OVERVIEW

The IAATO 2021 meeting was held May 11 – 13, 2021 as an online meeting on the Zoom platform and was attended by 167 participants over the three days. The final participant list can be found at the end of this document as Appendix C.

The draft agenda and the meeting papers list detailing background papers and proposals discussed at the meeting were delivered to members prior to the meeting and are archived there for members’ reference. Click here to access these. The final approved agendas can be found at the end of this document as Appendix B.

The list of Action Points and Decisions resulting from this meeting can be found at the end of this document as Appendix A.

Meeting notes were taken by Amanda Lynnes, Director of Environment and Science Coordination and Erin Delaney, Assistant Operations Manager (Operations Administration Manager), and the Meeting Minutes were prepared by Janeen Haase, Director of Governance and Finance.

Day 1: Membership
May 11, 2021
Open to IAATO Operators and Provisional Operators only

WELCOME & HOUSEKEEPING

Mark van der Hulst, Chair of the IAATO Executive Committee (EC), opened the meeting and welcomed members. He reflected on the history of meetings and on the impacts of COVID now. He acknowledged the personal suffering around the world and offered thoughts to all. He then thanked the Secretariat for supporting members while working on reduced income and hours.

He went on to reflect on IAATO on its 30th anniversary saying that IAATO has grown but its core values have not changed. He expressed his hopes that members can meet in person next year noting that an online meeting is not preferred but that we will cover useful information. Mark ended by wishing all a good meeting.

Janeen Haase, Director of Governance and Finance, read the IAATO Antitrust Admonition.

Hayley Collings, Communications and Engagement Manager, reviewed voting procedures and other housekeeping issues with participants.

MEETING CHAIR APPROVAL

Mark explained that the Meeting Chair on each day would be a member of EC as a cost reduction measure and noted that they will not vote or share comments on the day they are chairing.

Day One: Robyn Woodhead
Day Two: Tudor Morgan
Day Three: Robin West

There was a motion to approve the Meeting Chairs and it was seconded.

There were no objections.
DECISION: Robyn Woodhead, Tudor Morgan and Robin West were approved as Meeting Chairs by consent.

Janeen shared on screen the list of members who were registered to vote on this day.

The Meeting Chair for the day, Robyn Woodhead, welcomed everyone to the meeting. She announced that there were 35 voting operators and 95 people total present at the meeting.

The Meeting Chair reminded participants that the meeting papers shared with members prior to the meeting are considered as read.

A member asked for clarification about membership voting and how closed and open ballots would be handled.

The Meeting Chair informed members that for the Provisional Operators application section Provisional Operators would be asked to leave the room. The rest of the day would be raised hand votes.

One member asked why Associate members were not at the meeting and why they were also not present at last year’s online meeting. She said they are usually part of in-person meetings and wondered if there was a reason why they were not present.

The Chair of the EC noted that this session was for operators only reminding members that we have always had partly closed sessions. He also noted that the initial comment about the Associates arrived via email the night before the meeting so there was no time to address it but said that a review would be given the next day at the start of the meeting. Hopefully next year we will be in a more normal situation.

APPROVAL OF MEETING AGENDA

The Meeting Chair then asked members to approve the meeting agenda. There was a motion to approve and it was seconded.

DECISION: The meeting agenda was unanimously approved.

MEMBERSHIP COMMITTEE REPORT

Membership Committee Chair, John McKeon, gave the Membership Committee Report, which was also delivered to members with the meeting papers ahead of the meeting.

Associates in the room were asked to leave. The Meeting Chair apologized for the confusion.

A member asked if members could be provided with a list of members which had left the organization in the past year. The Membership Committee Chair saw no reason why this could not happen and it was decided that the list would be compiled and sent to members following the meeting.

ACTION POINT: List of members who left IAATO to be shared with membership [click here to download]

A member noted that there was a representative from AECO present and that they are not members. He asked why they were in the room.

The Meeting Chair explained that AECO has always joined IAATO annual meetings and IAATO has always joined theirs. They are observers and are permitted to stay.

The member did not agree with this, saying it is not appropriate noting Associate members were not allowed to be present at this session.

The Chair of the Executive Committee confirmed that we have always had AECO here but that this has not been noted before. He said it is a tradition and saw no reason to divert from that now.
Another member noted that he did not object to AECO being in the room.

NEW PROVISIONAL OPERATOR APPLICATIONS

Alegria Marineros
Laura Smith of the Membership Committee reviewed this yacht applicant saying they were very eager and responsive to work with IAATO, and it showed through their thorough application that they want to do the right thing when traveling south. The committee recommended moving forward with this application.

There were no questions or comments.

Atlas Ocean Voyages
The committee recommended moving forward with this application.

There were no questions or comments.

Crystal Cruises
The committee recommended moving forward with this application.

There were no questions or comments.

Norwegian Cruise Lines
The committee recommended moving forward with this application. However, the Chair of the MC reported that there was discussion about the parent company and brands and who will be the IAATO contacts.

Laura Smith clarified that Norwegian was applying as a parent company and queried whether as seasons go forward IAATO would be dealing with one company or different individuals from different companies.

A member noted that there were other big brands in the room who are members and asked if Norwegian is operating as one brand or many.

Tom Kane, the representative from Norwegian, explained that IAATO would be going to one person in the parent company for various issues. For example, their safety manager deals with all brands.

The member asked for Norwegian to confirm that the parent company would be the permit holder for all brands.

Tom Kane confirmed that that was correct.

The Chair of the MC also confirmed that the membership committee did look into this and was satisfied with one parent company as contact.

There were no further questions or comments.

Swan Hellenic
The committee recommended moving forward with this application. There was a question regarding Swan Hellenic’s Ross Sea experience because their proposed itinerary in the Ross Sea seemed overly ambitious due to their relative newness to Antarctica, but the MC was satisfied with the answer it received. The MC had sought to confirm how participation in the mandatory briefing, which they say will be televised, would be ensured. The MC Chair noted that this is an important question to pose to membership.
A member reiterated this concern asking how they would verify that everyone has seen the mandatory briefing.

Pierre Thomas, the Swan Hellenic representative, confirmed that everyone will be checked on a checklist and will attend the mandatory briefing in a lounge and confirmed that all guests will be required to sign in at the briefing.

Tom Russell, also of Swan Hellenic, noted that the televised suggestion was to make it comfortable for the guest but that they understand the point and will ensure there is a checklist.

There were no further questions or comments.

