

DRAFT MINUTES FOR FHTA BOARD MEETING ON THURSDAY 15 OCTOBER 2020 -

1.0	Present Brian Kirsch Tarun Patel Tammie Tam Azam Khan Narend Kumar Bradley Robinson Allan Gortan Steven Andrews Neeraj Chadha Vincent Macquet Apologies Patrick Wong Lachlan Walker Viliame Vodonaivalu Nick Darling Francis Lee Bob Speed	Property Robinson Crusoe Island Resort (Chair) Vision Group Warwick Group of Hotels Hexagon Group of Hotels Tanoa International Hotels Raffe Hotels Paradise Taveuni Castaway Island Marriott International Hotels Fiji Sofitel Resort Viwa Island Resort Intercontinental Fiji Golf Resort & Spa FNPF (Grand Pacific Hotel) Volivoli Resort Shangri-La's Fijian Resort & Spa Captain Cook Cruises
	In Attendance Russell Blaik (Chair) FHTA Coral Coast Chapter Fantasha Lockington (CEO), Secretariat Litia Mario (EO), Secretariat	
1.1	WELCOME Brian welcomed everyone and noted apologies.	
2.0	CONFIRMATION OF MINUTES FOR THE BOARD MEETING OF 28 AUGUST, 2020 The minutes of the FHTA Board of Directors Meeting on Friday 28 July 2020 via Zoom was moved for acceptance by Tammie Tam and seconded by Narend Kumar. All were in favour and the minutes were accepted and passed.	
2.1	DRAFT MINUTES OF THE EXCOM MEETING OF 17 SEPTEMBER, 2020 The ExCom meeting minutes held on 17 September 2020 were included in the Board papers for the Board's information.	
3.0	MATTERS ARISING The matters arising listed in the tracking document were discussed and updated for further action. Discussion points of note for the Matters Arising are below.	
3.1	CAREFIJI COMMITMENT The meeting discussed the launch of the CareFiji Commitment (CFC) by MCTT and TF on 15 October in Suva. The meeting agreed that FHTA needed to get feedback from smaller operators to ensure that the compliance requirements in the CareFiji document and FHTA COVID Minimum Requirements were attainable without diluting the intent of ensuring safety of guests, employees and the community. Chair noted that the Cook Islands tourism industry have a guideline that met with the standard required by the New Zealand government and would provide <i>Action Point: CEO to meet with FITBA representatives to discuss the FHTA minimum requirements and CFC.</i> <i>Action Point: Secretariat to obtain a copy of the Cook Island COVID Safe tourism guidelines and provide a comparison against the FHTA Minimum Requirements</i>	
3.2	COLLECTIVE AGREEMENT Tammie stated that the FHTA Collective Agreement needs to be looked at before negotiations for renewal in 2021. CEO stated that she had sought advice from the Ministry of Employment and that they had advised that hotels put together their own log of claims to begin negotiations. The meeting agreed that there should be a HR/IR meeting to discuss the way forward Neeraj suggested that the existing CA be reviewed and standardised as much as possible common areas across members under FHTA umbrella while compiling a list of changes. Chair explained that the FHTA standard agreement being worked on addressed this and had been issued to the HR/IR committee for review. Neeraj further stated that negotiations regarding rates should address with the union that the Cost of Living has decreased and FHTA will be renegotiating new rates as per new situation.	

	<p>He suggested that the rates negotiations start with minimum rates and discuss and agree on premium to pay on top of minimum wage rate. An additional consideration would be to pay more for temporary and part-time rather than permanent full-time.</p> <p><i>Action Point: Secretariat to share the current CA document with HR/IR committee for feedback and discussion.</i></p> <p><i>Action Point: Secretariat to request of Neeraj to provide a copy of the Marriot CA document</i></p> <p><i>Action Point: Secretariat to schedule a meeting of the HR/IR committee to begin discussions on the CA and union negotiations.</i></p>
4.0	SECRETARIAT REPORT
	CEO gave the meeting an overview of the Secretariat activities in September to date.
