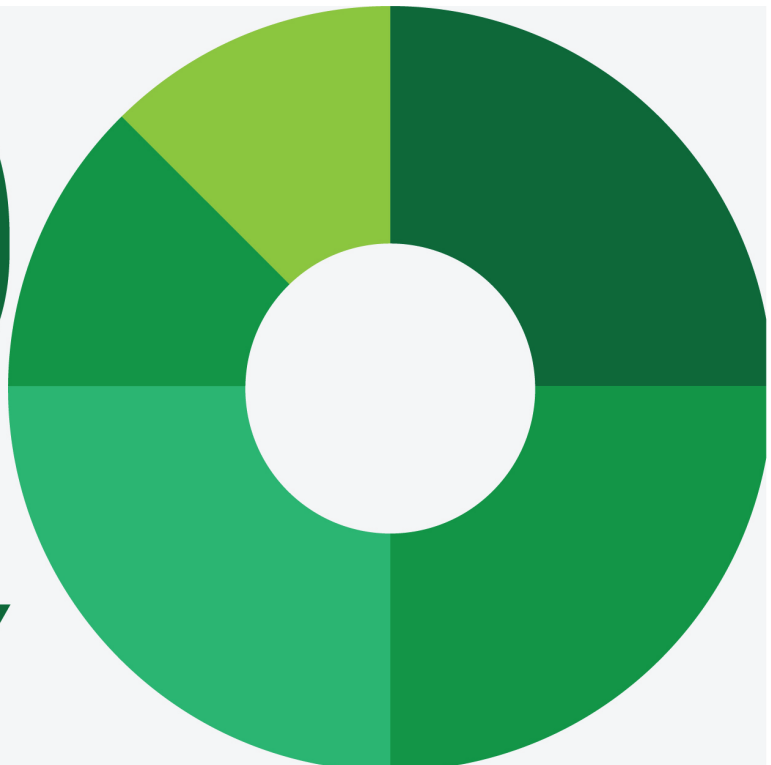


CONFIDENTIAL



55TH ANNUAL GENERAL MEETING

Radisson Blu Resort Fiji, Denarau

Thursday 27 August 2020

4.00pm - 5.30pm



Fiji Hotel and Tourism Association

CONFIDENTIAL



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IN MEMORIAM
DIXON SEETO
1951 - 2019

Appointed to the FHTA Board on 15 October 1998
Elected Vice President from 28 April 2000 - 19 April 2002
Elected President from 19 April 2002 up till his passing on 19 July 2019

Dixon Seeto was the President of the Fiji Hotel and Tourism Association (FHTA) for over sixteen (16) years and in that time his leadership, diplomacy and friendship was appreciated by all that had the privilege of working with him. His straight forward and honest assessment of situations and people was valued in an industry where image was and is highly regarded.

Dixon was a man with the ability to fill a room with his presence that belied his short stature. That statement would have garnered a witty comeback from him; a comeback that his quick brain and quicker sense of humour would not have let him keep to himself. He would have delivered it with a smile and a chuckle, before moving on quickly with his latest piece of news or to enquire about your family. Memories like these many of us would probably share about him.

During his time as President, Dixon strengthened the relationship of the Association with Government, NGO's and other stakeholders to make FHTA more relevant as a lobbying body. This was enabled with more partnership programs entered into as well as ensuring tourism was always included as part of any collaboration or consultation for constructive developmental input. Under his leadership, the various FHTA sub-committees were established to address the many areas of concern for its members from Industrial Relations to Environmental issues.

He used his public persona and time to great effect to raise the profile of the Association, and grew the membership to where it is today, representing 80% of the room inventory in the Fiji market.

To the Board of Directors, he was Dixon; leader, friend, advisor and compass. He drew on his experience within the tourism industry to guide his decisions as the President and his advice to the Board and staff. In his public representation of the Association, he did not shy away from speaking out, but at the same time delivered uncomfortable messages with tact. His friendly yet professional demeanor earned him many allies and friends in various circles, which bode well for FHTA when cooperation was needed, or when better understanding of tourism's often complicated processes required clarification.

To the FHTA members, he was the face and voice of the Association. His hard work and commitment ensured that the tourism operators and owners had an avenue to express themselves in the public arena, with Government, with regional organisations, relevant stakeholders and to the community at large.

To the Secretariat staff, he was 'Papa', a nickname privately used to denote the great respect the younger Secretariat staff had for him. It spoke of the fond affection they had towards him and his visits were always a welcome break to hear the latest story or to help him with some technological problem that his "old school" perspective could not deal with. He was always quick to render praise for jobs well done and provided support and advice when things were not going so well.

The Board and Secretariat know they have lost an irreplaceable icon and distinct voice. The tourism industry acknowledges with great sorrow that they have lost a formidable ally, supporter and advocate. A true statesman.

We will remember Dixon's legacy by ensuring we continue to work towards that which he had the most passion – "it was good for tourism only if the whole economy benefitted"; a conviction that defined who he was. Someone who believed in the greater good and in his beloved country Fiji.

FIJI HOTEL AND TOURISM ASSOCIATION BOARD OF DIRECTORS

TERM ENDING 2022



Dixon Seeto
Deceased
19 July 2019

Vincent Macquet

Neeraj Chadha

Patrick Wong

William Whiting
Resigned
19 December 2019

TERM ENDING 2021



Francis Lee

Steven Andrews

Narend Kumar

Anthony Acland
Discharged
14 May 2020

Brian Kirsch

TERM ENDING 2020



Tammie Tam

Tarun Patel

Allan Gortan

Nicholas Darling

Andrew Davidson
Resigned
13 August 2019

Peter Gee
Resigned
23 March 2020



Fiji Hotel and Tourism Association

PRESIDENT (Acting):

- Mr Brian Kirsch – Director, Robinson Crusoe Island Resort

VICE PRESIDENTS (Acting):

- Ms Tammie Tam – Senior Vice President, Warwick International Hotels
- Mr Tarun Patel – Director Strategic Planning & Business Development, Vision Group Limited (Hilton Fiji/DoubleTree Sonaisali Island)

BOARD DIRECTORS:

- Mr Allan Gortan – Director, Paradise Taveuni
- Mr Nicholas Darling – Director, Volivoli Beach Resort
- Mr Narend Kumar – Group General Manager, Tanoa Hotel Group
- Mr Neeraj Chadha – Multi Property Vice President, Marriott International Inc.
- Mr Steven Andrews – General Manager, Castaway Island, Fiji
- Mr Vincent Macquet – General Manager, Sofitel Fiji Resort & Spa
- Mr Francis Lee – General Manager, Shangri-La's Fijian Resort & Spa
- Mr Patrick Wong – General Manager, Viwa Island Resort

OTHER DIRECTORS:

- The Late Mr Dixon Seeto – Managing Director, Hexagon Group of Hotels **(19 July 2019)**
- Mr Andrew Davidson – Area General Manager - South Pacific, InterContinental Fiji Golf Resort & Spa **(31 August 2019) – RESIGNED**
- Mr William Whiting – Chairman, Treasure Island Resort **(13 December 2019) – RESIGNED**
- Mr Peter Gee – General Manager, Grand Pacific Hotel **(23 March 2020) – RESIGNED**
- Mr Anthony Acland – former Director & General Manager, Captain Cook Cruises **(14 May 2020) – DISCHARGED**

EXECUTIVE COMMITTEE (ExCom):

- Mr Brian Kirsch (Acting President) – Director, Robinson Crusoe Island Resort
- Ms Tammie Tam (Vice President) – Senior Vice President, Warwick International Hotels & Resorts
- Mr Tarun Patel (Vice President) – Director Strategic Planning & Business Development, Vision Group Limited (Hilton Fiji/DoubleTree Sonaisali Island)
- Mr Neeraj Chadha - Multi Property Vice President, Marriott International Inc.
- Mr Nicholas Darling – Director, Volivoli Beach Resort



Fiji Hotel and Tourism Association

Board Meetings Attendance Record 2019 - 2020 (Bi-Monthly)

	Directors	Property	2019						2020						Total			
			Jun	Aug	Oct	Dec	Feb	May	Jul	P	R	A	Total					
	Term Ending 2022																	
1	Dixon Seeto	Hexagon Group of Hotels	A												0	0	1	0
2	William Whiting	Treasure Island Resort	R	R	R	P									1	3	0	4
3	Patrick Wong	Viwa Island Resort	P	P	A	P									6	0	1	6
4	Neeraj Chadha	Marriott International Inc. [Fiji Marriott/Sheraton Fiji/Sheraton Villas/The Westin]	A	R	R	R									1	4	1	5
5	Vincent Macquet	Sofitel Fiji Resort & Spa	A	A	P	A									3	0	4	3
	Term Ending 2021																	
6	Brian Kirsch	Robinson Crusoe Island Resort	A	P	P	P									6	0	1	6
7	Anthony Acland	Captain Cook Cruises	P	P	P	A									3	0	3	3
8	Narend Kumar	Tanoa Hotel Group	P	A	P	P									5	0	2	5
9	Francis Lee	Shangri-La's Fijian Resort & Spa	P	P	A	A									3	1	3	4
10	Steven Andrews	Castaway Island, Fiji	R	P	R	A									3	3	1	6
	Term Ending 2020																	
11	Tammie Tam	Warwick International Hotels	P	P	A	P									6	0	1	6
12	Peter Gee	Grand Pacific Hotel	P	P	P	P									5	0	0	5
13	Tarun Patel	Vision Investments Ltd [Hilton Fiji/DoubleTree Sonaisali/Tadrai]	P	P	P	A									6	0	1	6
14	Allan Gortan	Paradise Taveuni	P	P	R	A									5	1	1	6
15	Nicholas Darling	Volivoli Beach Resort	P	P	P	A									5	0	2	5
16	Andrew Davidson	InterContinental Fiji Golf Resort & Spa	P	A											1	0	1	1
		TOTAL	12	12	11	7	11	11	8	11	11	11	6	1	6	1	1	1

Key:	
Present	P
Represented	R
Absent	A
Resigned	
Not on Board	
Discharged	



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Engine Type	24-valve, DOHC with VCT, 60 deg.V6
Displacement {cm ³ }	4169
Bore x Stroke {mm}	96.0 x 96.0
Max. Pro Shaft Output {kW (ps)} @r/min	220.6 (300) @5500
Fuel Induction System	Fuel Injection
Engine Transom Height {mm (inch)}	X: 642 (25.3), U: 769 (30.3)
Dry Weight {kg} *	269 - 276
Starting System	Electric Starter
Controls	Remote Control
Tilt System	Power Trim & Tilt
Lubrication System	Wet Sump
Digital Network	Available

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05 August 2020

TO: All Members
Fiji Hotel and Tourism Association

RE: **NOTICE CONVENING ANNUAL GENERAL MEETING 2020**

Notice is hereby given that the 55th Annual General Meeting of the Fiji Hotel and Tourism Association (FHTA) will be held as follows:

DATE: Thursday, 27th August 2020
VENUE: Radisson Blu Resort Fiji, Denarau¹
TIME: 4:00pm – 5:30pm

Attached please find agenda and proxy form for the meeting.