**Vantage Deluxe World Travel**

The MC noted that there were questions involving waste permits but that they were satisfactorily answered. The committee recommended moving forward with this application.

There were no further comments.

The Meeting Chair then asked Janeen to show the list of participants who must leave the meeting for discussion and vote.

The Provisional Operators and applicants then left the room.

A member of the MC asks the Meeting Chair to open the floor for discussion as per normal practice. The floor was opened for discussion.

The Chair of the EC asked if anyone had further questions or if there was any information that the MC wanted to share with the meeting.

John McKeon noted that there were no outstanding issues. He said there were some language issues with Alegria Marineros but that all was satisfactorily resolved. He said the most discussion was about Norwegian as a parent company and who we would actually deal with. The rest of the applications were straightforward, and everyone seemed willing to follow IAATO protocols.

The Meeting Chair noted that clarification is required on voting and who is registered to vote for each company.

It was confirmed that Elise Grondhal was stepping in and voting for Hans Lagerweij for Albatros; Nicolas Pivcevic would be voting for DAP instead of Andrea Pivcevic; and Anita Speier would be voting for Darrel Day on behalf of Spirit of Sydney. It was also noted that Arctic Trucks was not in the meeting so did not vote.

**Vote Results:**

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<thead>
<tr>
<th>Company</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>Alegria Marineros</td>
<td>33</td>
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<tr>
<td>Atlas Ocean Voyages</td>
<td>33</td>
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<tr>
<td>Crystal Cruises</td>
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<tr>
<td>Norwegian Cruise Lines</td>
<td>33</td>
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<tr>
<td>Swan Hellenic</td>
<td>33</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Vantage Deluxe World Travel</td>
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All applicants were successfully voted in to IAATO Provisional Operator membership.

The Meeting Chair asked the Secretariat to clarify the discrepancy between registered voters and those actually counted.

Gina Greer explained that Arctic Trucks and Pelagic were set to vote but they are not present in the session so the number of voting members was reduced to 33. Then Vasily Kaliazen from TAC was not able to indicate his vote electronically so his votes were not counted initially. Vasily asked if the meeting could please include his votes as Yes for all.
The results of the voting were shared with members upon their return to the meeting after the morning break.

The Provisional Operator applicants were invited back into the meeting and the Meeting Chair then introduced the new provisional operators and announced the results from previous votes.

**SPIRIT OF SYDNEY MANDATORY OBSERVER REPORT**

John McKeon, MC Chair, talked members through the report. He also noted the six unanimous votes from previous session and that this was a first for IAATO.

John commended Lisa Kelley’s work on the observation and asked Lisa to inform members about the lessons learned as mentioned in her report.

Lisa congratulated the Membership Committee on the work done. She went on to say that she was impressed by the amount of information, manpower and attention to detail Spirit of Sydney (SoS) put into the observation. SoS will share lessons learned in future at an appropriate time. She noted observations are a very labor intensive process for the observer, secretariat and operator. A lot of coordination is needed prior to the observation whether virtual or in person, and a high level of information is required from the operator. Lisa added that the hope is the updated observer documents will allow IAATO to maintain high standards by going into greater depth.

Lisa raised the importance of considering clientele, some of whom are prominent figures and require Non-Disclosure Agreements (NDAs). This means IAATO cannot always get photos and other information about activities when in the field. These photos are extremely important to assess the expedition when an observation is done remotely or dockside.

The SoS observation took a full work week, 40 hours, including the observations and writing the report which demonstrates the high level of work required.

A member thanked Lisa for the work noting that remote working made it very difficult for everyone. She noted that Lisa is good at finding things during observations, so the report was a good one. Good internet has been essential for the success of the observations, which could be difficult for some yachts.

The floor was opened for questions. There were none.

**UPDATED IAATO MANDATORY OBSERVER DOCS**

The Meeting Chair noted that it was taken that all documents had been read by participants.

Janeen reviewed the changes to the documents noting that six documents were involved. She explained that the changes have come via the operations team and past observers as well as the Membership Committee. She said the changes will provide more qualitative information and include more in-depth questions. Before there were too many Yes or No questions, which did not give IAATO many specifics. She also pointed out that the forms were now more straightforward word documents as it was a difficult to edit the previous PDF format.

Laura Smith, of the Membership Committee, noted that in the context of assisting with this work, that it will help guide observers better, especially those who are new or less familiar and to understand what IAATO is asking of them. She asked membership to support approving the documents.

The Meeting Chair then asked for each form to be displayed for questions:

Deep Field Observer Checklist:
A member noted that the basic document was fine but asked if the text under section C in the report that refers to ‘cruise only’ briefing be removed as it is not relevant to deep field operations.
Observer checklist ships with landings:
A member mentioned Point M – sub-Antarctic islands and asked to have a list of all islands included. He asked for clarification as he had noticed that not all of these islands were in IAATO areas and thought it was only South Georgia.

Lisa responded that this was an historical overview. Most sub-Antarctic islands are in IAATO’s area but only South Georgia is on the PVRs. Lisa noted also that the Membership Committee could consider the member’s point to clarify this further.

The member said he would appreciate this being considered.

**ACTION POINT:** MC to consider adding list of all islands included in the Observer Checklist with Landings, Point M.

Janeen confirmed that it is possible to vote on the proposal as it stands but for minutes this will be an action to take the member’s point back to the membership committee to discuss.

A member noted that Section 10 Expedition Leader and staff and 75% staff and experience was changed at a recent Town Hall meeting so it will need updating.

Janeen noted that this change will be made.

The Meeting Chair opened the floor for vote by hands up only for objections.

Dockside yacht observer part 1.
There were no objections and the document was approved by consensus.

Dockside yacht observer part 2
There were no objections and the document was approved by consensus.

Dockside yacht observer part 3
There were no objections and the document was approved by consensus.

Cruise only with changes
There were no objections and the document was approved by consensus.

Air and Deep Field noting the change offered by a deep field member to remove references to vessels.
There were no objections and the document was approved by consensus.

Observer ship with landings with suggestions for the Membership Committee to consider adding a list of sub-Antarctic islands to the document as above.
There were no objections and the document was approved by consensus.

**DECISION:** All Observer Scheme Checklist updates were approved.

Janeen informed members they should expect to be contacted for a mandatory observation in the next season but the Secretariat was uncertain when or what this will look like in the current pandemic situation. There are a number of new vessels entering the fleet, plus 12 new provisional operators which will be a priority. The Secretariat will keep members informed.