4.1	<p>MEETING WITH MSAF & NDMO 8 OCT 2020</p> <p>CEO provided and overview of discussions held with representatives from Maritime Safety Authority of Fiji (MSAF) and the National Disaster Management Office (NDMO).</p> <p><i>Action Point: CEO to follow up on actions agreed to by MSAF and NDMO to ensure that they are implemented.</i></p> <p><i>Action Point: Secretariat will send out reminder for licence renewal with other relevant updates</i></p>
5.0	DISCUSSION PAPERS
5.1	<p>TERM DEPOSIT PAPER FOR WITHDRAWAL AND REINVESTMENT OF HFC TERM DEPOSITS</p> <p>CEO provided overview of current cash at bank and options for withdrawal and reinvestment. Tarun stated that he had scrutinised the options and endorsed the recommendations.</p> <p>The recommendation that:</p> <ul style="list-style-type: none"> • First HFC Term Deposit of \$124,524.29 (principle of \$119,162 + interest \$5,362.20) to be withdrawn <ul style="list-style-type: none"> ➢ of which \$74,524.29 will be added to Cash at Bank (total Cash at Bank moves to \$166,032.29 ➢ balance of \$50,000 to be reinvested for 6 Months at a rate of 2.15% with Credit Corporation (to provide additional short-term accessibility if needed) • Second HFC Term Deposit of \$124,524.29 (principle of \$119,162.00 + interest \$5,362.20) to be withdrawn is being reinvested on a shorter term to enable accessibility, if required for cash flow later <ul style="list-style-type: none"> ➢ \$50,000 will be reinvested with Credit Corp for 6 Months at a rate of 2.15%. ➢ and \$74,524.29 is to re-invested with Credit Corp for 12 months at a rate of 3.25% <p>Moved by Tarun and seconded by Tammie. All were in favour and the motion was so passed.</p>
5.2	<p>REVISED FHTA 2020 BUDGET AND PROJECTED FHTA 2021 CASH FLOW SCENARIOS</p> <p>CEO presented the revised 2020 budget, the proposed 2021 budget and projected 2021 cash flow.</p> <p>Tarun proposed that the Board approve the 2021 proposed budget with the proviso that it remains a rolling budget to be scrutinised and if necessary, revised every two (2) months.</p> <p>Tarun moved for the 2021 proposed budget to be approved; Steven seconded the motion. All were in favour and the motion so passed.</p> <p>Vincent asked if there could be a further projection for FHTA finances for 2-3 years (more of a high level approach rather than a line by line)</p> <p><i>Action Item: Secretariat to prepare a tentative projected budget for 2022-2023.</i></p>
6.0	FINANCIAL REPORTS
6.1	<p>NEW MEMBERSHIP APPLICATIONS</p> <p>The meeting considered the following applications for membership that were approved by the Executive Committee in September and were before the Board for endorsement:</p> <ol style="list-style-type: none"> 1. Nakelo Treasure Island Resort & Spa – Active Membership 2. Productions Pacific Pte Ltd – Associate Membership 3. Ontime Catering Supplies (Fiji) Pte Ltd – Associate Membership <p>Brian moved that all membership applications be approved; Tarun seconded the motion. All were in favour and the membership application were so approved. New members to pay full membership.</p>
6.2	<p>FINANCIAL SUMMARY FOR JULY 2020</p> <p>CEO provided overview for the Board and Tarun stated that there were no exceptions to note.</p> <p>Tammie moved that the financial reports be approved; Steven seconded the motion. All were in favour. Financial Reports were approved.</p>
7.0	OTHER MATTERS
7.1	<p>FIJI AIRWAYS QUALIFYING RULES</p> <p>Chair stated that the Fiji Airways Qualifying Rules have been circulated to the Board for their review and comment and Neeraj made the following clarifications regarding the Rules:</p> <ul style="list-style-type: none"> ➢ The stipend applies to every ticketed passenger ➢ The rebate required is applied to average 2019 tax exclusive room rate (ADR) ➢ package needs to have accommodation and meals (all inclusive) which must both be 45% discounted ➢ May include add-ons as per resort discretion