Vinaka

Fantasha Lockington
Chief Executive Officer

¹ Members may be able to attend via Zoom

FIJI HOTEL AND TOURISM ASSOCIATION

2020 ANNUAL GENERAL MEETING

CONFIDENTIAL

Date: 27th August 2020
Venue: Radisson Blu Resort Fiji, Denarau¹
Time: 4.00 pm

AGENDA

1. Attendance:
 - a) Registration
 - b) Apologies
 - c) Proxies
 2. Confirmation of Minutes of the 2019 Annual General Meeting
 3. Matters Arising
 4. Acting President's Report
 5. Sub Committee Reports
 6. Adoption of Financial Report Paper 01/20
 7. Appointment of Auditors Paper 02/20
 8. Election of Board Members and Officers Paper 03/20
 9. Proposed Special Resolution for a Fifty (50%) Discount on Annual Dues for 2020 Paper 04/20
 10. Any Other Business
-

PROGRAM

3.00pm – 4.00pm	Registration and Afternoon tea
4.00pm – 5.30pm	Annual General Meeting (AGM)

¹ Members may be able to attend via Zoom

ACTING PRESIDENT'S REPORT

To say that the last twelve months have been extraordinarily challenging for our industry and the Association is a tremendous understatement.

For FHTA, and many of us personally, the loss of our President Dixon Seeto in July 2019 was extremely distressing as we lost not only a tourism industry giant but more importantly for many of us a mentor and close friend. As extolled in the Association's tribute to him, his strong leadership, warmth and buoyant personality are sorely missed always – but even more so during what is surely our industry's and nation's most challenging time. Dixon often rhetorically asked people to “imagine Fiji without tourism” to drive home a critical message or to underscore the importance of our industry to Fiji. Sadly, the harsh reality of the severity of the economic and societal impact of the answer to that query is now thrust upon us. It is incumbent upon us all to find a way through this staggeringly difficult time to return tourism to its rightful place as the preeminent industry in Fiji.

Dixon's shoes can never be filled and we will not ever see his like again. In the wake of the tragedy of his passing, I was appointed Acting President which was most humbling because of the void left by Dixon. Following the departure of Vice President Tony Acland, both Tammie Tam and Tarun Patel were appointed Acting Vice Presidents. At the onset of COVID19, our Treasurer Mr Peter Gee also left and the position remains vacant with Tarun having oversight of the financials in his VP role.

This brings us to this year's AGM with a wholesale change of the office bearers who were elected at the 2019 AGM. Throughout the year we also bade farewell to Andrew Davidson and highly experienced Board member Bill Whiting as they stepped down from the FHTA Board which has now reduced to 11 directors out of our normal contingent of 16.

Thankfully, we have a robust Secretariat led by our capable CEO Fantasha Lockington that has responded to the workload placed on it by a membership that has needed informative advice on the changing economic landscape, effective support and innovative solutions. The renewed commitment by Board members to attend meetings and provide advice, guidance and feedback on issues ensures FHTA has continued its good work in areas that support our members.

To look back on our activities for the last year, we need to split the last 12 months into pre-COVID and post-COVID segments.

Pre-COVID, we worked on developing closer relationships with the Ministry of Tourism, Ministry of Fisheries, the Department of Immigration, Fiji Revenue and Customs Service (FRCS) and Ministry of Employment.

With the assistance of KPMG, we worked extensively with FRCS to understand the challenges that the VAT Monitoring System (VMS) posed to the tourism industry to ensure that the Standard Interpretation Guidelines (SIGs) took into account these considerations while pushing for an extension of the deadline for implementation.

The HR/IR Subcommittee invested time to design the remuneration survey with KMPG and this was launched in early 2020. COVID interrupted the data collection process and this has been put on hold for now; but we will ensure that this valuable exercise is completed once the opportunity arises to do this effectively. We believe that this information will prove even more important post-COVID as we seek to rebuild our industry.

We lobbied directly with external stakeholders on behalf of our members on various issues; BDM¹ Office on Special Wedding Licences, MoHMS² on the hyperbaric chamber installation, FCCC³ on the EFL⁴ Tariff hike, LTA⁵ on the requirements for tourism courtesy vans, FRCS on fringe benefit taxes, and MSAF⁶ on survey certification requirements to name a few.

To assist our members in developing relevant operational policies FHTA designed a Safety Management System template for members to adapt and apply for compliance with OHS requirements. We are working with IFC⁷ on developing similar templates and guidance for Workplace Responses to Domestic Violence and Child Care Needs and with funding from DFAT⁸ through AVI⁹ will be able to develop a Child Safe Tourism Policy template for members. These are value-added services that we believe will assist our members in their day to day operations as well as being an additional marketing element for businesses. Post-COVID, we hope to work on eco-friendly policy development and support and have begun developing plans for this initiative and fostering relationships with relevant partners to provide financial or technical assistance.

We have maintained a presence on the ERAB¹⁰, SPTO¹¹, FCEF¹², NOHSAB¹³, IPAC¹⁴, FHEC¹⁵, and the Fiji-Australia Business Council. Our CEO was also been appointed onto the FRCS Review Committee as well as to the APTC¹⁶ Board. These Board appointments have allowed FHTA to have a voice across many sectors to foster collaboration and champion the FHTA vision.

In March 2020, COVID arrived in Fiji. Prior to the arrival of the first case, our industry was already feeling the effects of some border closures and there were warning signs on the horizon. With the closure of New Zealand and Australia, however, our industry came to a complete halt. With this came the immediate loss of revenue and consequent mass unemployment that has become commonplace in the global tourism markets and Fiji was not spared.

The devastating economic effects of COVID have been consistently labelled unprecedented, with no relevant historical data or experience to assist the world to understand, deal with or manage it. The FHTA Board and Secretariat have worked tirelessly since then to ensure that members were provided valuable and timely advice and support on finance, legal, immigration, employment, HR and operational issues. As a core member of the Tourism Recovery Team, we have lobbied for supportive policies through a comprehensive joint budget submission, and we continue to work closely with MCTTT, Fiji Airways, Tourism Fiji, SOFTA and other stakeholders to develop policies and an accreditation process for COVID Safe (Fiji Care) practices for COVID Contained and VIP laneways.

To reinforce our lobbying message, FHTA has taken every opportunity to provide our point of view in the media, both locally and internationally. We believe that this has proven to be an effective tactic reflective of the inclusions of many of our long-standing recommendations for the National Budget. We are hopeful that the policies announced will go a long way towards supporting the rebound of our industry.

¹ Births, Deaths and Marriages Office;

² Ministry of Health and Medical Services

³ Fiji Competition and Commerce Commission

⁴ Energy Fiji Limited

⁵ Land Transport Authority

⁶ Maritime Safety Authority of Fiji

⁷ International Finance Corporation

⁸ Department of Foreign Affairs and Trade

⁹ Australian Volunteers for International Development

¹⁰ Employment Relations Advisory Board

¹¹ South Pacific Tourism Organisation

¹² Fiji Commerce and Employers Federation

¹³ National Occupational Health and Safety Advisory Board

¹⁴ Industry Programme Advisory Committee

¹⁵ Fiji Higher Education Commission

¹⁶ Australia Pacific Training Coalition

We have also been able to provide members with timely advice regarding employment matters, immigration concerns and worker support through FNPF. This has been facilitated through our close working relationships that have been developed with the Ministry of Employment, Department of Immigration, and the Fiji National Provident Fund.

Government, through its revolutionary National Budget, has afforded some much-needed relief for the tourism industry by way of the proposed VIP Lanes, the nautical Blue Lanes and the deferment of the VMS implementation, along with a complete overhaul of many tax laws that have been core aspects of FHTA's efforts for many years. Improving the ease of doing business, the reduction of departure tax and ECAL and the removal of STT are some of the key policy amendments that have been consistently lobbied for by FHTA. The introduction of the contact tracing app, careFIJI and the COVID Safe Recovery Plans being adopted throughout the tourism networks will also ensure that the required confidence is provided for potential visitors when those borders reopen.

To further assist our members to manage their costs, FHTA decreased its annual subscription fees by 50 percent, in line with the other cost-cutting measures that the Secretariat has put in place. We do thank all members who have paid their subscription during this difficult time as this has ensured the Secretariat's work goes unhindered. For those who have yet to pay we do encourage you to prioritize this to allow the Secretariat to continue its work on all of our behalf.

We expect the next twelve months to be even more challenging as much still remains uncertain. But the Board and Secretariat pledges their continued efforts to work on your behalf to support your businesses, the tourism industry and its multiplier effects on the Fijian economy. We will continue to work with government, MCTTT, Tourism Fiji, Fiji Airway, and other stakeholders to ensure that Fiji's tourism industry has the best opportunity to rebound and recover. Government's support in concert with Fiji Airways and a large contingent of the industry for the first 150,000 visitors is truly a key step in the right direction. It will be so exciting when the first flights arrive on our shores again.

We continue to work on getting Fiji into the proposed Bula Bubble with Australia and New Zealand as they remain our perennial key markets and the best chance for our near- and medium- term recovery. While we wait for the respective Governments to approve the initiatives and work out the logistics of how this will progress, we urge everyone in the industry to continue to plan and prepare for the return of our visitors and the 'new normal' of doing business. Together, we must work tirelessly to ensure that these travellers are confident in Fiji's ability to keep them safe while they are here, while ensuring we can keep our staff and communities safe as well.

As we welcome new faces onto the FHTA Board this AGM, I hope that they will also be committed to the important role that they play in speaking for our members, seeking out innovative solutions and providing a unified voice for tourism operators in Fiji.

Or as Dixon might have said – "Just imagine Fiji when tourism returns".

Vinaka vakalevu.

Brian G. Kirsch
FHTA Acting President



Fiji Hotel and Tourism Association

Minutes of the 54th Annual General Meeting of the Fiji Hotel and Tourism Association held at the Radisson Blu Resort Fiji, Denarau on Friday, 14th June 2019 commencing at 4.00pm

Members Present:

	Name	Property
Active Members:		
1	Dixon Seeto (Chair)	Hexagon Group of Hotels
2	Hari Singh	Fiji Gateway Hotel
3	Peter Gee	Grand Pacific Hotel
4	Brad Rutherford	South Sea Cruises
5	Russell Blaik	Outrigger Fiji Beach Resort
6	Anthony Acland	Captain Cook Cruises
7	Marian Khan	Castaway Island, Fiji
8	William Whiting	Treasure Island Resort
9	Shadna Naicker	Gecko's Resort
10	Ed Duffy	Mango Bay Resort
11	Jen Yip	Mango Bay Resort
12	Robyn Parent	Toberua Island Resort
13	Noval Novitesh Chand	Nasau Resort and Villas
14	Mohammed Azhar	Nasau Resort and Villas
15	Nicholas Darling	Volivoli Beach Resort
16	Mary Ali	Hexagon International Hotel Villas and Spa
17	Luisa Wakaya	Hexagon International Hotel Villas and Spa
18	Akshay Singh	Lomani Island Resort
19	Rusiate Naulivou	Uprising Beach Resort
20	Lu Wang	Nadi Nalagi Hotel
21	Kevin Chan	Nadi Nalagi Hotel
22	Narend Kumar	Tanoa Hotel Group
23	Thiyagarajah Prabakaran	Shangri-la's Fijian Resort and Spa
24	Charles Homsy	Radisson Blu Resort Fiji
25	Brad Downton	Wyndham Denarau Island Resort
26	Vincent Macquet	Sofitel Fiji Resort and Spa
27	Tammie Tam	Warwick Hotels and Resorts
28	Ashlyn Naicker	Tanoa Waterfront Hotel
29	Rohit Kant	The Terraces Apartments Resort
30	Raj Singh	Tanoa Skylodge Hotel
31	Daniel Roy	Tanoa International Hotel
32	Sheron Kumar	Tanoa International Hotel
33	Vinay Sharma	Robinson Crusoe Island Resort
34	Ron Bradley	SeaFiji Ltd
35	Cynthia Rasch	Port Denarau Marina
36	Jona Baro	Aquatrek Beqa
Associate Members:		
37	Stuart Gow	Resort Support
38	Kanishka Samaraweera	R.C. Manubhai and Co. Pte Ltd
39	Jovesa Saladoka	Australia Pacific Training Coalition (APTC)
40	Emma Rice	Australia Pacific Training Coalition (APTC)
41	John Hardaker	Tourist Transport Fiji Pte Ltd

