WHITBY TOURISM DEVELOPMENT COROPORATION ("WTDC")
MEETING OF THE BOARD OF DIRECTORS
MINUTES

Date:	April 8, 2025
Time:	3:30 p.m.
Location:	Ashburn Room, Whitby Town Hall 575 Rossland Road E Whitby, Ontario
Directors Present:	Sarah Klein, Fuwing Wong, Councillor Steve Lee, Karol Murillo Corrigan, Adriana Barbary, Sarah Kostadinov, Lara Toman being all the directors of WTDC
Officers Present:	Lara Toman, Chair Fuwing Wong, Treasurer Karol Murillo Corrigan, interim Secretary
Re:	**Board of Directors Meeting #1**

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1. Welcome and Call Meeting to Order

MOTION: The meeting was called to order at 3:31 p.m.

Moved by: Councillor Steve Lee
Seconded by: Sarah Klein
CARRIED

Lara Toman, called the meeting to order at 3:31 p.m. p.m. and welcomed the two new Directors to the first meeting of the new board for the Whitby Tourism Development Corporation. Chair, Lara Toman thanks Karol Murillo Corrigan for her part in the interim board of directors.

2. Land Acknowledgement

Delivered by Councillor Lee.
We acknowledge the Whitby Tourism Development Corporation is located on the Lands of the Great Mississauga Nations who are signatories to the Williams Treaty. These communities include the Mississaugas of Scugog Island, First Nations of Alderville, Beausoleil, Curve Lake, Hiawatha, Chippewas of Georgina

Island, and Rama. We believe it is important that we learn, and work to reconcile the impact we, and those before us, have had on the original inhabitants. On behalf of the WTDC, we want to thank them for sharing this land and all its resources. For the WTDC, our goal is to respectfully share in the responsibility of the stewardship and protection of these ancestral lands and waters and continue towards truth and reconciliation as we move forward as friends and allies with all First Nations, Inuit, and Metis people.

3. **Approval of Agenda**

MOTION: That the Board of Directors approves the agenda as submitted.

Moved by: Councillor Steve Lee
Seconded by: Sarah Kostadinov
CARRIED

4. **Declaration of Conflict of Interest**

There were no conflicts of interest declared.

5. **Approval of Minutes**

MOTION: That the Board of Directors adopts the minutes from February 18, 2025.

Moved by:	Sarah Klein
Seconded by:	Fuwing Wong

CARRIED

6. **Communications**

   a. **Transition to New Board**
      i. March 24 Approval by Council – New Board now official.
      ii. Welcome New board members and all board members provided an introduction on who they were and background

7. **Governance Updates**

   a. Appointment of Chair and Officers – New Board of Directors:

BE IT RESOLVED that the following individuals, having consented to act as officers of the Corporation, are hereby appointed to the offices indicated next to their names, commencing on the date hereof and continuing thereafter until their successors are duly appointed:

i. **Chair – Lara Toman**
Approved: Councillor Steve Lee
Seconded: Sarah Klein
CARRIED

ii. **Secretary – Sarah Kostadinov**

Approved by: Sarah Klein
Seconded: Karol Corrigan Murillo
CARRIED

iii. **Treasurer – Fuwing Wong**
Approved: Sarah Klein
Seconded by: Sarah Kostadinov
CARRIED

b. Director's Insurance – waiting on a quote. The motion to approve the quote for directors' insurance and proceed with the paperwork required will be provided via email vote. Fuwing Wong will follow up with the information on the quote.

c. Financial Accountability Agreement –

MOTION: That the Board of Directors reviewed the Financial Accountability Agreement (FAA) and recommended that the edits discussed be made and that endorsement of the FAA be approved and sent to the Clerk to begin official signing by Clerk and Mayor.

The FAA was provided in advance of the meeting for input. Discussion around updates occurred and the following changes will be made to the FAA:

- Section 4.3 – Add details as to what the financial documents are.
- Section 5.4 – Add in a deadline for director's insurance on an annual basis
- Section 5.3 – Policies – outline the three that are requires and Conflict of interest policy and make a note these will either be covered by policies created by the WTDC or existing Town Policies (motion to utilize the town polices was approved at the board meeting on

Moved by: Councillor Steve Lee
Seconded by: Adriana Barbary
CARRIED

8. Considerations of Items Requiring Discussion

a. Chair Updates

Lara Toman provided an update on the MAT collection and that Whitby hotels are above an 80% occupancy rate.

CARRIED

b. Treasurer Update

As highlighted by the MAT update, the total amount was - $302,991.34. Fuwing Wong shared, as per the Asset Policy, $151,495.67 or 50% will be transferred to the WTDC Account and 50% to the MAT Reserve.

9. Other Business

a. Discussion Document on Upcoming Projects and 2025 Planning – Lara Toman provided an overview of the document and work to be done in the next few months for the WTDC. Two committees will be required, and the board members were asked what they might be interested in. Each Committee will meet, as needed and report back for the June 3 meeting.

   i. Marketing and Promotions Committee – Councillor Steve Lee, Sarah Kostadinov (Chair of Committee), Adriana Barbary, Lara Toman

   ii. Host in Whitby Grant Committee – Sarah Klein (Chair of Committee), Fuwing Wong, Lara Toman, Adriana Barbary

   iii. New Business - Access to shared documents – this will be completed for the next meeting, so external board members are able to access all documents and files.

   iv. Based on items requiring approval before the next board meeting the following motion was made.

MOTION: That the Board of Directors approve a vote by way of email for the following – approval of the bookkeeper and approval of the quote for Directors insurance, should quote be received prior to the next meeting.

Moved by: Steve Lee
Seconded by: Adriana Barbary

CARRIED

10. Next Board Meeting

The following four dates were confirmed for the next board meeting. Chair, Lara Toman will send out meeting invites and confirm room locations.

- June 3
- August 12
- October 15
- December 9

All meetings will run from 3:30 p.m. – 4 :30 p.m. and Teams' links will be provided if a board member needs to attend virtually.

11. Motion to Adjourn

The first meeting of the new Board of Directors adjourned at 4:20 pm.

Moved by: Adriana Barbary

CARRIED

The minutes of the April 8, 2025, meeting of the Whitby Tourism Development Corporation meeting have been approved:

____________________ Date: June 3, 2025

Chair

____________________ Date: Jun 3, 2025

Secretary