2016
Elmhirst's Resort 1045 Settlers Line, Keene

Attendees:

Directors

Ken Kirkby (Chair)
Don Parks
Sherry Hamilton
Ted Loyst
Bob Dodd

Lori Johnston
Trish Dougherty
Catharine Kersteman
Brian Harrington
Krista Morgan

Advisory Committee

Beverly Cameron (Quirt), Tourism Industry Advisor, MTCS
Laurie (Bell) McCarthy – Tourism Development Officer, Kawartha Lakes Tourism
Fiona Dawson, Director of Tourism, PEDC
Susan Quinlan – Tourism Development Lead, PEDC
Eileen Lum, Manager Tourism, Northumberland Tourism

Staff

Brenda Wood, Executive Director
Marie Lummiss, Operations Coordinator
Sarah Kerr, Partner Communications Coordinator
Greg Saul, Consumer Communications Coordinator

Guests

Richard Steiginga, Partner, Collins Barrow Kawarthas
Brian Atkins, Senior Accountant, Collins Barrow Kawarthas
Kim Johnson, Senior Policy Program Advisor, RTU, MTCS
Narvin Singh, Director, Partnerships and Regional Relations, OTMPC
Sandra Rice, Travel Trade Director North America, OTMPC

Regrets:

James Barrett, Director – Kawartha Lakes
Ken Doherty, Director – City of Peterborough
Imran Chowdhary, Manager, Regional Tourism Unit, MTCS

**Welcome, and
Introduction**

Mary Taylor and Janet McCue of Curve Lake First Nation sang and drummed an Honour Song to welcome attendees and give thanks.

Ken Kirkby welcomed everyone to the 2016 Tourism Partner Annual General Meeting. He proceeded to introduce dignitaries including: Ms. Kimberley Johnson, Senior Policy Program, Regional Tourism Unit, Ministry of Tourism Culture and Sport; Beverly Cameron (Quirt), RTO8's Tourism Industry Advisor, Ministry of Tourism, Culture & Sport and Narvin Singh and Sandra Rice from OTMP. He called on Ms. Johnson to address the partners on behalf of the Ministry.

Ministry Update

Ms. Johnson indicated her satisfaction with the involvement of partners during the completion of the Ontario-wide Strategic Framework consultations, including the session held in our region. The feedback provided was important as the Ministry looks to operationalize some of the opportunities that were identified by partners throughout these consultations. She announced that a new Minister of Tourism, Culture & Sport had been appointed on June 13, 2016 (The Honourable Eleanor McMahon). She reinforced that the Ministry is committed to economic development and the creation of jobs.

- Introduction of RT08 Board Ken introduced the members of the RT08 Board for 2016-17, and highlighted how important it is for people who dedicate their time to advance tourism business and initiatives in the region.
- Ken also recognized the support and dedication of Fiona Dawson, outgoing Director of Tourism with the Peterborough Economic Development Corporation, as she departs on a new adventure.
- 1.0 Call to Order Ken Kirkby, Chair, called the meeting to order at 1:45pm.
- 1.1 Adoption of Agenda Moved by Brian Harrington
Seconded by Lori Johnston
- THE PARTNERS RECOMMENDED THAT** the agenda be approved as circulated.
- Carried.**
- 1.2 Declaration of Conflicts of Interest No disclosures.
- 2.0 Board Chair's Report Ken Kirkby noted that many of the RTO's successes and accomplishments have been outlined in the 2016 Tourism Partner Information booklet that was distributed along with the agenda.
- In the past year, the Board has expanded from 8 members to 12. These engaged volunteers bring a broad range of competencies and skills to the Board, and there is representation across all four sub-regions of Kawathas Northumberland. Ken stressed the importance of stakeholders being involved with the RTO, engaging with Board members, and considering future Board opportunities. Board Committees have been hard at work delivering on a number of different projects, with a focus on Governance & Organizational Architecture (this includes HR policies, programs, and fiduciary responsibilities). The Board committed to a 5 Year Strategic Plan, which they will deliver on through to 2019. In January, the Board did a review of the plan, entering into year 2, to assess progress and provide updates. Finally, the Board is committed to strengthening relationships with the Ministry. They attend Regional Tourism Unit meetings, and continue to foster positive working relationships with Ministry representatives.
- 3.0 Financial and Auditors' Report Don Parks, Chair of the Finance Committee indicated that the purpose of the Committee is to assist the RTO in fulfilling fiduciary oversight responsibilities. The Committee meets monthly to assess the budget and current financial status of the organization. Don thanked the other Finance Committee members and staff for their dedication and hard work.
- Don then introduced Richard Steinginga, partner from Collins Barrow, the accounting firm that conducted the Audit and prepared the Financial Statement and Auditors' Report.
- Mr. Steinginga reported that the audit went well and they found the financial situation to be in good order. A draft Financial Statement for 2015-16 has been produced that fairly represents the financial position of the RTO. Activities were completed within budget, and over 20 partnership projects were completed.

Moved by: Trish Dougherty
Seconded by: Catharine Kersteman

THE PARTNERS RECOMMENDED THAT the Auditors' Report for 2015-16 be approved as presented.

Carried.

Moved by: Don Parks
Seconded by: Rita Harrington

THE PARTNERS RECOMMENDED THAT Collins Barrow be retained as the auditors for the 2016-17 fiscal year.

Carried.

4.0 Executive Director's Report

Brenda Wood introduced the Kawarthas Northumberland – Regional Tourism Organization 8 team: Marie Lummiss (Partnership Allocation Program), Sarah Kerr (Partner Communications), and Greg Saul (Consumer Communications). She spoke about how the organization continues to support the development of unique marketable experiences and enhance the tourism industry. Our goal is to increase overnight stays, and to increase visitor spending at partner businesses across the region.

This year, we are building on the success of last year and will be offering many great developmental opportunities for our tourism partners. This includes training sessions (Social Media Workshops, a free online Service Excellence certification program, and Experiential Development Workshops), and a Regional Ambassador Program. We are continuing to build strong partnerships with key tourism partners including: OTMPC, Resorts of Ontario, CAA, and Fleming College to build awareness and capacity of tourism opportunities available in the region.

5.0 Adjournment

Moved by: Trish Dougherty
Seconded by: Brian Harrington

THE PARTNERS RECOMMENDED THAT the meeting be adjourned at 3:30 pm.

Carried unanimously.

6.0 Next Meeting

The next meeting of the RT08 Board of Directors is scheduled Thursday, September 8, at a location yet to be determined.

Marie Lummiss
Recording Secretary

Ken Kirkby
Chair