42	Dick Lockington	Triple 3 Ltd
43	Mahzabeen Begum	Naturally Fiji Pte Ltd
44	Kiara Kumar	Naturally Fiji Pte Ltd
45	Charles Chambers	Fiji Sun
46	Frank Lampert	Insurance Holdings (Pacific) Pte Ltd
47	Wiliki Takiveikata	PricewaterhouseCoopers (PWC)
48	Pasirio Kitione	USP Pacific TAFE
49	Repeka Nasiko	The Fiji Times
50	Siteri Sauvakacolo	The Fiji Times
51	Baljeet Singh	The Fiji Times
52	Peter Ovenden	GX2 Technology

Life Members:

1	Robert Wade	Treasure Island Resort
2	Anne Wade	Spouse
3	Patrick Wong	Viwa Island Resort
4	Hafiz Khan	Hexagon Group of Hotels
5	Roslin Ali Khan	Spouse
6	YP Reddy	Tanoa Hotel Group

Apologies:

	Name	Property
Active Members:		
1	Silvano Dressino	Fiji Marriott Resort Momi Bay
2	Mike Agnew	Viti Water Sport
3	Viola Koch	Dolphin Bay Divers Retreat
4	Brian Kirsch	Robinson Crusoe Island Resort
5	Allan Gortan	Paradise Taveuni
6	Andrew Davidson	InterContinental Fiji Golf Resort and Spa
7	Sean Tiesman	Koro Sun Resort and Rainforest Spa
8	Francis Lee	Shangri-La's Fijian Resort and Spa
9	Tarun Patel	Vision Group/Hilton/DoubleTree/Tadrai
10	Steven Andrews	Castaway Island, Fiji
11	Robert Ring	Tokoriki Island Resort
12	Steve Anstey	Malolo Island/Likuliku Lagoon Resort
13	Neeraj Chadha	Marriott International Inc./Sheraton/Westin
14	Nasoni Tamani	Tambua Sands Beach Resort
15	Dessapa Mudaliar	Tokatoka Resort Hotel
16	Hiroshi Matsumoto	Mana Island Resort and Spa
17	Mohammed Feroz	Holiday Inn Suva
18	Coral Kennedy	Sandy Point Beach Cottages
19	Bradley Robinson	Plantation Island Resort
20	Simone Daulaca	Navini Island Resort
21	Barry Sheltrum	Leeward Island Services Ltd
22	Timothy Bathke	Warwick Hotels and Resorts
23	Jan Partridge	SeaFiji Ltd
24	Ashwin Pal	Diveaway Fiji Ltd
25	Bill Duffy	Mango Bay Resort
Associate Members:		
26	Seiji Tokito	Asco Motors Fiji
27	Marcus Gibson	Asco Motors Fiji
28	Hriday Daswaney	Dynasty Tours and Travels

29	Peter Rigamoto	British American Tobacco
30	David Lavings	CMS Consulting Pty Ltd
31	Cama Raimuria	Central Pacific Chemicals Ltd
32	Jenny Mosese	British High Commission
33	Lewis Sahai	Ecolab Fiji and Pacific Rim
34	Nesbitt Hazelman	Fiji Commerce and Employers Federation

Life Member:

1	Robert Kennedy	Sandy Point Beach Cottages
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Proxies were received from:

1	Dolphin Bay Divers Retreat
2	DoubleTree Resort by Hilton Fiji, Sonaisali Island
3	Fiji Marriott Resort Momi Bay
4	Hilton Fiji Beach Resort
5	Holiday Inn Suva
6	InterContinental Fiji Golf Resort and Spa
7	Koro Sun Resort and Rainforest Spa
8	Likuliku Lagoon Resort
9	Malolo Island Resort
10	Navini Island Resort
11	Plantation Island Resort
12	Sheraton Denarau Villas
13	Sheraton Fiji Resort
14	Tadrai Island Resort
15	Tambua Sands Beach Resort
16	The Westin Denarau Island Resort and Spa
17	Tokatoka Resort Hotel
18	Tokoriki Island Resort
19	Viti Water Sport
20	Warwick Fiji

Secretariat attendance:

Fantasha Lockington	Chief Executive Officer
Litia Mario	Executive Officer
Cheryl Chow	Communications and Events Officer
Alvina Narayan	Training and Accounts Officer
Tareguci Sigarua	Research and Administration Officer

1. Welcome

On notification of the presence of a quorum the President Mr. Dixon Seeto, as Chairperson, welcomed all members. He acknowledged the presence of Honorary Life Members and declared the meeting open at 4:10pm

The Chair expressed his gratitude for the support given by members to the Secretariat. He acknowledged the support of the Vice Presidents Brian Kirsch and Anthony Acland and thanked Board members for their efforts and input through the year.

On the request of the Chair, the CEO read out the list of apologies and proxies received.

2. Confirmation of Minutes

Chair stated that the minutes were in the AGM booklet and assumed that it had been read by the membership and asked if there were any amendments to the minutes or clarifications.

As there were no corrections or comments from the floor, the AGM minutes were confirmed as the true and accurate record of the 53rd Annual General Meeting that was held at the Sofitel Resort Fiji, Denarau on 8th June, 2018.

Moved:	Peter Gee	Grand Pacific Hotel
Seconded:	William Whiting	Treasure Island Resort

Motion carried on voices.

3. Matters Arising

There being no other matters arising, the Chair proceeded to the Presidents report.

4. Presidents Report

The President noted that the full report had been included in the AGM booklet which was distributed to the members in soft and hard copy and took the report as having been read. He thanked the Secretariat for putting this together and welcomed any comments or queries from the floor.

There being no comments from the floor, the Chair proceeded to the sub-committee reports.

5. Sub-Committee Reports

The President informed members there were sub-committee reports to be presented by the Chairs to talk about the work they did and would take questions where required.

5.1 TREASURER'S REPORT

Presented by FHTA Treasurer – Mr Peter Gee

The treasurer noted that there had been a 7% increase in membership for 2018 to 289 members in total and as a result, total subscriptions for the year was \$348,561.

Including other income of \$27,183, this gave FHTA a Total Revenue of \$375,744 versus budget of \$394,158 against expenditure for the year which was \$334,243 which included extra funding spent on training and awareness sessions at reduced rates or FOC as part of membership benefits.

With a combined operating surplus of \$42,501 and FHTA's share of the Partnership Profits of \$11,418, our Total Comprehensive Profit for the year was \$52,919 (budgeted \$53,581).

At 31st Dec 2018, our total assets were \$1,109,255 with Total Liabilities of \$41,895 giving FHTA Net Assets of \$1,067,360.

Investment activities include Term Deposits with BSP, Credit Corp, HFC and Merchant Finance totalling \$617,411, spread at 1 - 2 year maturity terms at 3.75% - 4% annual interest. \$134,000 is invested with RBF's Viti Bonds with a 4% interest rate that matures 31 Jan 2023.

The Treasurer provided an overview of the FEFHA Partnership, itemising the following figures:

- Monthly Rental Income \$25,708
- Monthly Loan Repayment \$16,808
- Loan Term 13 Years

- Interest Rate 4.00%
- Loan Balance as at 31.05.19 \$1,693,468

He also noted that the Association's year end is 31 December while the Partnerships' year end is 30th June, as such the results of the Partnership for the period 1 July 2018 to 31 December 2018 are unaudited.

With regard to the Land and Property values stated on the audited Financial Statement the values are a combination of valuation and historical cost amounts and that the land and property had appreciated in value.

Based on Market valuation done by Rolle Associates as at 4 September 2018, the land has been valued at \$1.1M and the building at \$3.6M (\$4.7M).

The Treasurer acknowledged the work done by the Secretariat to manage the finances and assured the members that the Association will continue to use members' funds wisely and to create more value for our members.

5.2 EXECUTIVE COMMITTEE

**Chair – President Dixon Seeto, Vice Presidents - Brian Kirsch and Anthony Acland
Committee – Peter Gee, Tammie Tam, Tarun Patel**

Executive Committee Report presented by Mr Dixon Seeto.

Mr Seeto stated that the Executive Committee meets in-between Board meetings (every 2 months) and assists with operational matters while working closely with the CEO and Secretariat on membership needs.

The committee managed new membership approvals as well as met with Government Ministries and Agencies – Tourism, Fisheries, Environment, Education, Health, Solicitor General, Immigration, HLB, Fiji Revenue and Customs Service (FRCS), Fiji Competition and Consumer Commission (FCCC), Reserve Bank of Fiji (RBF) and others.

These meetings have involved the following matters over the past year:

- Cooperation with Fisheries: Fishing Wardens, internships, Marine Protected Areas (MPA's) and coral replanting
- Ministry of Industry, Trade and Tourism (MITT) partnerships and collaboration: Micro, Small and Medium Enterprises (MSME) Digital Tourism training, Tourism Talanoa, Agri-Tourism, etc
- Education: Tourism specific qualifications, University Advisory Committees
- Health: Hyperbaric chamber, Mosquito borne disease control, Food Safety Standards
- Liquor, Tobacco, Hotel and Business Licensing challenges

Also, over the past year considerable time has been invested in staying abreast of legislation changes (like ERA, Company Act amendments and VMS).

The committee endorsed the engagement of KPMG to provide assistance with the Budget Submission structure which had some traction although still have a lot more to do with policy makers.

They also provided substantial input into the Fiji Airways (FJ) organised Oxford Economics study – background information on tourism, reports, data, challenges and recommendations; the committee is awaiting release of the study.

Apart from government ministries and agencies the executive committee also met with International Finance Corporation (IFC), International Monetary Fund (IMF), Moody's Investor Service, Wages and Productivity Consultants, Accounting Firms and Legal Counsels to get the interests of members heard. IMF were supportive of Tourism challenges and IFC have taken over the International Visitor Survey (IVS) so we can expect faster results starting this year.