**SUBMERSIBLE WORKING GROUP PROPOSAL**

Antony Gilbert of Viking Expeditions presented the proposal, which was shared with participants in the meeting papers.

The Meeting Chair asked if the presentation could be shared with the Secretariat for reference. Antony agreed that he would share this.
A member agreed that this working group is important and understood that there is a need for site guidelines for different areas. He asked what the timeline for developing these would be.

Antony saw this as a gradual increase of information gathering and continuing to develop them.

The same member said he needed a clear understanding of the timing, saying he was in favor of site guidelines but would like to know the timelines.

The EC Chair noted that the group could start on the guidelines and establish what they want to do. It is not in the proposal to establish a deadline.

Lisa Kelley said, in general, the guideline development itself would follow the site guidelines development process and this depends on the speed of the working group. They can come up with a suite of guidelines for proposing at next meeting, but if they worked quickly, they could theoretically come up with draft guidelines that could be tested next season. We do have these processes in place.

A member said he supported the proposal but noted that submersibles and their activities made him very wary. He said that this working group needs to get together as soon as possible.

A member asked if we should make a wider working group to include ROVs.

Antony noted that they would include associate members and their expertise as well as ROVs.

Several members voiced their support for this working group and also the inclusion of ROVs within its remit.

It was noted that anyone with an interest should be allowed to join.

A member said that under current bylaws, working groups comprise operators and associates. This diversity of membership would benefit the working group.

A member cautioned including diving/snorkelling/in-water activities as this would make an extremely broad group and IAATO may lose benefits if the work is diluted. This was supported.

Amanda Lynnes noted that this proposal did include ROVs. There were internal discussions about having it as an underwater group but they echoed previous comments in this meeting about it being too broad. Viking suggested remaining focused on submersibles for effectiveness.

A representative from Viking agreed that the intention was to deal with submersible operations; and ROVs and be quite specific on submersible operations. Viking was inspired by IAATO’s Helicopter WG that was established but it did not include all flying activities. RPAS are not included, for example.

A member agreed but noted that down the line we may have to concentrate on other in-water activities more.

It was proposed that this working group could have sub groups within it to address the other in-water activities and that an addition to the proposal could be developed to look at shallow water activities, snorkelling and diving, etc.

This notion was supported and it was noted that the Antarctic Gateway Committee also has sub groups that have worked well.

It was asked if the Secretariat was willing to work on this and clarification was sought as to whether this would be an action item for the Secretariat. Gina asked if members could vote this group in and then action a way forward for underwater activities.

A member said this was an excellent presentation and the scope and purpose of it was clear. He proposed moving ahead with this now and consider developing another WG.
A member asked why this was not proposed as a committee as submersibles are not a temporary thing.

The EC Chair noted that forming a working group was a tradition as it allows the group to work together and then develop and establish a committee in future.

A member said we all recognise there is flexibility and scope to develop this further and motioned to move ahead with this now. The motion was seconded.

The vote was held to form a Submersible working group

The Meeting Chair confirmed that associate members were welcome to be a part of this group.

Yes – 34

No – 0

Abstentions – 0

**DECISION:** The Submersible working group proposal was adopted unanimously.

In closing, John McKeon announced that he would step down as Chair of the Membership Committee and would hand it over to Laura Smith as Chair. He thanked the committee all their hard work especially Janeen.

The EC Chair thanked the Membership Committee for all their hard work.

The Meeting Chair reminded members that the Meeting Minutes were being taking by Erin Delaney and Amanda Lynnes. The Chair also reminded operators about the working groups and encouraged members to come forward to lead on developments. She then reminded all delegates to read the meeting papers and to keep questions succinct.

A member raised the query of associates not being in attendance at this day of the meeting again. She said she did not feel confident that there is a plan to include associates in future and requested the minutes include this request.

The Meeting Chair said the next day’s Chair would do a review of all actions before the commencement of the meeting for associate members.

The EC Chair noted that this would be rectified in the future. He encouraged all to get in touch early enough before the annual meeting to rectify situations. Membership input makes IAATO stronger.

Tomorrow there will be an apology made to the associates for the situation.

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**Day 2: Finance**

**May 12, 2021**

**Open to All IAATO Members**

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**WELCOME, HOUSEKEEPING AND RECAP**

Tudor Morgan, Meeting Chair, welcomed all to the day’s meeting and reminded participants that it is the Chair’s role to guide the members. He asked participants to keep their cameras on to help the flow of the meeting process and for the minute takers.

Janeen Haase, Director of Governance and Finance, read the IAATO Antitrust Admonition. Hayley Collings, Communications and Engagement Manager, reviewed voting procedures and other housekeeping issues with participants.

The list of voters registered for the day’s meeting was displayed on the screen for all.
The Meeting Chair asked members to note that if their company had an alternate representative in the room, they should let Hayley know so the correct people are identified and can be counted appropriately.

It was confirmed that there were 35 voting members in the room.

Elise Grondahl from Albatros took Hans Lagerweij’s place for part of the meeting.

The Meeting Chair gave an overview of Day 1 proceeds and thanked the Membership Committee for their hard work. He also welcomed the new members, which were voted in the previous day.

It was noted that Associates were not present on Day 1, as minuted, this was an error and will be rectified in future.

The EC Chair announced a moment of silence for those in our polar community and the wider world lost and affected by COVID-19.

The Meeting Chair invited comments regarding the minutes from the IAATO 2020 annual meeting. The EC Chair proposed to accept them. There was a motion to approve and it was seconded.

**DECISION:** The IAATO 2020 Meeting minutes were approved.

Next the Meeting Chair asked for any questions or comments on the 2020-21 Town Halls Action Points and Decisions documents.

One member noted that within the Marine Committee, there was further discussion on the Whale Slow Down document that was discussed in the last town hall regarding zodiacs and the definition of ‘vessel’ and this would be passed around to the membership.

The Meeting Chair proposed to accept these documents as presented. There was a motion to approve and it was seconded.

**DECISION:** The 2020-21 Town Halls Action Points and Decisions document was approved.

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**EXECUTIVE COMMITTEE UPDATE**

Mark van der Hulst, EC Chair, delivered the Executive Committee update on their work from the past year. He extended a huge thank you to the COVID Advisory Group. He noted the work done with stakeholders, working groups and committees, and strengthening the association. He also reflected on the future and uncertainty in light of COVID 19 saying we need to be ready for changes. The EC does not feel that IAATO has a mandate on resumption of operations and is dependant on the decisions of governments and Competent Authorities (CAs). He stressed that the Association needs to prepare for future and reminded members of its mission and vision.

