

**Tourism Industry Association of Prince Edward Island**  
**Annual General Meeting**  
**DRAFT Minutes**  
**October 25, 2018 – 1:30 PM**  
**Rodd Charlottetown Hotel**  
**Charlottetown, PEI**

**\*Approximate attendance: 90 (quorum achieved)**

**1. Welcome & Opening Remarks**

The meeting was called to order at 1:35 PM by President Robert Jourdain who welcomed all in attendance. He encouraged those present to check the TIAPEI website for the various reports and statements following today's meeting.

**2. Approval of Agenda**

**Motion:** It was moved by John Brewer and seconded by Corryn Clemence to approve the agenda as presented. **Decision: Approved Unanimously. No discussion.**

**3. Approval of the November 23, 2017 Annual General Meeting Minutes**

**Motion:** It was moved by Rose Dennis and seconded by Keith Samuel that the November 23, 2017 Annual General Meeting minutes be approved as presented.

**Decision: Approved Unanimously. No discussion.**

**4. Business Arising**

No Business Arising to report.

**5. President's Report – Robert Jourdain**

Robert delivered the report and the hard copy can be viewed on the TIAPEI website.

**Motion:** It was moved by Jim Martell and seconded by Dee Enright to adopt the President's Report as presented. **Decision: Adopted Unanimously. No discussion.**

**6. Financial Report – Dennis Carver, Grant Thornton**

Dennis Carver of Grant Thornton presented the July 31, 2018 Financial Statement. Copies of the Independent Auditor's Report, Statement of Operations, Schedule of Operations for Human Resources, Schedule of Operations – Core as well as the Statement of Financial Position for the year ending July 31, 2018 were displayed on screen and reviewed. The complete audited Financial Statement will be available on the TIAPEI website and a limited number of hard copies were made available for those interested. Dennis noted the Auditor's Report contained no issues. The loss of the TT.com program accounted for the majority of change to revenues and expenses over 2017 figures, resulting in loss of income (rent, etc.) and the requirement for outside IT services, as well as a change in staffing for Human Resources. The Statement of Financial Position provided a snapshot of TIAPEI's financial position as of July 31, 2018 and demonstrated that, as per accepted financial practices and recommendations for not for profit associations, the retained earnings shown of \$458,800 met accepted standards (1 year of operating costs). There were no questions brought forward from members. On behalf of Grant Thornton, Dennis thanked TIAPEI and Grant Thornton staff for their efforts in preparing the 2018 statements.

**Motion:** It was moved by Robert Jourdan and seconded by Corryn Clemence that the July 31, 2018 Financial Statement be approved as presented. **Decision: Approved Unanimously. No discussion.**

**7. Appointment of Auditors 2018/2019**

At the recommendation of the TIAPEI Finance Committee, it was:

**Motion:** Moved by Robert Jourdain and seconded by Linda Lowther that Grant Thornton be appointed auditors of TIAPEI for the 2018/2019 fiscal year. **Decision: Approved Unanimously. No discussion.**

**8. CEO's Report – Kevin Mouffler**

Kevin delivered his report verbally and it may also be viewed on the TIAPEI website. He thanked Grant Thornton and Tourism PEI for their contributions throughout the year as well as Debbie Mol who led the TIAPEI team in organizing the Awards Gala and today's conference.

**Motion:** It was moved by Liam Dolan and seconded by Keith Samuel to adopt the CEO's Report as presented. **Decision: Adopted Unanimously. No discussion.**

**9. Nomination Committee – Wayne Cotton**

Wayne reviewed the process for nominations, noting, as per the By-laws, nominations from the floor are not permitted and the term of office is a three-year term. The Nominating Committee presented the following list of officers for this period:

**Member at Large Representatives:**

Corryn Clemence – Port Charlottetown (2<sup>nd</sup> term)

Rose Dennis – PEI Meetings & Conventions (2<sup>nd</sup> term)

Amy MacPherson – Fisherman's Wharf Lobster Suppers (1<sup>st</sup> term)

Wayne also noted, at the recommendation of the Board, Terry Nabuurs – Wheelhouse Restaurant would be replacing Haley Zavo as Representative for Kings County for the remainder of Haley's term. As no further nominations were received, he declared these nominees elected and thanked them for coming forward.

**10. New Business**

President Robert called for New Business. No items were brought forward.

**12. Adjournment**

Rose Dennis moved to adjourn the meeting at 2:10 PM.