Indigenous Tourism Association of Canada (ITAC)
Board of Directors Meeting

Tuesday, April 24th – Thursday, April 26th, 2018
Sheraton Ottawa Hotel
150 Albert Street
Ottawa, Ont. Canada

Approved Minutes

Wednesday, April 25th, 2018

In Attendance
Brenda Holder AB Representative
Brady Smith BC Representative
Kevin Eshkawkogan ON Representative
Shirlee Frost YK Representative
Gene O’Donnell NU Representative
Kylik Kisoun Taylor NT Representative
Patricia Dunnett NB Representative
Doreen Sark PEI Representative
Robert Bernard NS Representative
Dave Laveau QC Representative

On Conference Call
Jillian Larkham NL Representative

Staff Members in Attendance
Keith Henry President & CEO
Casey Vanden Heuvel Director of Development & Partnerships
Dene Sinclair Director of Marketing
Cecilia Point Director of Finance
Joe Hidayat Finance Manager
Teresa Ryder Project Manager

1. Welcome and Opening Comments
2. Review and Approve Agenda

MOTION20180425-01 to accept the agenda with amendments as presented. Moved by Robert Bernard. Seconded by Patricia Dunnett. Question called, all in favour. Motion carried.

MOTION20180425-02 to accept the minutes of January 29-31st as amended. Moved by Brady Smith. Seconded by Kevin Eshkawkogan. Question called, all in favour. Motion carried.

4. ITAC Operational Update
   a. 2017-2018 Year End Budget

MOTION20180425-03 to accept the draft Year End Budget as presented. Moved by Kevin Eshkawkogan. Seconded by Patricia Dunnett. Question called, all in favour. Motion carried.

   i. Audit Timeline
   b. Governance
      i. Motions via email since January board meeting
         1. CEO Contract Approval

MOTION20180425-04 to approve the 2018-19 Action Plan as approved by email February 15, 2018. Moved by Kevin Eshkawkogan. Seconded by Brady Smith. Question called, all in favour. Motion carried.

MOTION20180425-05 to approve the contract of the President & CEO as approved by email March 5, 2018 with record of opposed and abstaining members. Moved by Kevin Eshkawkogan. Seconded by Gene O'Donnell. Question called, all in favour. Motion carried.

Action #1: to identify a process to record motions decided by email to maintain corporate records. Defer to governance committee to review the process.

   ii. Manitoba
   iii. Saskatchewan

Action #2: determine if former Manitoba representative was in breach of ITAC Bylaws and conclude hearing board investigation.

MOTION20180425-06 to go in camera. Moved by Kevin Eshkawkogan. Seconded by Robert Bernard. Question called, all in favour. Motion carried.

MOTION20180425-07 to come out of camera. Moved by Gene O'Donnell. Seconded by Brady Smith. Question called, all in favour. Motion carried.
Action #3: Governance committee will work with the working committees in Manitoba and Saskatchewan to recommend a representative from each province.

iv. Committee Confirmations

**Governance Committee:**
- Dave Laveau
- Robert Bernard
- Kylik Kisoun Taylor

**Finance Committee:**
- Brady Smith
- Kevin Eshkawkogan
- Jillian Larkham

**Executive Committee:**
- Brenda Holder
- Dave Laveau
- Brady Smith
- Kevin Eshkawkogan

**HR Committee:**
- Brenda Holder
- Shirlee Frost
- Patricia Dunnett
- Gene
- O’Donnell

v. Secretary Appointment

**Action Item #4:** Circulate terms of reference to the Board about secretary position for appointment.

vi. Champions Council

**Action Item #5:** Governance committee to follow up: who should be on the Champions / Honorary members’ council?

vii. Dispute Resolution Committee

**Action Item #6:** Governance committee to follow up

viii. Length of Terms for the Board

**Action Item #7:** Governance committee to follow up

   c. Marketing Updates
   d. Product Development Updates

**Action Item #8:** Follow up with Atlantic Canada Working Group to confirm dates of best practice mission to Wendake (June 13-15, 2018)

**Action Item #9:** Send Master Planning templates to board for reference in developing Provincial strategies.

**Action Item #10:** Adjust timing, cut off dates of product development funding
**Action Item #11:** Add partner funding to reporting to encourage other funds for product development

e. 2018-2019 Membership Final Report

**MOTION20180425-08** to accept the membership report as presented. Moved by Kevin Eshkawkogan. Seconded by Brady Smith. Question called, all in favour. Motion carried.

i. Brokenhead Wetland Interpretive Trail Review

**Action Item #12:** Approve Brokenhead Wetland Interpretive Trail as a non-voting member in accordance with ITAC Bylaws.