He said we look to prepare for drastic strategy and other changes. IAATO resources have been depleted, but it will plan for recovery and growth. We have new members coming in –– growth has started. There will be a focus on governance and management as required and secretariat streamlining where necessary. He reminded members of the regular updates and meetings with the Executive Director and the Deputy Executive Director and suggested that committee chairs will start to join the EC and Secretariat meetings. He then thanked members for their support and interaction.

A member thanked and complemented the EC and Secretariat for their work during a difficult year saying that it is not easy normally, but in these different circumstances, it must be almost impossible. He thanked both for their unbelievable work.

The Meeting Chair thanked Mark for steering IAATO through unprecedented times.

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**SECRETARIAT UPDATE AND STRATEGIC PLAN**
Gina Greer then gave an update on the Secretariat and the Strategic Plan saying that members have been given regular updates and also quarterly updates during this year. She outlined changes to the Strategic Plan including new priorities. She briefly reviewed each mainstay including accomplishments and areas needed to work on in future.

Mainstay 1, the biggest change was likely the introduction of the Town Halls. They have been well prepared and well attended. She noted that we will work on making them more efficient. She called out a few opportunities, such as, compliance under Care and Concern and CDRC procedure enhancements, as well as a need to invest in technology, especially database and ship scheduler.

Mainstay 2, which chiefly deals with safety and environmental standards, engagement with stakeholders – including Treaty Parties, CAs and other stakeholders which helped with COVID issues – saw intense efforts from Gateways and the COVID Advisory Group. Other opportunities include the SCP where there are questions. She noted that we will be presenting this soon but are in the process of clarifying questions with SCAR. The focus is on managing for growth.

Mainstay 3 – saw continued engagement with SCAR and the Antarctic community including for COVID. Hayley is working with the Education and Outreach working group to develop the Antarctic Ambassador program. An environmental strategy will be presented to everyone at next year’s annual meeting.

Regarding Managing for Growth, landings per day is of interest and needs to be looked at in detail. Diversification of activities is on the Antarctic Treaty System radar. We are aware a paper is being submitted to the Antarctic Treaty Consultative Meeting with a warning about these. There has been discussion on how we can demonstrate our good work and keep open communications. She said we will keep up a rotation plan to communicate with members. Gina said it is inspiring to see how everyone works together and thanked the EC for their work and the partnership with them. She also thanked the Secretariat as a team which is vested in member success.

The Meeting Chair thanked Gina for her leadership, especially during COVID-19.

Hayley Collings, Communications and Engagement Manager, then delivered the IAATO 30th anniversary plans and priorities.

FINANCE COMMITTEE REPORT

Steve Wellmeier presented the Finance Committee (FC) Report starting with thanks to Janeen, Gina and Colleen for keeping the FC updated and to Peter McDowell for his input. He noted that Peter will be a strong Chair of the FC going forward.

Steve gave a review of the 2019-2020 financial year noting that these financials have been filed with the US Internal Revenue Service.

There were no questions from members.

The Meeting Chair asked members to vote to approve the 2019-2020 financials. The vote was unanimous to approve.

Yes - 34
No - 0
Abstain - 0

DECISION: The 2019-2020 financials were approved.

Steve went on to review the 2020-2021 Financial Year and outline the projections for the end of the year.

The EC Chair thanked the Secretariat for finding savings on accounts noting that they have been very diligent, thus placing IAATO in a good position.

A member offered congratulations as we have the financial report a few days before the annual meeting, and this is the most impressive account especially after such a difficult year. He referred to
the $2 million reserve and the importance of reserves generally. He hoped next season would be
much better.

The Meeting Chair asked members to vote to approve the 2019-2020 financials. The vote was
unanimous to approve.

Yes - 34
No - 0
Abstain - 0

DECISION: The 2020-2021 financials were approved.

Steve then presented the forecast for the budget for the 2021-2022 fiscal year.

He noted that this was more difficult due to the uncertainty of the near future while the world still deals
with COVID-19.

A member asked if there had been discussion about 2022-2023 and the possibility of stabilizing the
finances and replenishing the reserve. He noted that the average passenger fee contribution is $18
but asked if we should be increasing this amount to proactively address finances in the longer term.

The EC Chair confirmed that we have looked at the long term and a mixture of short term and long
term. He informed members that we are using the reserves heavily but need to find best way of
addressing the situation of members’ financial positions as well. If we increase dues and fees it would
be difficult as we want to move together to get through this situation rather than to rely on heavy
increases for the future. He confirmed that we are looking at this carefully and working to make sure
IAATO survives.

A member said a worse-case scenario would be down to only the reserve and would be very
precarious.

The EC Chair agreed that if we see that we are moving that direction, we will look to members to get
additional finances. He cautioned that if we have no season in 2021-2022, some of our members may
cease to exist. He confirmed that we will reach out if we need to, but we don’t want to overstretch our
members.

Another member asked also in a worst-case scenario, would it be wise to assume membership
numbers would stay the same or would we see a certain decline.

The EC Chair said there is no crystal ball, as we cannot look at our members’ reserves. He noted that
if there were no Antarctic season his company could get through but it would seriously hurt them. He
assumed IAATO will lose members, including Associates, if we have no season.

A member said we should assume we will lose Operators and Associates.

Gina said we will keep communicating and monitoring and relaying information to the membership.
We will have to make hard decisions, including changes to the secretariat if we get into that position.

A member congratulated and thanked the finance team for the valuable comparison. He asked to
please refer to slide 12 in the presentation - Scenario planning budget. He asked why Personnel costs
were $709,272, but in the projected budget it was $600,000 and sought clarification for the higher
personnel costs for upcoming season.

Gina clarified the two things which impacted the projection. She reminded members that we lost a
team member when we dropped to 80% so she was not with us for three quarters of the year. She
noted that we also received federal relief on payroll taxes last year and this year. She informed
members that this tax relief ended in June, and we do not know if we will receive it again.

A member asked if it would be possible to have a further discussion without the Secretariat present or
at least just have Gina present because we may need to have a candid conversation regarding
reducing personnel expenses.
Steve responded to a suggestion to make the initial 25% of fees non-refundable: it is never refundable. Fees and dues are not refundable as stated in the bylaws, so we would need a vote to change that. He confirmed that there were no plans in the proposal to make the pax fees refundable.