The executive committee also initiated FHTA's first Strategic Plan last year with the following key strategic priorities:

- **STRONG LOBBYING VOICE**
 - Lobby with Government on high operating taxes imposed, development incentives removed and other challenges that are impacting growth and sustainability
- **BRANDING and MEMBERSHIP**
 - Improve FHTA reputation amongst internal and external stakeholders and drive increase in membership
- **DATA SUPPORT**
 - Enhance data generation and research capabilities
- **INDUSTRY DEVELOPMENT**
 - Drive government focus and support education industry to improve talent development infrastructure for tourism sector

5.3 MARINE SUB-COMMITTEE

Chair – Anthony Acland

Committee: Nicholas Darling, Uri Kurop, Adam Wade, Cynthia Rasch, Stuart Gow

Marine Sub-committee Report presented by Mr Anthony Acland.

Mr Acland stated that the sub-committee noted survey certification issues went down significantly compared to the previous year.

In 2018 the sub-committee raised our concern with Maritime Safety Authority of Fiji (MSAF) that the Maritime Labour Convention 2006 (MLC) being discussed should not include minimum wages, working conditions and that consequences could also impact tourism transfers for staff and guests; the proposed minimum wage was unrealistic. They also brought this to the attention of the Ministry of Transport and Ministry of Labour; the Ministry for Labour confirmed in May 2019 that they have included these issues under their general discussions on wages and labour conditions.

Passenger levy consultations for Port Denarau took place in November 2018 with Fijian Competition and Consumer Commission (FCCC) and the sub-committee felt that the collaborative approach to the consultations resulted in a fair increase. The FCCC ruling came out in April 2019 which saw passenger levies increased by 7.68% - (A) \$ 3.12 (C) \$ 2.09, Staff \$ 1.51; there were no changes to other services.

Mr Acland note small wins over the past year:

- MSAF reshuffle in management has seen an improved level of service although still with problems
- Meeting with MSAF CEO planned on the need to change survey requirements for small vessels to 3 years to coincide with safety equipment (flares etc.) expiry date
- MSAF CEO wants to introduce interim certificates being given at time of survey

Further planned activity for the sub-committee includes:

- Meeting with Transport Minister, MSAF Board and CEO to gain a timeline for changes
- Look at viability of a Yacht Industry sub-committee to be formed

Challenges outlined were:

- Any MSAF changes proposed have to be legislated first therefore onerous and time consuming. This may be what is dis-incentivising the action from MSAF
- Insufficient information from members when they have issues with surveys, licensing, qualifications. Membership involvement is key to Association's success.
- Tourism taxes on marine industry stifling growth and quality of services provided
- Tax threshold causing a major imbalance in competition throughout day trips/water sports activities and is also anti-growth for operators under the threshold. This issue was raised in our 2019 Budget Submission, but not considered.

Mr Acland ended his presentation by urging members to raise issues to the Secretariat when they arise, so that they could get the assistance or advice that they need.

5.4 HR/IR Sub-committee

Chair: Brian Kirsch

Committee: Tammie Tam, Patrick Wong, Tarun Patel, Narend Kumar, Neeraj Chadha

HR/IR Sub-committee Report presented by Mr Patrick Wong.

Mr Wong stated that the HR/IR sub-committee committed to providing HR/IR updates through Legal Opinions and changes to policies which included the updates and recommendations for policies on Family Care leave and Paternity Leave, and the 150% tax deduction advice.

With regard to Fiji National University (FNU) grant claiming, the sub-committee provided advice on direct grant claim (now reduced) and 150% tax deductions for employers.

Mr Wong noted that HR has matured in the last 5 years and the sub-committee had commenced meetings with wider HR management to improve information sharing. They have also commenced work on an industry salary survey for implementation later this month which will be undertaken by one of the major accounting firms.

The National Union of Hospitality Catering and Tourism Industries (NUHCTIE) agreements signed in May and June 2018 with respective properties goes to March 2020 to allow a more convenient negotiating window. The Collective Agreement (CA) document itself has now been tidied up to have one clear document. Merit Pay (subject to arbitration ruling in 2007 for 11-12 hotels) is still pending.

Mr Wong further noted that issues were still arising with multiple unions at one property and that members were provided legal advice on how to proceed. The sub-committee also assisted some properties to defer the registration of a new union as the new union did not follow procedures.

The Employment Relations Advisory Board (ERAB) reconvened last year with Dixon, Fantasha and Brian on ERAB however there was no progress on getting everyone to the table this year.

Brian is also on the technical working committee to review the ERA 2007 for updates - on a stop/start basis for over 6 years now.

Most recently, Sydney based academic – Dr Partha Gangopadhyay has had more consultations on reviewing the minimum wage and employers had indicated that productivity had to be part of the review. Government has also introduced a Singapore based team to look into a Productivity Policy for Fiji; only initial consultations with the team have taken place.

5.5 DIVE SUB-COMMITTEE
Chair – Nicholas Darling
Committee: Allan Gortan, Stuart Gow, Mike Agnew, Anthony Acland

Dive Sub-committee Report presented by Mr Nicholas Darling.

Mr Darling highlighted the positive development of the Hyperbaric Chamber replacement at the Colonial War Memorial which FHTA had pursued persistently through the Ministry of Tourism and Ministry of Health since Jan 2017. The chamber landed in late May 2019 after months of delays from the manufacturers in Brazil with engineers dismantling the old chamber and replacing it with the new chamber. Commissioning was confirmed for first week June and training dates were yet to be confirmed. The sub-committee had requested that the training be made available to industry personnel in addition to the hospital staff that will be trained.

The sub-committee was also made aware that the Fiji Navy were planning on purchasing and installing two (2) decompression chambers – one to be mobile on a ship and the other to be installed at the Navy yard. The sub-committee hopes to confirm the locations of the new chambers and whether these would be available for civilians.

Mr Darling also spoke on the Dive Fiesta and Dive Expo which was resurrected in March 2018 with great support from FJ and Tourism Fiji (TF). The March 2019 event showcased Northern dive areas, included FJ's Dive Ambassador Jean-Michel Cousteau and an introduction to TF's "Bulannaires" and had increased attendance from wholesalers and dive operators. FHTA now also have a really good relationship with TF's new Niche Manager, James Pridgeon. The 2020 Fiesta is being considered for May, closer to FTE with plans to showcase the Kadavu, Beqa region.

He concluded his presentation by issuing a reminder to members who have dive operations that there are protocols in place to report incidents of any kind, and if unsure, please check with the Secretariat.

5.6 LEGAL/POLICY SUB-COMMITTEE
Chair – Dixon Seeto
Committee: Brian Kirsch, Anthony Acland, Peter Gee, Tammie Tam, Tarun Patel

Legal/Policy Sub-committee Report presented by Mr Dixon Seeto.

The sub-committee continued to ensure that changes in policy and legislation continued to be shared with members through newsletters or e-blasts.

Mr Seeto also shared that by utilising the services of Neel Shivam Lawyers, legal advice has been provided for individual members as well as for issues that affect everyone – new Family Care Leave, Paternity Leave with any legal opinions received are shared on the website for general information

Neel Shivam Lawyers had also assisted FHTA to understand the changes to the Company Act and implement the changes required of the Association.

5.7 MARKETING SUB-COMMITTEE
Chair – Brian Kirsch
Committee: William Whiting, Nicholas Darling, Patrick Wong, Steven Andrews, Vincent Macquet

Marketing Sub-committee Report presented by Mr William whiting.

Mr Whiting stated that the sub-committee had meetings based on agreed Terms of Reference (TOR) between FHTA, Society of Fiji Travel Associates (SOFTA), FJ, and TF to discuss trends and market

conditions. The committee's mandate is for high-level information-sharing and collaboration to fulfil key marketing objectives supporting the long-term sustainable growth of the national tourism industry and tried to meet at least quarterly.

The meetings discussions and initiatives included:

- Optimising the lift vs inventory equation vis-à-vis TDP
- The input for FJ report undertaken by Oxford Economics.
- More industry feedback and input including STR reports and forward PACE data –request for better cooperation in providing stats (also affects our ability to make submissions on budget, to RBF, FRCS, MoE, etc)
- IVS reports (still pending for 2016-2018) will be now done by IFC. Have indicated this will be faster. Commences 2019.
- Provide a check and balance on some of the messaging from TF and FJ (in our view need to optimize for heads in beds not bums in seats and also ensure that the marketing message is aspirational and high value customers but without leaving the 'back of the plane' empty)
- Support the diversification of our markets but not at the expense of existing – need to grow market share of AUS (flat) and NZ (as well as new markets).
- Concern for reduced TF budget
- Need to focus on reasons to travel in off-peak and concerted effort for next Q1
- Need an Asia ready program
- Participation in the Oxford Economics study for FJ and ensuring the input covered all areas of tourism

5.8 ENVIRONMENT SUB-COMMITTEE

Chair – Nicholas Darling.

Committee: Steven Andrews, Andrew Davidson, Anthony Acland, Helen Sykes

Environment Sub-committee Report presented by Mr Nicholas Darling.

The members were informed that the sub-committee (with ExCom) has been actively engaged since June 2018 with the Ministry and Department of Environment about Freesoul Development. Updates on our concerns on the degradation of the environment at Malolo were also raised with MITT, iTaukei Lands Trust Board, Itaukei Affairs Board, Lands Department, Ministry of Fisheries, Director of Public Prosecutions (DPP) Office, Commissioner West, Ministry of Rural and Maritime Development and the Office of the Prime Minister.

Despite two (2) STOP WORK ORDERS, work continued at the site and was consistently reported back to the Ministry of Environment (MOE); until the overseas media broke the news, no formal action had been taken. The court case is still pending, having been adjourned each month (now 24 June).

The sub-committee continues to raise our concern that MOE has limited capacity and no enforcement "teeth" other than threats of fines (\$10k and \$300k). FHTA's Budget Submission also called for improved capacity and better enforcement powers – otherwise Fiji is providing an "Environment Warrior" face to the world and not practicing this at home.

The sub-committee is also still awaiting MOE's TOR and implementation of an Environment Management Committee that we have been invited to be part of and they will continue to monitor the Malolo situation and press for updates and with member's input will continue to highlight any other environment degradation.

5.9 FEFHA BUILDING SUB-COMMITTEE
Chair: Tarun Patel
Committee: Dixon Seeto, Peter Gee

FEFHA Building Sub-committee Report presented by Mr Dixon Seeto.

Mr Seeto reported that there were fewer meetings with the building now complete and ground floor and basement fully rented out. The sub-committee continued to discuss reducing the building's loan balance with FHTA funds with the partnership. Per legal advice, both partners must provide reciprocal amounts based on share equity, however FCEF does not have funds to match our input.

He added that FHTA's proposed option of buying more shares (increase the current 37%) was not accepted and FRCS has not responded to request for tax treatment of partnership.

5.10 FRCS SUB-COMMITTEE
Chair – Dixon Seeto,
Comm: Tammie Tam, Brian Kirsch, Anthony Acland, Peter Gee, Tarun Patel

FRCS Sub-committee Report presented by Mr Dixon Seeto.

The sub-committee continued to strengthen the Associations relationship with FRCS with on-going meetings.

Topics covered in recent meetings with them included:

- Assistance or background for member issues
- Commenced discussions Oct 2018 on the VMS introduction plans
- Advised by FRCS that they would provide a 6 month advance notice
- 2019/2020 Budget submission discussions - to discuss tourism challenges and recommendations

FHTA CEO, Ms Fantasha Lockington presented on the VAT Monitoring System (VMS) and advised the members that we did NOT get the 6 month advance notice as initially advised.

