



**Indigenous Tourism Association of Canada (ITAC)
January 29 to 31, 2018 Board of Directors Meeting
Destination Canada Boardroom, 800-1045 Howe Street, Vancouver, BC**

APPROVED MINUTES

Board Members in Attendance:

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| Shirlee Frost | YT Representative |
| Jeff Provost | MB Representative |
| Dave Laveau | OC Representative |
| Charlie Sark | PEI Representative |
| Gene O'Donnell | NU Representative |
| Kylik Kisoun Taylor | NT Representative |
| Brenda Holder | AB Representative |
| Brady Smith | BC Representative |
| Catherine Martin (by proxy for Robert Bernard) | NS Representative |
| Kevin Eshkawkogan | ON Representative (Appointed) |

On Conference Call:

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| Patricia Dunnett (January 31) | NB Representative |
| Dana Soonias (January 31) | SK Representative |

Regrets:

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| Jillian Larkham | NL Representative |
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Staff Members in Attendance:

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| Keith Henry | President and CEO |
| Casey Vanden Heuvel | Director of Business Development and Partnerships |
| Dene Sinclair | Director of Marketing |
| Cecilia Point | Director of Finance |
| Joe Hidayat | Finance Manager |

Monday, January 29, 2018

1. Welcome and Opening Comments at 9:00 am by Chair Brenda Holder. Opening prayer by Cecilia Point acknowledging we are meeting in Musqueam, Squamish & Tsleil-Waututh Coast Salish Territories. Brady Smith brought greetings from the BC Indigenous tourism industry and David Goldstein brought greetings on behalf of the Destination Canada Board.

Meeting paused for Board Training by Denise McIntyre of The Learning Edge. ITAC Board meeting to reconvene on Wednesday, January 31, 2018 at 8:45 am.



Wednesday, January 31, 2018

2. Reconvening of ITAC Board meeting at 8:45 am with Review and Approval of Agenda.

Motion 2018/01/31-01: To Accept the Agenda as Amended.

Moved: Catherine Martin

Seconded: Shirley Frost

Carried

3. Review of Minutes:

- a. October 20, 2018 Board Meeting by Conference Call

Motion 2018/01/31-02: to Accept the October 20, 2017 Minutes as Amended.

Moved: Kevin Eshkawkogan

Seconded: Kylik Kisoun Taylor

Carried

- b. November 5, 2018 Board Meeting Minutes

Motion 2018/01/31-03: To Accept the Minutes of November 5, 2017 as Amended.

Moved: Dave Laveau

Seconded: Charlie Sark

Carried

4. Board Training - completed on January 29 and 30, 2018. Informational point of reference.

5. ITAC Operational Update:

- a. 2017-18 Budget Update April 1-December 31, 2017

Treasurer Brady Smith gave an overview on his review of the finances and reported that he was satisfied with our current financial reporting. CEO Keith Henry presented the Budget Update and provided clarity to Board when required.

Motion 2018/01/31-04: To Accept the 2017-18 Budget Update as Presented.

Moved: Brady Smith

Seconded: Dave Laveau

Carried

- b. Governance Updates:

- i. Nominations Committee Establishment: Four applications received and will be reviewed and appointed by Chair Holder.
- ii. Provincial and Territorial ITAC Board Member Form

Motion 2018/01/31-05: For the Provincial and Territorial ITAC board Member Form to become a mandatory activity to be submitted 2 weeks prior to any Board meeting.

Moved: Kevin Eshkawkogan



Seconded: Dave Laveau.

Carried

Action Item 2018/01/31-01: Staff to provide WORD version for Board to use.

- iii.** Communications Protocol: presented as information.
- iv.** Committee Appointments 2018: Chair Holder asked each Board member to submit their preference to sit on one of the following Committees: Governance, Finance or HR. The Executive will appoint the Committees and give notice of the membership within 1 week.

- c. Marketing Updates: Dene Sinclair presented as information the Brand Standards for ITAC and these will be updated on the website.

Action Item 2018/01/31-02: Staff to update Brand Standards on IT AC website.

- d. Product Development Updates: Casey presented as information.

Action Item 2018/01/31-03: Casey to send out call for funding applications for current fiscal year projects.

- e. Membership: Dene presented the 2018 Membership Program as information.
 - f. Provincial and Territorial Updates - Operational Planning Check-in Keith Henry and staff gave information updates to the Board on Saskatchewan, Manitoba, Alberta, Northern Canada, Atlantic Canada and British Columbia.
 - g. International Aboriginal Tourism Conference 2017 Final Report: Received as information.
6. ITAC April 1, 2018 to March 31, 2019
- a. Proposed Financial Plan for Year 3 of ITAC Five Year Plan: Keith presented and gave background information when required to the Board.

Action Item 2018/01/31-03: For the Finance Committee to review the proposed Financial Plan for Year 3 and to provide a recommendation to the Board.

Attendance Notation: Board member Charlie Sark recused himself from the reporting and discussions around the Proposed Financial Plan for Year 3 of ITAC Five Year Plan.

- b. Proposed ITAC Key Performance Indicators: Presented as information.
- c. Human Resources Strategy - Chemistry Consulting



Motion 2018/01/31-06: For the Board to go in-camera.

Moved: Jeff Provost

Seconded: Brady Smith

Carried

Motion 2018/01/31-08: For the Board to end in-camera session.

Moved: Kevin Eshkawkogan

Seconded: Brady Smith

Carried

In-Camera Motion Report to Board:

Motion 2018/01/31-07: For the ITAC Board to fully support our Board Chair to work towards developing an MOU with AtBC on behalf of ITAC.

Moved: Jeff Provost

Seconded: Gene O'Donnell

Carried

Action Item 2018/01/31-04: Staff to provide necessary supports as needed by the Chair-led development of an MOU with AtBC.

- d. Proposed ITAC 2018 Meeting Calendar: Discussion purposes only.

Action Item 2018/01/31-05: Chair to set up a doodle poll using dates proposed by staff.

- e. Provincial and Territorial Industry Establishment Guide: Information only.

- f. National Manual for Market Readiness and Authenticity Update: Information only.

Motion to adjourn by Charlie Sark at 1:15pm.

Carried.

Approved by: ITAC Chairperson
ITAC Secretary

Dated: April 25th, 2018