The EC Chair noted that when making this budget they looked carefully at members and Secretariat. The Secretariat has done extremely well in managing costs. He felt strongly in moving forward with this path, which was created to look after the Secretariat as work has not stopped and legislation has not stopped. He cautioned members not to compare their own operations as a member to IAATO. He said EC did not support a closed session without the Secretariat. Affecting the Secretariat further will only harm IAATO further. Members should not underestimate what is being done for them by the Secretariat. The Secretariat is working over hours, and it is already very difficult. We are looking at upcoming growth as well so should not take out core bones.

A member asked a question regarding 25% pre-payment of estimated passenger fees, whether it was intended that preliminary numbers should be submitted in August. This is only in three months, she said and asked if there was enough clarity yet. She understood that the 25% is credible but by August she was not sure her company and the rest of the membership could give reliable numbers in reality. She supported the 25% as an excellent move but asked that we be more realistic about what could be reliable numbers.

The Finance Committee Chair asked if this was a suggestion that there is too much uncertainty from operators to make the 25% work.

She confirmed that it would require not only an internal evaluation by each operator, but also looking to see what each gateway situation was. By that date we may not understand what the situation in each gateway will be.

The EC Chair said that we have considered various scenarios but we needed to have a cut-off date for planning purposes. In one month’s time we need to have a certain date. The timeline could be shifted if that is what the membership wishes.

Gina reminded members that in the past, members have been asked to pay the 65% of estimate passenger fees sooner. While contemplating how the season might look, we looked at August and only asked for 25% and then proposed a review in November which speaks to this and tries to account for members being in difficult situations.

A member spoke on the subject of needing to watch costs and asked if IAATO was still contributing to the fellowship program and whether we should be doing so.

Gina confirmed that we are in partnership with COMNAP and SCAR and the $15,000 in the proposed budget is for this year. The question is whether or not to add to next year.

The EC Chair said that they have looked at this and it meets our core values and how we look to the continent. If we cut this it says we are looking only at commercialisation. We need to show the world we do care and that we support research and scholarships. $15,000 is a lot of money but the harm it would do to outside world’s perception of IAATO is more damaging if we discontinued this.

The member asked if it would be reconsidered if there was no season.

The EC Chair said if there is no season a lot of things will be reconsidered, which is why we have the different scenarios.

It was suggested by several members that there was still a need to have a discussion with members only and to have the Secretariat leave the room.

The Meeting Chair asked if there were any objections to doing so and there were no objections. The Secretariat left the room.
NB: There were no minutes taken in this session. However, it was decided that an additional Town Hall meeting would commence in June with a proposed 6-month budget to be presented to members to vote upon.

EC MEMBERSHIP

The EC Chair outlined the Terms of Reference (TORs) for the EC and reminded membership of 3-year tenure requirement, including EC structure and what is required in order to serve on the EC. He noted that there are five people currently on EC and that he would be stepping off the following day. He confirmed that Robyn Woodhead, Robin West, Rob McCallum and Tudor Morgan will remain. He then displayed the committee leadership changes on screen and said that the rest of the committees will be displayed tomorrow.

The Meeting Chair reminded all of the elevator speeches which were submitted by Steve Wellmeier and John McKeon, who were standing for the EC at the meeting.

Janeen then explained the format for voting for the EC and voting that would be sent to members that evening via SurveyMonkey and asked members to be sure to complete their votes by midnight Eastern Daylight Time (EDT).

The Meeting Chair reminded members that the email would go to the registered voter for each company and to let Janeen to know if there had been a change.

Mark van Der Hulst introduced the proposed new Chair of the EC, Robyn Woodhead. He mentioned that he has worked with Robyn for four years and could endorse her saying that she has a clear vision.

Robyn thanked Mark and said we are only strong as long membership has a voice. Robyn introduced herself as a current EC member and included her past history and career and personal path to today. She said she wanted to drive the association forward getting back to business while still aligning to its mission.

The Meeting Chair opened the floor for questions. There were none. The Meeting Chair then thanked all present reminded participants to check for the SurveyMonkey email in order to cast their vote.

Day 3: Bylaws, New Committees and Proposal
May 13, 2021
Open to All IAATO Members

WELCOME, HOUSEKEEPING AND RECAP

Meeting Chair, Robin West, opened the meeting and Janeen read the Antitrust admonition.

A member asked for changes to the TORs for the Finance Committee to be discussed and voted on during this meeting.

The EC Chair noted that there was a set agenda and that this request comes too late to handle properly during this meeting. He suggested we work on this and re-visit in a subsequent meeting in the near future.

Hayley then read the instructions for the meeting again and overview of voting.

The agenda was shown on the screen and the Meeting Chair asked for a motion to approve the day’s agenda. There was a motion and it was seconded. The agenda was approved unanimously.
The results of the voting for the committees and working groups were shown on screen and Janeen explained that the roster would be included in the Day 3 papers and would be posted on the IAATO website.

**PROPOSAL FROM SOUTHERN OCEAN OBSERVING SYSTEM (SOOS)**

Pip Bricher, from SOOS, went through the proposal, which was forwarded to members with the meeting papers ahead of the meeting.

The floor was then opened for questions.

A member showed support for the project saying that it is an important study for IAATO and is a great way for members to help.

A member asked why the word degrade was used in the proposal.

Pip responded that this was in effort to make the information used less precise explaining that she was anxious to avoid making the data more precise so that ship positions are not shown in effort to protect members' commercial information.

Another member supported cooperation with the scientific community. He had a comment regarding the wording that if any IAATO data would be inadvertently displayed it would be removed promptly.

He felt that this could be worded more strongly.

Pip responded that obviously the intention was not to reveal anything, and they have put in safeguards. She hopes it will never have to be relied upon but if it does happen, they would take immediate steps. She said it does not serve their interests to put something out there that causes IAATO to stop sharing data with them.

Lisa wished to follow up with database and data issue saying that the Secretariat has been working very carefully with SOOS on this issue. She confirmed that we would also make sure that there were firewalls and protections so that the only data that is delivered is the data that is agreed upon.

The Meeting Chair asked for any further comments. There were none.

The Meeting Chair asked for a motion to vote on this proposal. There was a motion and it was seconded.

Yes - 34

No - 0

Abstain - 1

**DECISION:** The SOOS proposal was approved.

**COVID-19 ADVISORY UPDATE**

Kim Crosbie, Mark van der Hulst and Laura Smith gave an update on the COVID-19 Advisory Group’s work.