Once gazetted and advised, the committee met FRCS to discuss challenges members would face trying to comply within 2 months and discussed the following:

- that members had a range of issues relevant to operation size, number and type of systems, manual invoicing, understanding what were trigger points for VAT info
- that we needed the timeline extended as there was no existing accredited system that would work with hotels

With regard to the compliance timeline:

- Members have been asked to provide info on systems being used
- Information shared with FRCS and with recap of meeting discussions and formal request to extend the deadline

The timeline of 31st July will be considered for extension IF and WHEN:

- the (accredited) software vendors can provide a list to FRCS noting which members they can make compliant and by which date
- Show FRCS that they are actively pursuing compliance on behalf of their clients
- Members must work with their system providers and urge them to work quickly on solutions.

The first meeting had also taken place between vendors (software and hardware), the VMS Unit, FHTA Sec, member reps (FCs) to discuss challenges for vendor registration and accreditation. Also discussed were member scenarios for transaction types that would impact time and supply rules, security

concerns, possible solutions for different categories of members. Vendors are now getting accreditation – (this is the first step), then working on what changes need to be made to get members compliant. Room Master has already prepared a list of their clients. We have requested they commence their timeline for client compliance with dates and requested other system providers do the same. FRCS wants to be able to see that vendors are actively working on accreditation and client compliance. The CEO stressed that no-one knows what the costs might be yet.

CEO then outlined the next steps:

1. Vendors (software/hardware) must prepare their client lists with a timeline on when and how each will be compliant
2. The FRCS CEO has agreed verbally that he will request the Minister extends the deadline
 - a. We don't have this in writing though and are mindful of repeating this formally to the membership (as we did with their confirmation that we would have a 6 month notice) and not have it reaffirmed later.
3. FRCS needs all the vendors to become accredited
 - a. this is becoming quite complicated but suffice to say everyone is trying
 - b. The Secretariat is working with the vendors and FRCS's VMS Unit
4. We believe there will be a need to have tourism-industry-specific VAT regulations or Standard Interpretation Guidelines (SIGs) –
 - a. because there will be issues with being either IFRS compliant or VAT compliant due to the complicated nature of hotel business generally and
 - b. the "VAT rules on time of supply" requirement for revenue recognition
Eg: stay with eat free packages, wholesale and OTA bookings, breakfast included, free rooms, bookings over month end, room charge back (FandB, shopping, other hotels), refunds,
 - c. We are putting together these "scenarios" and requesting assistance from accounting firms to assist us with the SIG's.
5. We are working towards getting agreement on industry specific procedures surrounding revenue recognition (timing), revenue allocation and revenue splitting.
6. We are also discussing with vendors the need to have members access the best options for them depending on their needs and understand that members will have different system needs:
 - a. manual or automated invoicing,
 - b. power and internet vs intermittent or no power/internet,
 - c. single system vs multiple systems interfacing, etc
7. We have also asked for consideration of shared costs for the same system needs.

CEO also noted that:

- We expected that the Public VMS Awareness sessions were not going to be very helpful because FRCS do not yet understand the impact to tourism operations
- Costs are unknown as yet as vendors themselves are trying to become accredited first. This will allow them to understand software requirements better.
- Small properties may be able to hook up to the FOC SD cards (will generate fiscal invoices for up to 10M revenue and will be valid for a year so you can connect at least once a month).
- The Secretariat will send out an updated notice next week once we have had our 2nd meeting with the Vendors and FRCS's.

6. Financial Report

The Chair acknowledged the work put in by our Treasurer - Peter Gee, and asked if there were any comments or questions regarding the audited financial statements.

There being no further questions, the membership adopted the Financial Statement for the year ended 31 December 2018.

Moved: **Nicholas Darling** **Volivoli Beach Resort**
Seconded: **Anthony Acland** **Captain Cook Cruises**

The motion was carried on voices.

7. Appointment of Auditors

The Chair presented AGM Paper 02/19 where the Directors recommended the retention of PriceWaterhouseCoopers (PWC) for the Financial Year 2019.

The motion to re-appoint PriceWaterhouseCoopers as Auditors for the Financial Year 2019 was put to the membership and carried on voices.

Moved: **Peter Gee** **Grand Pacific Hotel**
Seconded: **Nicholas Darling** **Volivoli Beach Resort**

The motion was carried on voices.

8. Election of the Board Members and Officers

Chair stood down and handed over to the CEO to conduct the elections.

The CEO presented the Nominations Committee Report (AGM Paper 03/19). She informed members that there were now five vacancies and the Nominating Committee had put forward five nominations for consideration that the Board ratified. With only five nominations put forward to fill the five vacancies, no elections were held.

There being no other nominations, this motion was put to the floor and was passed on voices.

Moved: **Brad Rutherford** **South Sea Cruises**
Seconded: **Nicholas Darling** **Volivoli Beach Resort**

The motion was carried on voices.

These five elected Directors now joined the remaining eleven Directors who had terms remaining:

1. Mr Dixon Seeto - Hexagon Group of Hotels
2. Mr William Whiting - Treasure Island Resort
3. Mr Vincent Macquet - Sofitel Fiji Resort & Spa
4. Mr Neeraj Chadha - Marriott International Inc.
5. Mr Patrick Wong - Viwa Island Resort

All five Directors will serve a term of three (3) years until the 2022 AGM.

8.1 Election of President and Vice-Presidents

The CEO stated that the Board had recommended Mr Dixon Seeto to be re-elected as President and Mr Brian Kirsch and Mr Anthony Acland to be elected as Vice Presidents. As no further nominations were received, the membership voted Mr Dixon Seeto as President and Mr Brian Kirsch and Mr Anthony Acland as Vice Presidents.

Moved: **Peter Gee** **Grand Pacific Hotel**
Seconded: **Narend Kumar** **Tanoa Hotel Group**

The motion was carried on voices.

Mr Dixon Seeto resumed as Chair.

9. Change of Memorandum and Articles of Association

The CEO presented the motion to Change the Memorandum and Articles of Association (AGM Paper 04/19).

She outlined the purposes of the motion:

1. To ensure that the Articles of Association is aligned with the requirements of the Companies Act 2015.
2. To include the Code of Ethics and associated Disciplinary Procedures into the Articles of Association as an Addendum.

Chair invited comments and questions from the floor. As no comments or questions were received the membership adopted the motion to change the Memorandum and Articles of Association.

Moved:	William Whiting	Treasure Island Resort
Seconded:	Anthony Acland	Captain Cook Cruises

The motion was carried on voices.

10. Amendment to the Code of Ethics

The CEO presented the motion for Amendment to the Code of Ethics (AGM Paper 05/19).

She outlined the purpose of the motion:

1. To amend the Code of Ethics and associated Disciplinary Procedures wherever reference is made to the Memorandum and Articles of Association.

Chair invited comments and questions from the floor. As no comments or questions were received the membership adopted the motion for Amendment to the Code of Ethics.

Moved:	Peter Gee	Grand Pacific Hotel
Seconded:	Narend Kumar	Tanoa Hotel Group

The motion was carried on voices.

11. Change of Subscription Fees

The Chair presented the motion for Change in Subscription Fees (AGM Paper 06/19).

He outlined the proposal:

In its meeting of April 2019, the Board approved the recommendation for the Associate membership fee to be increased from \$269 to \$476.56, in line with the fee currently being paid by the Dive and Marine members.

The number of Associate members has grown from 107 to 148 since 2013 when the fees were last reviewed.

The Association has increased its level of communications, grown the annual tradeshow, provided more training and awareness opportunities and ensures it provides the most updated information to members on legislative, policy and tax changes. As such the

Secretariat is now fully manned by 5 staff to ensure member services and enquiries are quickly and efficiently addressed.

The increase would allow the Association to offer Associate members further benefits including:

- Banner advertising on a rotational basis on the website with the addition of what has already been commenced where each Associate member is provided the opportunity to share news updates or press releases for the opportunity to link back to their websites.
- Increased access to training opportunities (also available to all members)
- Increased contacts for mail-outs
- Increased relevant training and awareness opportunities (one per month)

It is therefore proposed that the Annual General Meeting **endorse the increase of Associate Membership fee effective 01 January 2020 to be the same as the membership fee charges to Dive Members and Marine Members** which stand at \$476.56 for 2019.

Chair invited comments and questions from the floor. As no comments or questions were received the membership adopted the motion for Change of Subscription Fees.

Moved:	Tammie Tam	Warwick International Hotels & Resorts
Seconded:	Marian Khan	Castaway Island, Fiji

The motion was carried on voices.

12. Acknowledgement

Chair acknowledged the presence of Life members in attendance – Mr YP Reddy, Mr Hafiz Khan, Mr Patrick Wong and Mr Robert Wade. He also acknowledged the passing of FHTA Life member, Mr John Birch.

13. Any Other Business

Mr William Whiting wished to acknowledge the work of and commitment to the Association by the current FHTA President Mr Dixon Seeto. Dixon is the longest serving president of the association, having been in the position since 2002. Mr Whiting thanked Mr Seeto for the time and commitment that he gives to the Association.

Dixon acknowledged the work of the Board of Directors in driving the work of the Association and in ensuring the leadership is effective and dynamic. He thanked the Board for their commitment and the Secretariat staff for their work throughout the year.

14. Close

There being no other matters, the Chair thanked members for making it to this year's Annual General Meeting and congratulated the elected board members. The Chair also thanked Charles Homsy and Radisson Blu Resort for hosting the AGM.

He declared the meeting closed at 6:10pm.

FIJI HOTEL AND TOURISM ASSOCIATION

CONFIDENTIAL

AGM Paper 01/20

ADOPTION OF FINANCIAL REPORT

The Fiji Hotel and Tourism Association (FHTA) Financial Report for the year ended 31st December 2019 has been duly audited by our auditors, PricewaterhouseCoopers (PWC).

The 2019 Financial Report is attached for members' perusal.

Submitted for adoption at the Annual General Meeting.



Fantasha Lockington
Chief Executive Officer

Attached.

FIJI HOTEL AND TOURISM ASSOCIATION

FINANCIAL STATEMENTS

31 DECEMBER 2019

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3	Statement by directors
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7	Statement of comprehensive income
8	Statement of financial position
9	Statement of changes in equity
10	Statement of cash flows
11 to 18	Notes to and forming part of the financial statements
19	Disclaimer on unaudited supplementary information
20	Unaudited detailed statement of income and expenditure

DIRECTORS' REPORT

In accordance with a resolution of the board of members, the members herewith submit the statement of financial position as at 31 December 2019, statement of comprehensive income, statement of cash flows and the statement of changes in equity for the year ended 31 December 2019 and report as follows:

1. DIRECTORS

The following were directors of the association at any time during the financial year and up to the date of this report:

Mr. Dixon Seeto (Deceased on 19 July 2019)	Mr. Brian Kirsch (Acting President)
Mr. Tarun Patel (Acting Vice President)	Ms. Tammie Tam (Acting Vice President)
Mr. Peter Gee (Treasurer) – (resigned 1 April 2020)	Mr. Allan Gortan
Mr. Nicholas Darling	Mr. Steven Andrews
Mr. Francis Lee	Mr. Vincent Macquet
Mr. Neeraj Chadha	Mr. Narend Kumar
Mr Anthony Acland	Mr. Patrick Wong
Mr. William Whiting (resigned on 13 December 2019)	
Mr. Andrew Davidson (resigned on 15 August 2019)	

2. PRINCIPAL ACTIVITIES

The principal activities of the association is to protect, promote and develop the interests of the hospitality industry and the people within the industry through establishment of standards, adequate training and recommending appropriate legislation and to promote good relations with all stakeholders in the industry.

