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## AGENDA

In-person meeting on **Tuesday, September 12, 2023 at 2:30 pm**  
**3 Guys and a Stove (143 Hwy 60)**

Zoom link: <https://us02web.zoom.us/j/83462886426?pwd=SIFUdGN3d0lnQzgray9RRllGczRCUT09&from=addon>

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| <b>1. Welcome and Agenda Approval</b><br><i>Motion: To accept the agenda as presented</i>  |              |
| <b>2. Declaration of Conflict of Interest</b>  |              |
| <b>3. Approval of Meeting Minutes</b><br><i>Motion: To accept the minutes from the July 20, August 8, and August 21, 2023 meetings as presented.</i> | <b>3-12</b>  |
| <b>4. Affirmation of Vice-Chair</b><br><i>Motion: To affirm Scott Morrison as Vice-Chair, as moved at the August 8 meeting.</i>                      |              |
| <b>5. Financials (Andrew Buwalda)</b>  |              |
| a. Audited financials<br><i>Motion: To accept the audited financials as presented</i>  | <b>13-32</b> |
| b. Income statement vs budget<br><i>Motion: To accept the income statement as presented</i>  | <b>33-36</b> |
| c. GIC deposit<br><i>Motion: To direct staff to deposit \$150,000 into a two-year GIC as a payroll reserve</i>                                       |              |
| d. HST return  |              |
| <b>6. Staff updates (Kelly Haywood)</b>  |              |
| a. Tourism conference<br><i>Motion: To approve up to \$2,500 for Kelly to attend the Travel and Tourism Research Association (TTRA) conference.</i>  |              |
| b. Upcoming delegations  |              |
| c. Email voting policy - draft (Dawn Huddleston)   | <b>37-38</b> |
| d. Spring Into Huntsville recap  | <b>39-41</b> |
| e. The Campfire Sessions update  |              |
| f. Group of Seven Outdoor Gallery update   |              |
| g. Eclipse update  |              |



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**7. TPA update (Scott Morrison)**

**8. Marketing campaigns (Jeff Suddaby)**

- a. Corporate group campaign – Wendy Turner from Deerhurst to discuss corporate travel initiatives

**9. Closed session**

- a. Executive Director recruitment – review applications and recommendation from hiring committee
- b. Executive Director contract  
***Motion:** To accept the employment contract for the Executive Director as presented.*

**10. Business arising from closed session**

**11. Adjournment and next meetings**

- a. Next meetings:
  - Tuesday, October 3 at 2:30 p.m., 3 Guys and a Stove
  - Tuesday, October 24 at 2:30 p.m., 3 Guys and a Stove
- b. Adjournment  
***Motion:** To adjourn the meeting.*