**Action Item #13:** Governance committee to determine appropriate timelines for suspension of an individual in the bylaws and present recommendations of identified gaps to the board.

**Action Item #14:** In planning next Board agenda leave time for Board in camera ahead of scheduled meeting. Can be scheduled as conference call if necessary.

f. Provincial and Territorial Updates
   i. British Columbia
   ii. Alberta
   iii. Saskatchewan
   iv. Manitoba
   v. Ontario
   vi. Quebec
   vii. Nova Scotia
   viii. PEI
   ix. New Brunswick
   x. Newfoundland Labrador
   xi. Yukon
   xii. Northwest Territories
   xiii. Nunavut
g. ITAC 2017-2018 Annual Report

5. ITAC April 1st, 2018 – March 31st, 2019
   a. Review Action Plan for Year 3 of ITAC Five Year Plan
      i. Updated Financial 2018-2019 Budget

MOTION20180425-09 for the Indigenous Tourism Association of Canada to utilize the services of the Bank of Montreal for an operating line of credit in the amount of $530,000 including a both a line of credit and MasterCard within this limit. Moved by Brady Smith. Seconded by Kevin Eshkawkogan. Question called, all in favour. Motion carried.

MOTION20180425-10 to accept the updated Financial 2018-19 Budget as presented. Moved by Robert Bernard. Seconded by Kevin Eshkawkogan. Question called, all in favour. Motion carried.

   ii. Human Resources Strategy – Update on Progress
   b. Provincial and Territorial Projects

Action Item #15: For ITAC Staff team to move forward on the work in the National Manual for Market Readiness with an opportunity for input and feedback from the Board.

Meeting adjourned for the day at 4:35 pm.

Thursday, April 26th, 2018

Meeting commenced at 8:40 am.

6. Rendez Vous Canada May 2018
   a. Program Update

   a. October 28th – November 1st, 2018
      i. October 28th – ITAC Board Meeting
      ii. October 29th – IITC Saskatchewan Day
      iii. October 30th and 31st – IITC Conference
      iv. November 1st ITAC 3rd Annual General Meeting

8. Indigenous Travel Packages

   Action Item #16: Look at options for pricing / working with the trade / marketing 101 workshops at IITC 2018
**Action Item #17:** Board to circulate information about travel packages through networks to promote [www.indigenouscanada.travel](http://www.indigenouscanada.travel)

**Action Item #18:** Executive to vet agenda to remove operational items from future board meetings.

9. **Other**
   a. Canada China Year of Tourism Proposal
   b. Manitoba Summit May 31st, 2018 Winnipeg
   c. BC Chamber of Commerce Board Appointment
   d. Columbia Project
   e. Indigenous Culinary Tourism
   f. ITAC Business Inventory
   g. ITAC Operational Team Meeting May 29th and 30th

**MOTION20180425-11** to go in camera. Moved by Brady Smith. Seconded by Kevin Eshkawkogan. Question called, all in favour. Motion carried.

**MOTION20180425-12** to come out of camera. Moved by Robert Bernard. Seconded by Kevin Eshkawkogan. Question called, all in favour. Motion carried.

**Action Item #19:** Next board meeting is September 25 & 26, 2018 in Yellowknife.

**Action Item #20:** Add Kevin Eshkawkogan to Executive as Secretary.

10. **Adjournment**

**MOTION20180425-13** to adjourn the meeting. Moved by Doreen Sark. Seconded by Shirlee Frost. Question called, all in favour. Motion carried.

Meeting adjourned 12:15 pm.

Approved by:
- ITAC Chairperson
- ITAC Secretary

Dated: September 26th, 2018