Kim gave an overview of the advisory group’s makeup and an overview of the work done throughout the past year. She said the advisory group worked to learn and inform members about the criteria for opening borders in various gateway countries. She noted that members should accept that we will be working in a COVID world but will be moving from pandemic to endemic situation where we will likely stay for many years to come. She outlined conversations about vaccination requirements and the case of an outbreak onboard and how it would be dealt with. The question is what it would mean for the industry. She then invited others to join the advisory group saying that they would be welcomed. She also noted that it is difficult for these governments to give exact answers and that the discussions are cautious and sensitive. Looking ahead we are trying to get answers more quickly or as much as possible. She emphasized that Medevacs are also a big question. She announced that IAATO would be having another Town Hall in the next month where we will review any updates and developments in the last and upcoming weeks.
Mark van der Hulst gave an overview of the survey and called members’ attention to the resource center. He noted that they were working on a survey which is being finalized. In this survey it is asked whether or not a member is making vaccinations mandatory, whether there would be testing on board and all types of things that might be influential to discussions with the various gateways. 

He noted that some of these things might give the gateways comfort to open gateways earlier. He mentioned that IAATO could potentially use our lessons learned to share with the outside world. He informed members that the survey would be anonymous and asked all members to answer the questions so we have a good overview of all operations moving forward. We have not discussed if we would share the outcomes outside but will continue with this discussion. It is hoped that the survey would be ready for the week after the meeting.

Laura Smith presented and introduced the resource center.

The Meeting Chair then opened the floor for questions. A member said it is understood that the survey is anonymous but asked how would it be handled if all operators would not say whether they were vaccinating passengers. Mark said that one of the questions asks about if the majority says one thing and your company says no, would you still be comfortable following something. He said they would ask those operators to get in touch with the group or the secretariat.

A member asked for Mark to repeat and clarify the statement about vaccination for staff and crew being mandatory. Mark informed members of the Neptune Declaration which deals with the concerns of seafarers and their rights. A new lobby for seafarers to be recognized as essential workers so that they may be moved to the front of the list for vaccinations in their countries. The more attention it gets the more possibility this will go through. He encouraged members to get involved.

A member asked what the main documents are in the resource center how members would know which documents are the most up-to-date. Lisa noted that the COVID Advisory Group would be moving old documents to an archive folder and the ones left in the main folder would be the most up-to-date. She also offered a point of clarification on the survey saying that it will be anonymous to the advisory group but that the Secretariat will know which companies have responded.

A member asked if there were any cruise ships working at the current time and whether there was any information about what they are doing; for example, are they using masks, have there been any reported cases, etc.

Mark responded that he knew of some cruises happening or which are starting up in the near future. He cited a new release from the CDC that they have adopted protocols which involve changing mask requirements. He also mentioned that there were EU documents about what to consider when restarting operations. He reminded members that these would, of course, change over time and that our industry has likely been much more conscious about hygiene than others.

Several other members gave examples of what their companies were doing in this regard.

One company hoped to start up again this summer domestically with very strict procedures. 50% capacity, testing before, during and after – vaccinating crew, etc. They planned to require vaccinations and social distancing on board, including mask wearing in public areas. They also plan negative pressure cabins, UV lights, automatic thermal testing, etc.

Another company stressed the importance of flexibility and being dynamic. They said they were working with the CDC and adhering to those mandates. They gave the example of the change in mask mandates. They noted that having 98% of their crew and 97% of their passengers vaccinated was required in their home country, the US. They noted that they were aware that many of the countries have started vaccinating all crew members on board as well.

Another company said it had one vessel in operation in the Canary Islands and that they were fortunate that it was a brand-new vessel and they were able to make modifications in the shipyard before operating. They have achieved, with multiple extensive protocols, permission to operate in the Canaries and will need permission to leave there. They are hoping to receive permission to travel up to Europe. They will fly all guests together, and they will be tested before departure and will be
transferred to the pier and re-tested before embarkation and before disembarkation. They said they are continually coming up with Plan A, B, C and so on.

A member then asked if any operators had formally confirmed Antarctic departures for the 2021-22 season.

Mark responded that everything was too unsure at the moment to answer that question. He then invited any of the cruise-only members to join the advisory group to share their experience and knowledge.

A member said that their company was starting up shortly with larger ships. They will require vaccinations for guests and that there were a number of mitigations they were calling for, i.e., a negative PCR test prior to departure and then throughout the voyage as well as UV lighting, and following all of the CDC measures, etc. He said they are starting up very modestly and are adjusting as time goes on and the world situation develops.

Another company said they would be starting up domestic Alaska voyages in June and they would be conducting proof of concept voyages at end of May. Fully vaccinated crew and passengers were also required. They noted that all of their procedures have been published on their website and encouraged members to have a look. They informed members that the lessons learned from the Alaska cruises would be valuable for Europe and Antarctica travel to come. They noted that the majority of their crew (at least on US side) were vaccinated and that they hope to be well-positioned by the time Europe and Argentina open.

Laura Smith offered a big thank you to everyone who shared their plans for the coming months. She noted that it would be helpful that as operators do their proof of concept they would then share key lessons learned.

ENVIRONMENTAL AND OPERATIONAL GUIDELINES UPDATES

Susan Adie gave an overview of the updates and gave thanks to Lisa and Amanda for all of their work in this area. She said the scientific community had expressed concern for tourism possibly transmitting the virus to wildlife so this is what they have been working on this year.

IAATO Biosecurity Cleaning Procedures_final for members May 2021

Amanda Lynnes reviewed the updates to the document and gave a general overview. The Meeting Chair opened the floor for comments.

A member noted that IAATO needs to make sure that there are no statements that are specific to certain types of operations. He said if members could pass these procedures today as they stand, he would be happy to help work on minor editorial changes afterwards.

Amanda asked if members could see this document as usable for the deep field community. A member said we need to decide if we want this to be general for all or if we should have two separate documents.

The Meeting Chair asked for any other comments. There were no further comments.

The vote was done by consent. There were no objections.

DECISION: The IAATO Biosecurity Cleaning Procedures_final for members May 2021 document was approved

The IAATO Birdwatching Guidelines

Amanda showed the guidelines on the screen and Susan reviewed the changes and enhancements to the document.

The Meeting Chair opened the floor for comments, there were none.

The vote was done by consent. There were no objections.
DECISION: The changes to the IAATO Birdwatching Guidelines document were approved.