	<p>The final version of the Qualifying Rules was to be released soon. <i>Action Point: Secretariat to follow up with a Flying Minutes to the Board for final approval once the Fiji Airways Qualifying Rules were released.</i></p> <p>CEO commented that she had received a number of enquiries regarding the Qualifying Rules and how the conditions were applied. <i>Action Point: Vincent will send through model that was worked on to CEO which should answer a lot of the questions to CEO that could be shared with members.</i></p>
7.2	<p>COVID SAFE GUIDELINES</p> <p>The meeting discussed the final version of the FHTA COVID Safe Minimum Guidelines that was sent to all Board directors for comment. Vincent moved for the guidelines to be approved; the motion was seconded by Azam. All were in favour and the motion was so passed. <i>Action Point: Secretariat to send through FHTA Minimum Guidelines to Fiji Airways to include in the Fiji Airways Qualifying Rules.</i></p>
7.3	<p>FHTA CHAPTER REPORTS</p> <p>Russell stated that the Coral Coast Chapter had not hosted any recent meetings and there was nothing to report.</p>
7.4	<p>EXCOM COMPOSITION</p> <p>Chair noted that there was one vacancy on the Executive Committee following Peter Gee’s departure. Both Vincent and Narend were approached to join the Executive Committee and both have agreed. Chair asked for Board endorsement to add Narend and Vincent to the FHTA Executive Committee. All were in agreement. Brian welcomed them on Board and thanked them for agreeing.</p>
7.5	<p>FIJISO HONOURS</p> <p>Chair stated that the Fiji50 Honours to recognise individuals that had provided great service to the nation of Fiji was still accepting nominations and suggested that FHTA nominate the Life members for the honours. Brian moved that the FHTA Life Members be nominated for the Fiji50 award; Tarun seconded the motion. All were in favour and the motion was so passed. <i>Action Point: CEO to submit applications for Life Members for the Fiji50 awards</i></p>
7.6	<p>MPA CONSULTATIONS</p> <p>Brad noted that there were ongoing consultations by the Ministry of Fisheries regarding Marine Protection Areas (MPAs) with the final goal to have 30% of Fiji Waters classified as MPAs. Allan stated that he was aware that the Ministry was in the process of identifying areas to designate as MPAs and that Helen Sykes may be assisting the Ministry in this regard. The meeting agreed that FHTA should offer their input into this process. <i>Action Point: Secretariat to send an email to Helen Sykes for more information and offer assistance from FHTA</i></p>
7.7	<p>FEFHA ACCOUNTS</p> <p>Tarun stated that he and Fantasha had signed off on the FEFHA accounts on behalf of FHTA. <i>Action Point: Secretariat to circulate the signed accounts to Board once received.</i></p>
7.8	<p>STRATEGIC AND OPERATIONAL FOCUS</p> <p>Vincent stated that it may be prudent to examine the FHTA Strategic and Operational focus and adapt them to take into the changing business environment He suggested a strategy meeting to discuss FHTA and industry challenges and opportunities for short, medium and long term. For FHTA specifically to realign and streamline the Board and Secretariat activities. <i>Action Point: Secretariat to organise discussions for reviewing the FHTA Strategic and Operational Plan</i></p>
7.9	<p>CYCLONE SEASON</p> <p>Allan stated that there had been predictions for a busy cyclone season this year and that FHTA should urge members to take necessary precautions early on. <i>Action Point: Secretariat to collate information regarding cyclone season forecast and advice and send to members</i></p>
8.0	<p>CLOSING</p> <p>Brian thanked everyone for their time. Meeting closed at 1:10pm.</p>