3. OPERATING RESULTS

The operating surplus for the year is \$1,071,855 (2018: operating surplus of \$52,919).

4. PROVISIONS

Provisions are recognised when: the association has a present legal or constructive obligation as a result of past events; it is probable that a transfer of economic benefits will be required to settle the obligation; and the amount can be reliably estimated. Provisions are not recognised for future operating losses.

5. BAD AND DOUBTFUL DEBTS

The directors took reasonable steps before the financial statements were made out, to ascertain that all known bad debts were written off and adequate provision was made for doubtful debts. At the date of this report, the directors are not aware of any circumstances which would render the amount written off for bad debts, or the amount of the provision for doubtful debts, inadequate to any substantial extent.

6. CURRENT ASSETS

The directors took reasonable steps before the financial statements were made out to ascertain that the current assets of the association were shown in the accounting records of the association at a value equal to or below the value that would be expected to be realised in the ordinary course of the business.

At the date of this report, the directors are not aware of any circumstances which would render the values attributable to the current assets in the association's financial statements misleading.

DIRECTORS' REPORT – continued

7. EVENTS SUBSEQUENT TO BALANCE DATE

The coronavirus disease (COVID-19) outbreak has developed rapidly in 2020, bringing a significant health impact globally. Measures taken to contain the virus are already having a significant impact on global markets and economic activity and Fiji is also feeling the impact with business disruption and levels of activity already reducing in several market sectors especially to the Tourism sector.

There is considerable uncertainty around the possible duration of and the resulting depth of impact that may come subsequently from the disruption caused. There will be a negative impact on revenues and operating results for the 2020 year, and cash flows of the business are likely to reduce in the short to medium term.

Directors and management are carefully considering the impact of the COVID-19 outbreak on the business and assessing future operational options. The financial impacts, however, cannot be reasonably estimated at this time, as they will be largely the product of matters the Association cannot control.

Directors and management believe the Association has sufficient financial resources together with arrangements with its customers and suppliers at this time to be able to successfully manage its business risks despite the current uncertain economic outlook due to the COVID-19 outbreak. They have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

8. OTHER CIRCUMSTANCES

At the date of this report, the directors are not aware of any circumstances not otherwise dealt with in this report or accounts which would render any amounts stated in the accounts misleading.

For and on behalf of the Board,


.....
Brian Kirsch
Acting President

27 May 2020


.....
Tarun Patel
Acting Vice President

27 May 2020

STATEMENT BY DIRECTORS

In the opinion of the directors:

- (a) the accompanying statement of comprehensive income is drawn up so as to give a true and fair view of the results of the association's operations for the year ended 31 December 2019;
- (b) the accompanying statement of financial position is drawn up so as to give a true and fair view of the state of the association's affairs at 31 December 2019;
- (c) the accompanying statement of changes in equity is drawn up so as to give a true and fair view of the movement in equity and reserve for the year ended 31 December 2019; and
- (d) the accompanying statement of cash flows is drawn up so as to give a true and fair view of the cash flows of the association for the year ended 31 December 2019.

For and on behalf of the Board,


.....
Brian Kirsch
Acting President

27 May 2020


.....
Tarun Patel
Acting Vice President

27 May 2020



Independent Auditor's Report

To the Members of the Fiji Hotel and Tourism Association

Report on the audit of the financial statements

Opinion

We have audited the accompanying financial statements of Fiji Hotel and Tourism Association (the 'Association'), which comprise the statement of financial position as at 31 December 2019, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Association as at 31 December 2019, and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter

Without qualifying our opinion, we draw attention to the fact that the financial statements include the Association's share of current year profit from the Fiji Employers Federation and Fiji Hotel Association Partnership (the 'Partnership'). The year-end for the Partnership is 30 June. The financial results for the period 1 July 2019 to 31 December 2019 has been based on the Partnership's unaudited financial statements for 31 December 2019. It is not known at this stage whether there will be any changes to the existing draft financial results for the Partnership which may then impact on the above profit that has been recorded in the Association's financial statements.

Independence

We are independent of the Association in accordance with the ethical requirements of the International Ethics Standards Board for Accountant's Code of Ethics for Professional Accountants (IESBA Code) that are relevant to our audit of the financial statements in Fiji, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.



Responsibilities of Directors and Management for the Financial Statements

Directors and management are responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs, and for such internal control as the directors and management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors and management are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors and management either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so. The directors and management are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors and management.
- Conclude on the appropriateness of the directors and managements use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.



- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with directors and managements regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Restriction on Use

This report is made solely to the Members of the Associations, as a body, in accordance with our Letter of Engagement. Our audit work has been undertaken so that we might state to the Members of the Association those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Members as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in blue ink that reads 'PricewaterhouseCoopers'.

PricewaterhouseCoopers
Chartered Accountants

A handwritten signature in blue ink, appearing to read 'Kaushick Chandra'.

Kaushick Chandra

27 May 2020
Suva, Fiji

	Notes	2019 \$	2018 \$
Revenue			
Subscriptions		372,861	348,561
Other income		(20,310)	(20,004)
Administrative costs		<u>(384,381)</u>	<u>(314,239)</u>
		(31,830)	14,318
Finance income		<u>27,653</u>	<u>27,183</u>
Operating (deficit)/ surplus		(4,177)	41,501
Share of partnership profit	9	<u>1,076,032</u>	<u>11,418</u>
Surplus before income tax	3	1,071,855	52,919
Income tax expense	2.9	<u>-</u>	<u>-</u>
Surplus for the year		\$ 1,071,855	\$ 52,919
Other comprehensive income		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u>\$ 1,071,855</u> =====	<u>\$ 52,919</u> =====

The statement of comprehensive income is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 11 to 18.

	Notes	2019 \$	2018 \$
<u>ASSETS</u>			
CURRENT ASSETS			
Cash and cash equivalents	4	21,630	69,428
Held to maturity investments	5	339,823	617,411
Trade receivables	6	60,878	26,817
Other receivables	6	<u>63,848</u>	<u>67,935</u>
		<u>486,179</u>	<u>781,591</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	54,566	60,167
Held to maturity investments	5	433,865	134,000
Investment	9	<u>1,209,529</u>	<u>133,497</u>
		<u>1,697,960</u>	<u>327,664</u>
TOTAL ASSETS		<u>2,184,139</u>	<u>1,109,255</u>
<u>LIABILITIES</u>			
CURRENT LIABILITIES			
Creditors and accruals	8	41,558	36,187
Provision for annual leave	10	<u>3,366</u>	<u>5,708</u>
TOTAL LIABILITIES		<u>44,924</u>	<u>41,895</u>
NET ASSETS		<u>\$ 2,139,215</u>	<u>\$ 1,067,360</u>
<u>EQUITY</u>			
Accumulated funds		2,067,855	996,000
Capital reserves		<u>71,360</u>	<u>71,360</u>
TOTAL EQUITY		<u>\$ 2,139,215</u>	<u>\$ 1,067,360</u>

The statement of financial position is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 11 to 18.

These financial statements are approved in accordance with a resolution of the Board of Directors.

For and on behalf of the Board.


.....
Brian Kirsch
Acting President

27 May 2020


.....
Tarun Patel
Acting Vice President

27 May 2020

	Capital Reserve \$	Accumulated Funds \$	Total \$
At 31 December 2017	71,360	943,081	1,014,441
Surplus for the year	-	52,919	52,919
Other comprehensive income	-	-	-
At 31 December 2018	71,360	996,000	1,067,360
Surplus for the year	-	1,071,855	1,071,855
Other comprehensive income	-	-	-
At 31 December 2019	\$ 71,360 =====	\$ 2,067,855 =====	\$ 2,139,215 =====

The statement of changes in equity is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 11 to 18.

	Note	2019 \$	2018 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Subscriptions from members		312,722	351,161
Interest received		5,168	6,538
Payments to suppliers and employees		(355,088)	(370,265)
Net cash used in operations		(37,100)	(12,566)
CASH FLOW FROM INVESTING ACTIVITIES			
Purchases of property, plant and equipment		(10,698)	(41,235)
Net cash used in investing activities		(10,698)	(41,235)
Net (decrease) in cash and cash equivalent		(47,798)	(53,801)
Cash and cash equivalent at the beginning of financial year		69,428	123,229
Cash and cash equivalent at the end of financial year	4	\$ 21,630 =====	\$ 69,428 =====

The statement of cash flows is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 11 to 18.

1. PRINCIPAL ACTIVITIES

The principal activities of the association are to promote, protect and develop the interests of the hospitality industry and the people within the industry through establishment of standards, adequate training and recommending appropriate legislation and to promote good relations with all stakeholders in the industry.

The Association is registered as a company not having a share capital. The registered office of the Association is at 42 Gorrie Street, Suva, Fiji.

The financial statements were authorized for issue by the Board of Directors on this 14 day of May 2020.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

2.1 Basis of accounting

The financial statements prepared by Fiji Hotel and Tourism Association are in accordance with the 'IFRS for Small and Medium-sized Entities' issued by the International Accounting Standards Board. The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

2.2 Foreign currencies

(a) Functional and presentation currency

Items included in the financial statements are measured using the currency of the primary economic environment in which the entity operates ('the functional currency'). The financial statements are presented in 'Fijian dollars' (FJD), which is the association's functional and presentation currency.

(b) Transactions and balances

Foreign currency transactions are translated into the functional currency using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the translation at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in profit or loss.

2.3 Cash and cash equivalents

Cash and cash equivalents include cash on hand, demand deposits and other short-term highly liquid investments with original maturities of three months or less.

2.4 Trade receivables

Trade receivables are recognised initially at the transaction price. They are subsequently measured at amortised cost less provision for impairment. A provision for impairment of trade receivables is established when there is objective evidence that the association will not be able to collect all amounts due according to the original terms of the receivables.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

2.5 Property, plant and equipment

Property, plant and equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The association adds to the carrying amount of an item of property, plant and equipment the cost of replacing parts of such an item when that cost is incurred if the replacement part is expected to provide incremental future benefits to the association. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to profit or loss during the period in which they are incurred.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method. The estimated useful lives range as follows:

	Rate
Office equipment and furniture	10%
Motor vehicle	20%
Computer	25%

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, if there is an indication of a significant change since the last reporting date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'other gains/(losses) – net' in the statement of comprehensive income.

2.6 Trade and other creditors

Trade payables are recognised initially at the transaction price and subsequently measured at amortised cost.

2.7 Provision

Provisions are recognised when the association has a present legal or constructive obligation as a result of past events; it is probable that a transfer of economic benefits will be required to settle the obligation; and the amount can be reliably estimated. Provisions are not recognised for future operating losses.