The IAATO Seal Watching Guidelines
Amanda showed the guidelines on the screen. Susan reviewed the changes and enhancements to the document. The Meeting Chair opened the floor for comments, there were none.

The vote was done by consent. There were no objections.

DECISION: The changes to the IAATO Seal Watching Guidelines document were approved.

IAATO STATEMENT ON THE USE OF RPAS
Lisa shared the document on the screen and gave an overview of the changes to the document. She noted that the only thing that had been changed was to remove the date from the document.

The Meeting Chair opened the floor for comments, there were none.

The vote was done by consent. There were no objections.

DECISION: The IAATO Statement on the use of RPAS document was approved.

STATEMENT - CRUISE ONLY NEPTUNE’S BELLOWS
Richard Boyden, of Princess Cruises, introduced the advisory statement and gave background. The statement was included with the meeting documents shared with members prior to the meeting.

BYLAWS AND TERMS OF REFERENCE (TORS) UPDATES
Steve Wellmeier, Bylaws Committee Chair, gave the overview of the changes to bylaws since the previous annual meeting in 2020. He called attention to the IAATO Town Hall decisions document which was included with the meeting papers and delivered to members prior to the meeting as it was a helpful re-cap of information and decisions made by members in the past year.

- The Field Staff percentages bylaws changes were shown on the screen and as delivered with the meeting documents to members prior to the meeting. The Meeting Chair asked for a vote to approve these changes to the Bylaws.

The vote was done by consent. There were no objections.

DECISION: The Field Staff percentages bylaws change document was approved

- Mandatory Observer Scheme addition to the Bylaws
The Meeting Chair opened the floor for discussion.
A member noted that the statement in regards to yacht inspections was not clear and did not clarify that yachts would have Dockside Observations.

Steve responded that it was felt that this was always understood. He noted that if the membership felt strongly about this, they could address it and update the wording.

Several agreed that this was understood but it was proposed to change the wording from “carry” to “accommodate” an observer. It was also changed for the provisional operators.
Steve clarified one issue and suggested a change to the wording under Provisional Operators to “during their first operational Antarctic Season following acceptance...”

A member noted that there were several exceptions, as above, due to the different type of operators in the membership.

The Meeting Chair asked if there were any objections to the changes. There were no objections

**DECISION:** The changes to the Bylaws concerning the Mandatory Observer Scheme were approved.

The Meeting Chair asked if there were any objections to having the new Deep Field & Air Ops and Climate Change Committees, which were approved at the April 10, 2021 Town Hall, added to the committee list in the Bylaws. There were no objections.

**DECISION:** The changes to the Bylaws concerning the addition of the two committees were approved.

**VIKING’S PROPOSAL IAATO/AECO**

Jørn Henriksen gave an overview of the proposal Viking submitted. He explained that the proposal was asking for a neutral analysis and looking for a formal process about how IAATO works together with AECO because there are many overlap areas. He clarified that they were not suggesting a merger. He felt that the IAATO EC had pre-processed the discussion and dismissed the proposal out of hand. He said Viking are content with an outcome that says “no” but felt that the members should be able to have a discussion at the annual meeting. He said Viking would like more discussion, not necessarily a vote on this proposal.

The Chair of the IAATO EC responded that the EC response was not, in fact, unprecedented. The proposal outlines 10 tasks which would mean that it requires an output and allocation of resources of the secretariat while they are already constrained by reduced resources due to COVID. This also requires collaboration with AECO and IAATO cannot force that. The Chair stressed that the EC is happy if the proposal is put on the table to look for common ground, but this is different from what was outlined in the proposal. He suggested members look at the action points in the EC statement.

Regarding the survey, the Chair stated it is premature, and requires collaboration from AECO and we learned that AECO also did not have the resources to accomplish a survey. We did have the first combined EC meeting with AECO and IAATO and hope we can meet halfway.

A member echoed what the Chair said from an AECO perspective. She said the cooperation would take time to decide on the 10 points and as of now AECO does not have these points on the table, so it was only an IAATO issue at the moment. This will need more time, and it will need to be addressed to both organizations.

A member felt that the proposal from Viking was good but understood that the timing is difficult. He asked whether it was an option to create a working group which would start collecting information and create a summary regarding some of the points Viking brought up.

Another member noted that he was glad this was brought forward, saying that members should never feel that they cannot discuss anything. He felt it was impractical to go down this road and in light of the discussions during this meeting we do not support going further with this at the moment. Even a working group would take resources we just do not have now. We need to put this on the back burner for now and ask Viking to bring this back in a few years’ time.
Jørn said Viking was happy to withdraw the proposal from the meeting and spare the meeting the
time to go through a vote. From Viking’s perspective it is important to be aware of how IAATO moves
forward in terms of bylaws and how members work together in this situation. It is worth keeping in
mind the contents of this proposal and re-visit sometime in the future.

The EC Chair agreed that this was the way to bring proposal to the floor. He reminded members that
the EC did review this proposal and agreed that this was not practical for IAATO right now. He agreed
to revisit this in the future.

**DECISION:** Viking withdrew their IAATO/AECO proposal as discussed above.

**MEETING WRAP-UP**

The Meeting Chair thanked the other meeting chairs and also members for their patience over the last
three days.

Mark van der Hulst, outgoing EC Chair, gave closing remarks. Copied below.

Dear Members,

We are getting at the end of our annual meeting, we have had fruitful discussions, have made
important decisions together. The closure of this meeting will be my last task as chair of the
EC as well as being a member of the EC. I will be stepping down and hand over the chair
position to Robyn Woodhead. Congratulations Robyn. Having worked with you I know that the
EC will be in good hands! Look after the boys and make sure they behave.

My five years in the EC comes to an end and during those five years a lot has happened; I’ve
worked with three Executive Directors (ED), two interim co-executive directors and one acting
executive director. I certainly do hope it wasn’t about me. In those five years within the EC we
have had difficult and interesting discussions about the growth of our industry, important
meetings, discussing strategic plans going forward. We agreed to sometimes disagree and, in
the end, we always have come to a decision moving forward with the best interest of our
organization in mind. The past year we had to make even more difficult decisions for the
organization following our industry standstill caused by the pandemic. Making decisions for
this organization knowing that it affects people that work so hard for our organization,
reducing their working hours and therefore affect their personal income was for me extremely
hard to do, especially when you have learnt over these five years how hard and passionate,
they work for the continent and IAATO.

