



**Draft Minutes - Board of Directors  
May 29<sup>th</sup>, 2017 – 6:00pm to 9:00pm (EST)**

**Live Meeting – Canyon Creek Restaurant**

**Etobicoke, ON**

Item #	Description	Action
1	<p><b>Call to Order</b> The meeting was called to order by Abe Taqtaq at 1:00pm sharp. <b>Attendees: Simon Resch, Philippe Bachand, Abe Taqtaq, Tania Lee, Cam Bissonnette and Laurie Karson.</b></p>	<p><b>Motion for approval of May 29th, 2017 agenda, draft minutes of April 18th, 2017:</b> motioned by Tania Lee and seconded by Cam Bissonnette. All members voted in favour. No opposition.</p>
2	<p><b>Review of Operator Mtg Agenda/Messaging</b> <i>President's Message:</i></p> <ul style="list-style-type: none"> <li>Abe noted that he will discuss with the Operators as part of his introductory message the critical juncture the association is going through now. The importance of unity and collaboration to ensure our viability.</li> </ul> <p><i>Meeting Protocol:</i></p> <ul style="list-style-type: none"> <li>Discussion on keeping tone of meeting positive and following the structure so that motions, etc. are captured and the flow of the meeting is well balanced.</li> </ul> <p><i>RCC Collaboration:</i></p> <ul style="list-style-type: none"> <li>Abe will note our thanks to RCC for the group meeting. Laurie noted that we will ask the members to document during the RCC conference the best speakers and exhibitors to discuss in the afternoon as part of our open forum. She noted the same questions will be asked on the post evaluation survey.</li> </ul> <p><i>Treasurer's Report:</i></p> <ul style="list-style-type: none"> <li>Simon reviewed the key elements of the Treasurer's Report that he will highlight to the members. He noted that he will be transparent on the reasoning's for specific revenue losses that were mainly a result of the RFP situation in 2016.</li> </ul> <p><i>Executive Director's Report:</i></p> <ul style="list-style-type: none"> <li>Laurie noted that she highlights the key committee's, mandates and overall activities for the FDFA since the board election in November. Provide an update on key operational activities that will impact stores and FDFA programs i.e. website, bag program, etc.</li> </ul>	<p><b>ACTION: Both Tania and Abe will review the draft post operator meeting survey questions that we will send to everyone after the meeting.</b></p>

	<p><b>Strategic Convention Committee Presentation:</b></p> <ul style="list-style-type: none"> <li>Tania reviewed the key elements of her presentation which range from an overview of the history of the FDFA, mandate of committee, key stats to showcase analysis of the proposal and finally the key proposal of the changes to the future of the conventions.</li> </ul> <p><b>Multi-Year Hotel Presentation</b></p> <ul style="list-style-type: none"> <li>Laurie noted her presentation in terms of identifying the recommended hotel three-year contract, why the King Edward, FDFA process to identify hotel contract, history of multi year contracts, pricing and rationale for hotel costs with suppliers and operators, etc.</li> </ul> <p><b>Strategic Convention Financials</b></p> <ul style="list-style-type: none"> <li>Simon has from the FDFA a document outlining the potential financial consequences of supplier migration from the convention and the negative financial impacts to the association. He will discuss this concept in theory but having this information is to really showcase the projected revenue for 2018, 2019 and 2020 with the new convention format and hotel contract. While the FDFA has been very conservative in its projection, it is reflecting numbers without the non-members rejoining. If several of the non-members rejoin, the revenue will be increased and not reflect the lower numbers that we are currently estimating.</li> </ul> <p><b>CBSA Presentation:</b></p> <ul style="list-style-type: none"> <li>Laurie noted that she has provided CBSA the key agenda items and it is confirmed that Darryl Larson and Shawn Riel are attending. They typically give the presentation after so she will distribute to members accordingly.</li> </ul> <p><b>Convention Committee</b></p> <ul style="list-style-type: none"> <li>Lauren Guay will provide key updates on the Montreal convention and fun facts about Montreal. She will encourage members to encourage all suppliers to attend since this meeting will be important to communicate new convention format. She will also identify changes to the trade floor.</li> </ul> <p><b>Government Relations Presentation</b></p> <ul style="list-style-type: none"> <li>Philippe will discuss the GR Committee’s objectives specifically in obtaining industry stats for industry position papers and tobacco papers we may need in the future.</li> </ul>	
3	<p><b>In Camera Board Discussion on Performance Reviews 2016</b></p> <p><b>Adjournment of the Meeting</b>  Next BOD Meeting will be a teleconference – date tbd – mostly likely July 2017</p>	