2.8 Revenue recognition

Subscription income is brought to account on an accrual basis. Any subscriptions received in advance are carried forward in the balance sheet under current liabilities. Subscriptions in arrears are taken up as receivables.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

2.9 Income tax

The Association's income is exempt from income tax in accordance with Part 7 of the Fiji Income Tax Regulations 2016.

2.10 Employee entitlements

All employees who are Fiji citizens are members of the Fiji National Provident Fund, an independent statutory administered fund. The association provides for employee entitlements at current wage rates. Liabilities for wages and salaries and annual leave are recognised and are measured as the amount unpaid at the reporting date at current pay rates in respect of employee services up to that date.

2.11 Comparative figures

Where necessary comparative figures have been adjusted to conform with changes in presentation in the current year.

2.12 Rounding

Amounts have been rounded to the nearest dollar except where otherwise noted.

3. OPERATING (DEFICIT)/ SURPLUS

Operating deficit before income tax has been determined after:

	2019	2018
	\$	\$
Crediting as income:		
Subscriptions	372,861	348,561
Interest	27,653	27,183
(Loss) from events	(22,526)	(33,957)
Gain from sale of fixed assets	266	13,761
Other income	1,950	192
Charging as expense:		
Auditors' remuneration - audit services	3,500	1,052
Depreciation	15,912	6,754
Staff costs	175,526	152,827
	2019	2018
	\$	\$

4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include the following for the purposes of the cash flow statement:

Cash at bank	21,530	69,328
Petty cash	100	100
	<u>21,630</u>	<u>69,428</u>
	\$ 21,630	\$ 69,428
	=====	=====

FIJI HOTEL AND TOURISM ASSOCIATION

**NOTES TO AND FORMING PART OF THE
FINANCIAL STATEMENTS - continued
YEAR ENDED 31 DECEMBER 2019**

5. HELD TO MATURITY INVESTMENTS

	2019 \$	2018 \$
Current - term deposits		
Bank South Pacific	-	230,497
Credit Corporation (Fiji) Limited	-	153,746
Home Finance Company Limited	283,815	98,304
Merchant Finance Limited	<u>56,008</u>	<u>134,864</u>
Total current	\$ 339,823 =====	\$ 617,411 =====
Non-current - term deposits		
Credit Corporation (Fiji) Limited	159,943	-
Merchant Finance Limited	<u>139,922</u>	<u>-</u>
	299,865	Nil
Non-current - bonds		
Reserve Bank of Fiji – Viti Bond	<u>134,000</u>	<u>134,000</u>
Total non-current	\$ 433,865 =====	\$ 134,000 =====

The above term deposits held with respective financial institutions earn varying interest rates from 3.75% to 4.5% annually. The Viti Bond held with Reserve Bank of Fiji earns interest rate of 4% annually and matures on 31 January 2023.

6. RECEIVABLES

	2019 \$	2018 \$
Trade receivables	76,538	36,369
<u>Less: Provision for doubtful debts</u>	<u>(15,660)</u>	<u>(9,552)</u>
	\$ 60,878 =====	\$ 26,817 =====
<u>Other receivables</u>		
Vat receivable	43,345	45,566
Interest receivable	6,182	5,973
Other debtors	2,908	5,195
Prepayments	<u>11,413</u>	<u>11,201</u>
	\$ 63,848 =====	\$ 67,935 =====

7. PLANT AND EQUIPMENT

	Office equipment & Furniture	Computer	Motor vehicle	Total
	\$	\$	\$	\$
31 December 2019				
Cost	8,613	28,944	54,954	92,556
Accumulated depreciation	<u>(5,066)</u>	<u>(18,269)</u>	<u>(14,655)</u>	<u>(37,990)</u>
Net book value	\$ 3,592 =====	\$ 10,675 =====	\$ 40,299 =====	\$ 54,566 =====

7. PLANT AND EQUIPMENT – continued

	Office equipment & Furniture	Computer	Motor vehicle	Total
	\$	\$	\$	\$
31 December 2018				
Cost	8,613	24,942	54,954	88,509
Accumulated depreciation	(4,525)	(20,153)	(3,664)	(28,342)
Net book value	<u>\$ 4,088</u>	<u>\$ 4,789</u>	<u>\$ 51,290</u>	<u>\$ 60,167</u>

Reconciliation of the carrying amounts of each category of plant and equipment at the beginning and end of the current financial year is set out as follows:

	Office equipment & Furniture	Computer	Motor vehicle	Total
	\$	\$	\$	\$
31 December 2019				
Opening net book value	4,088	4,789	51,290	60,167
Additions	45	10,653	-	10,698
Disposals	-	(387)	-	(387)
Depreciation	(541)	(4,380)	(10,991)	(15,912)
Net book value	<u>\$ 3,592</u>	<u>\$ 10,675</u>	<u>\$ 40,299</u>	<u>\$ 54,566</u>

8. CREDITORS

	2019	2018
	\$	\$
Creditors and accruals	39,037	33,666
Income received in advance	<u>2,521</u>	<u>2,521</u>
	<u>\$ 41,558</u>	<u>\$ 36,187</u>

FIJI HOTEL AND TOURISM ASSOCIATION

9. INVESTMENT

The Association's investment comprises a 37% interest in the Fiji Employers Federation and Hotel Association (FEFHA) partnership. The partnership was set up to assist the partners to provide, foster and protect the interest of its members and is responsible for the maintenance and upkeep of the property situated at 42 Gorrie Street, Suva. The title of the land is held by the partners, Fiji Commerce and Employers Federation (63%) and Fiji Hotel and Tourism Association (37%). The property of the partnership and monies required for capital or operating costs are to be determined in the following proportions:

- i) Fiji Commerce and Employers Federation as to 63%.
- ii) Fiji Hotel Association as to 37%.

The Association's share of profit from the Fiji Employers Federation and Hotels Association (FEFHA) partnership for the year is \$1,076,032, represented by the Association's share of FEFHA's current period's profit and reversal of asset revaluation reserve (refer below) by FEFHA. This is derived as follows:

Profit from recurring FEFHA operations	48,252
Net impact of revaluation of the land and building	<u>1,027,780</u>
	\$ 1,076,032

FEFHA revalued its land and building and changed its accounting policy by reclassifying its property from property, plant and equipment to investment property as the Partnership fully rents out the property to its partners and a third party. In the process, an asset revaluation reserve carried forward from last year was reversed.

The Association's share of net assets in FEFHA at 31 December 2019 of \$1,209,529 comprises of the following:

	2019	2018
	\$	\$
Land at valuation	-	394,914
Plant and Equipment at cost	268,403	2,098,621
Accumulated depreciation	<u>(111,432)</u>	<u>(169,343)</u>
	<u>156,971</u>	<u>1,929,278</u>
Investment property	4,700,000	2,324,192
Cash at bank	28,838	73,402
Prepayments and other receivables	<u>134,552</u>	<u>82,599</u>
Total assets	5,020,361	2,480,193
<u>Less:</u>		
Asset revaluation reserve	-	183,236
Creditors and accruals	90,284	144,479
Tenants deposit	42,935	42,935
Borrowing	<u>1,618,144</u>	<u>1,748,739</u>
Net assets	<u>\$ 3,268,998</u>	<u>\$ 360,804</u>
Fiji Hotel and Tourism Association portion	<u>\$ 1,209,529</u>	<u>\$ 133,497</u>

9. INVESTMENT – continued

The title of the land is held by the partners, Fiji Commerce and Employers Federation (63%) and Fiji Hotel and Tourism Association (37%). The land and building and associated loan and corresponding expenditure has been recorded in the books of the partnership in accordance with the Deed dated 6 April 1993 between Fiji Employers Federation (now known as Fiji Commerce and Employers Federation) and Fiji Hotel Association (now known as Fiji Hotel and Tourism Association).

The Federation’s share of income and net assets as stated above has been based on FEFHA’s unaudited financial statements for 31 December 2019.

The Investment Property above are based on a market valuation done by Rolle Associates as at 4 September 2018. The land has been valued at \$1.1M and the building at \$3.6M.

10. PROVISION FOR ANNUAL LEAVE

	2019 \$	2018 \$
Opening balance	5,708	3,366
Net movement during the year	(2,342)	2,342
Closing balance	\$ 3,366 =====	\$ 5,708 =====

11. RELATED PARTY TRANSACTIONS

i) Related Party Transactions

The following transactions were carried out with Fiji Employers Federation and Fiji Hotel Association Partnership during the year:

	2019 \$	2018 \$
<i>Expense:</i>		
Rental	24,864	24,864

ii) Key management compensation

Key management includes compensation to the Chief Executive Officer by way of salary and other benefits, which totaled \$92,391 in gross terms (2018: \$92,391).

12. CAPITAL RESERVES

The association was incorporated on 14 September 1994 and took over the assets, liabilities and functions of its predecessor association with effect from 1 January 1995. The net assets of its predecessor association represented by its accumulated funds at 31 December 1994 are disclosed as capital reserve.

13. COMMITMENT

The Association is committed to the extent of its commitment to the Partnership.

14. EVENTS SUBSEQUENT TO BALANCE DATE

The coronavirus disease (COVID-19) outbreak has developed rapidly in 2020, bringing a significant health impact globally. Measures taken to contain the virus are already having a significant impact on global markets and economic activity and Fiji is also feeling the impact with business disruption and levels of activity already reducing in several market sectors especially to the Tourism sector.

There is considerable uncertainty around the possible duration of and the resulting depth of impact that may come subsequently from the disruption caused. There will be a negative impact on revenues and operating results for the 2020 year, and cash flows of the business are likely to reduce in the short to medium term.

Directors and management are carefully considering the impact of the COVID-19 outbreak on the business and assessing future operational options. The financial impacts, however, cannot be reasonably estimated at this time, as they will be largely the product of matters the Association cannot control.

Directors and management believe the Association has sufficient financial resources together with arrangements with its customers and suppliers at this time to be able to successfully manage its business risks despite the current uncertain economic outlook due to the COVID-19 outbreak. They have a reasonable expectation that the Association has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

**FIJI HOTEL AND TOURISM ASSOCIATION
DISCLAIMER ON UNAUDITED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2019**

The additional unaudited supplementary information presented on page 20 is compiled by the Board of Fiji Hotel Tourism Association. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

We advise that neither the firm nor any member or employee of the firm accepts any responsibility arising in any way whatsoever to any person in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.

**27 May 2020
Suva, Fiji**

A handwritten signature in blue ink that reads 'PricewaterhouseCoopers'.

**PricewaterhouseCoopers
Chartered Accountants**

*PricewaterhouseCoopers, Level 8 Civic Tower, 272 Victoria Parade, Suva, Fiji.
GPO Box 200, Suva, Fiji.
T: (679)3313955 / 3315199, F: (679) 3300981 / 3300947*

PricewaterhouseCoopers is a member firm of PricewaterhouseCoopers International Limited, each member firm of which is a separate legal entity.

FIJI HOTEL AND TOURISM ASSOCIATION**UNAUDITED DETAILED STATEMENT OF
INCOME AND EXPENDITURE
YEAR ENDED 31 DECEMBER 2019**

	2019 \$	2018 \$
INCOME		
Members' subscriptions	372,861	348,561
Interest	27,653	27,183
Share of partnership profit	1,076,032	11,418
Other Income	1,950	192
Gain from sale of fixed assets	266	13,761
(Loss) from events	<u>(22,526)</u>	<u>(33,957)</u>
	\$ 1,456,236	\$ 367,158
	=====	=====
Less:		
EXPENSES		
Accounting services		
- auditing	3,500	1,052
- accounting	230	-
Advertisement	18,392	10,281
Bank charges	637	524
Board retreat	856	16,023
Depreciation	15,912	6,754
Doubtful debts	6,109	-
Entertainment	-	200
General	8,956	11,323
Insurance	19,613	15,784
Meetings	6,103	5,876
Motor vehicle	4,538	9,557
Office supplies	505	419
Postage and courier	304	638
Professional fees	80,385	41,923
Rent	24,864	24,864
Repairs and maintenance	959	556
Staff costs	175,526	152,827
Stationery and printing	6,086	6,940
Subscription	1,591	1,036
Telephone and fax	<u>9,315</u>	<u>7,662</u>
Total expenses	<u>384,381</u>	<u>314,239</u>
Surplus before income tax	\$ 1,071,855	\$ 52,919
	=====	=====

FIJI HOTEL AND TOURISM ASSOCIATION

CONFIDENTIAL

AGM Paper 02/20

APPOINTMENT OF AUDITORS

In accordance with Section 14.6 of the Articles of Association, the Auditor of the Association shall be appointed and hold office until the next Annual General Meeting.

The current Auditor for the Association is chartered accountants firm PricewaterhouseCoopers (PWC). It is recommended that PricewaterhouseCoopers be re-appointed Auditors of the Association for the year ending 31st December 2020.

Submitted for consideration by the Association.



Fantasha Lockington
Chief Executive Officer

FIJI HOTEL AND TOURISM ASSOCIATION

CONFIDENTIAL

AGM Paper 03/20

ELECTION OF BOARD MEMBERS AND OFFICERS

1. CURRENT BOARD MEMBERS AND OFFICERS

The elected Board Members and Officers of the Fiji Hotel and Tourism Association are the President, two (2) Vice Presidents and thirteen (13) Board Members.

The current status is as follows:

President:	Dixon Seeto, Hexagon Group of Hotels
Vice Presidents:	Brian Kirsch, Robinson Crusoe Island Resort Anthony Acland, Captain Cook Cruises
Board Directors:	William Whiting, Treasure Island Resort Tammie Tam, Warwick International Hotels Peter Gee, Grand Pacific Hotel Tarun Patel, Vision Group Limited (Hilton Fiji/Doubletree Sonaisali/Tadrai Island Resort) Allan Gortan, Paradise Taveuni Patrick Wong, Mana Island Resort & Spa Nicholas Darling, Volivoli Beach Resort Andrew Davidson, InterContinental Fiji Golf Resort & Spa Narend Kumar, Tanoa Hotel Group Neeraj Chadha, Marriott International Inc. Steven Andrews, Castaway Island, Fiji Francis Lee, Shangri-La's Fijian Resort & Spa Vincent Macquet, Sofitel Fiji Resort & Spa

The late Mr Dixon Seeto passed away unexpectedly on 19 July 2019 and the Vice President, Brian Kirsch was appointed by the Board as Acting President until the 2020 Annual General Meeting. As such, Ms Tam and Mr Patel were appointed Acting Vice Presidents until the 2020 Annual General Meeting.

2. REMAINING TERMS IN OFFICE

A. The following Directors have 2 years remaining in office and do not require re-election:

Late Dixon Seeto	-	Hexagon Group of Hotels
William Whiting	-	Treasure Island Resort
Vincent Macquet	-	Sofitel Fiji Resort & Spa
Neeraj Chadha	-	Marriott International Inc.
Patrick Wong	-	Viwa Island Resort

The late Dixon Seeto's position has been vacant since his untimely passing.

William Whiting tendered his resignation effective from 13 December 2019.

B. The following members have 1 year remaining in office and do not require re-election:

Brian Kirsch	-	Robinson Crusoe Island Resort
Anthony Acland	-	Captain Cook Cruises
Narend Kumar	-	Tanoa Hotel Group
Francis Lee	-	Shangri-La's Fijian Resort & pa
Steven Andrews	-	Castaway Island, Fiji

Anthony Acland missed three consecutive meetings of the Board and as such, per Article 8.4 of the Articles of Association, has been discharged from the Board of Directors.

3. VACANCIES

A. The following members, having served on the Board as stated in Article 6.4 of the Articles of Association, retire at the 2019 AGM:

Tammie Tam	-	Warwick International Hotels
Peter Gee	-	Grand Pacific Hotel
Tarun Patel	-	Vision Group Limited (Hilton Fiji/Doubletree Resort Sonaisali/Tadrai Island Resort)
Allan Gortan	-	Paradise Taveuni
Nicholas Darling	-	Volivoli Beach Resort
Andrew Davidson	-	InterContinental Fiji Golf Resort & Spa

Messer Patel, Gortan, Darling and Ms Tam have indicated their interest in standing for re-election.

Andrew Davidson and Peter Gee had tendered in their resignations effective from 13 August 2019 and 23 March 2020 respectively.

B. There are 9 (nine) vacancies to be filled as follows:

Three (3) year term	-	Six (6) positions
Two (2) year term	-	Two (2) positions
One (1) year term	-	One (1) position

4. ELECTION OF BOARD MEMBERS TO FILL VACANCIES

The vacancies on the Board can be filled as follows:

4.1 Nominating Committee

In accordance with Article 7.2 of the Articles of Association, a three-member Nominating Committee have made the following 9 (nine) nominations for election at the 2020 AGM to fill the 9 (nine) Board Vacancies:

Tammie Tam	-	Warwick International Hotels
Tarun Patel	-	Vision Group Limited (Hilton Fiji/Doubletree Resort Sonaisali/Tadrai Island Resort)
Allan Gortan	-	Paradise Taveuni
Nicholas Darling	-	Volivoli Beach Resort

Viliame B. Vodonaivalu	-	Fiji National Provident Fund (Grand Pacific Hotel)
Lachlan Walker	-	InterContinental Hotel Group
Azam Khan	-	Hexagon Group of Hotels
Bradley Robinson	-	Raffe Hotels & Resorts
Robert Speed	-	Captain Cook Cruises

Subject to the election by the Active Members at the AGM, Ms Tam, Messer Patel, Gortan, Darling, Vodonaivalu & Walker will serve a term of three (3) years until the 2023 AGM; Messer Khan & Robinson will serve a term of two (2) years until the 2022 AGM; and Mr Speed will serve a term of one (1) year until the 2021 AGM.

4.2 Nomination from Active Members

In accordance with Article 7.3, any three (3) Active Members shall have the right to make nominations for Board Members.

The nominations must be submitted to the Chief Executive Officer at least seven (7) days prior to the Annual General Meeting.

These nominations shall be submitted to the vote of the membership together with the nominations of the Nominating Committee.

Members of the Nominating Committee must not be part of the three Active Members in this clause.

5. **ELECTION OF PRESIDENT AND VICE PRESIDENTS**

In accordance with the Articles of Association, members of the Board shall first be elected and one member of the Board shall be elected as President and two (2) members of the Board shall be elected as Vice Presidents at the same Annual General Meeting.

Under Article 6.3, the President and Vice Presidents shall serve for a period of one (1) year and retire at the next Annual General Meeting but shall be eligible for re-election to that office.

It is a recommendation of the Board of Directors that the following persons be appointed as President and, subject to their re-election, Vice Presidents for a period of one (1) year:

Brian Kirsch	-	President
Tammie Tam	-	Vice President
Tarun Patel	-	Vice President

These candidates have expressed their willingness to serve the Board.

Submitted for consideration by the Association.



Fantasha Lockington
Chief Executive Officer

FIJI HOTEL AND TOURISM ASSOCIATION

CONFIDENTIAL

AGM Paper 04/20

SPECIAL RESOLUTION FOR A FIFTY PERCENT (50%) DISCOUNT ON ANNUAL DUES FOR 2020

A Special Resolution to be passed to apply a 50% discount on Annual Dues for 2020 for all members of FHTA. This discount would be applied for all members on the member's register as at 01 January 2020.

Purpose:

The FHTA Board of Directors, in its meeting of May 2020, approved the recommendation to offer the current members of FHTA a 50% discount for total annual dues for the year ending December 31, 2020.

This is in consideration of the financial hardships faced by all FHTA members due to the downturn in the economy caused by the international pandemic COVID-19 while taking into account the continued, if not increased, work that the Secretariat would have to undertake on behalf of members during the year.

The shortfall in income would be buffered by drawing down on selected term deposit accounts holding FHTA savings as well as other cost-cutting measures implemented by the Secretariat.

As per Section 12 Annual Dues, subsection 12.1 of the Articles of Association that so reads:

"12.1 Annual dues shall be at such rate or rates as shall from time to time be determined by resolution at the Annual General Meeting."

Submitted for consideration by the Association.



Fantasha Lockington
Chief Executive Officer

FHTA SECRETARIAT



FANTASHA LOCKINGTON
Chief Executive Officer



LITIA MARIO
Executive Officer



CHERYL FONG
Events & Operations Support Officer

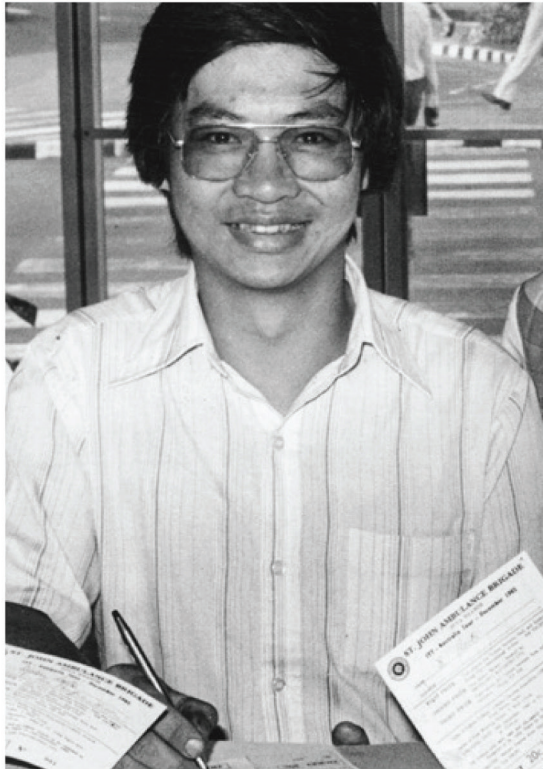


ALVINA NARAYAN
Finance Officer



GLEN VAVAITAMANA
Public Relations Officer

WE MISS YOU, DIXON



REST IN LOVE



EXPERIENCED PERSONNEL



RESCUE SERVICES










MEDEVAC FACILITIES



INTERNATIONAL EVACUATION SERVICES

FIJI AEROMEDICAL & RESCUE SERVICES TRUST

Life Flight
FIJI

-  *Trusted provider for aeromedical rescue and ambulance services and coordination*
-  *Available 24 hours all year round*
-  *Fixed wing and helicopter medevac and rescue services*
-  *International Medevac jet retrieval services and coordination*
-  *Ground ambulance and rapid response services*
-  *Training in first aid, pre-hospital care and rescue*
-  *Community training in CERT and CbDRM*

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