I have learnt a lot during those five years, from the numerous EDs, my fellow EC members
and from you all as members. Even in this time when we are still dealing with the pandemic, I
personally do feel that I leave the EC having in mind that IAATO is in a better position than
five years ago. Our industry has grown and so has our organization, in the past years
together we have made things more professional, robust, structured. We have matured…but
we are not grown up yet!

Two years ago, I was allowed by a vote from the members to take the position as Chair of the
EC, and at the end of that meeting, we as an EC made a promise to update the membership
more regular and provide updates during the year. We also made it a priority to work on
empowering committees and we talked about making our meetings more effective. In one of
our updates, we have shared the EC’s pledge of good governance. We have worked hard on
meeting those commitment and in my opinion, we have ticked a lot of those boxes.

We should not forget that we all own IAATO, we are the shareholders! Together we have built
it over the last 30 years. As shareholders we should protect it and make it stronger and better,
just handle it with the same care as we do with our own companies or our own vessels. Not
buying lubrication oil for your engine might save you a bit of money but the damage and costs
it will cause in the long run to your sweet running engine will be multiple times bigger or as we
used to say as Navy Divers, “it’s like peeing in your dry suit, it’s warm and nice in the beginning but getting cold and uncomfortable soon”. Let us not forget who or what IAATO’s engine is and treat it with the respect it deserves.

IAATO doesn’t get better from rumbling noise in the background or uncontrolled aired opinions or ideas without addressing it to the committee or person who perhaps can do something with it. Opinion, Ideas or proposals will remain opinion, ideas or proposals if they are not being worked out properly and then can presented and discussed with the whole membership in an applicable forum. It has been said; every member has the right to submit proposals; please do so if you see a need for change.

This year we celebrate 30 years of IAATO, and we have people in this room that can talk about all those 30 years, simply because they were part of it. I personally can talk about a good half of it. But we are very fortunate, and we should be happy about it, that we also have people that only go back one or two years; simply because it means we have continuation! We should welcome our new polar friend with open arms and invite them to participate.

While I have thoroughly enjoyed being the chair of the Marine Committee for more than 6 or 7 years, I did realize that in the benefit of IAATO it was my time to step aside and make way for others. Within IAATO we have a lot of institution memory and knowledge, we should pass that on. But we should also use the knowledge and capabilities that new people bring into our organization. In the end we are all passing by; There will be a time when we personally move on, stop working or leave the industry for whatever reason, it should be everyone’s goal to leave IAATO better as when they “found it”; continuation is key, I think.

Wouldn’t it be great to all be able to come to the IAATO 50 years reunion in 20 years when some or many of us will be old and retired and then find IAATO in a great shape and run by people with the same passion and enthusiasm we all have now!

In a few moments I will formally leave a position I was allowed to fulfill by the membership for five years. It has been a great honor and a great pleasure. I will of course not cease to assist IAATO, I will remain actively involved, but for now in other committees or in different roles.

When leaving I of course will need to thank a few people: 
I need to thank the EDs I worked with: Kim, Gina, Damon and Terry.

The whole secretariat: Colleen, Erin, Cody, Hayley, Amanda, Janeen, Lisa and Gina; you all are stars! You have been through some turmoil the last years but I hope we have arrived in calmer waters. I’m impressed by your ever supportive and professional approach and you have my deepest respect!

Thank you for always being there.

Two fabulous Finance committee chairs I’ve worked with: Ute and Steve. Thank you for crunching those numbers and keep us updated if the books matched.

I do need to thank my shareholders who always have giving me the freedom to allocate all time and resources to fulfil this role.

And last but not least my fellow EC members from the past five years, with a special thank you for Robyn, Robin, Rob and Tudor. We have spent a lot of time together the last two years! I talked more to this group than some of my own people. You are a great team and with the new members who just joined I see a great bunch of people moving forward!

I remain positive for a season ahead, and I hope to see many of you down south. I certainly do hope that next year we will be able to organize our annual meeting in person. We have a lot of catching up to do! And if we are that fortunate next year, the first round is on me!!

I have learnt a lot from all of you! Thank you.

The IAATO 2021 Annual Meeting Closed.
## Appendix A: Action Points and Decisions

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action Point / Decisions</th>
<th>Tasked to</th>
<th>Action/Decision</th>
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<tbody>
<tr>
<td></td>
<td>Robyn Woodhead, Tudor Morgan and Robin West were approved unanimously as Meeting Chairs.</td>
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<td>DECISION</td>
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<td></td>
<td>The IAATO 2021 Agenda for all three days was adopted.</td>
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<td>DECISION</td>
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<td></td>
<td>List of members who left IAATO in the past year to be shared with membership</td>
<td>Secretariat</td>
<td>ACTION POINT</td>
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<td></td>
<td>Alegria Marineros, Atlas Ocean Voyages, Crystal Cruises, Norwegian Cruise Lines, Swan Hellenic and Vantage Deluxe World Travel were voted in as IAATO Provisional Operator members</td>
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<td>DECISION</td>
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<td></td>
<td>The Submersible working group proposal was adopted unanimously.</td>
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<td>DECISION</td>
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<td>MC to consider adding list of all islands included in the Observer Checklist with Landings, Point M.</td>
<td>Membership Committee</td>
<td>ACTION POINT</td>
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<td></td>
<td>The IAATO Observer Scheme Checklist updates were all approved</td>
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<td>DECISION</td>
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<td></td>
<td>The IAATO 2020 Meeting Minutes were approved.</td>
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<td>DECISION</td>
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<td></td>
<td>The 2020-21 Town Halls Action Points and Decisions document was approved.</td>
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<td>DECISION</td>
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<td>The 2019-20 accounts were approved.</td>
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<td>The 2020-21 Finances were approved.</td>
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<td>DECISION</td>
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<td>The 2021-22 Budget was not approved, but members agreed to revisit the budget at a June Town Hall meeting.</td>
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<td>DECISION</td>
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<td></td>
<td>The SOOS proposal was approved.</td>
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<td></td>
<td>The IAATO Biosecurity Cleaning Procedures_final for members May 2021 document was approved</td>
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<td>The changes to the IAATO Birdwatching Guidelines document were approved.</td>
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<td>The changes to the IAATO Seal Watching Guidelines document were approved.</td>
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<td>The IAATO Statement on the use of RPAS document was approved.</td>
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<td>The Field Staff percentages bylaws change document was approved.</td>
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<td>The changes to the Bylaws concerning the Mandatory Observer Scheme were approved</td>
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<td>The changes to the Bylaws concerning the addition of the two committees were approved.</td>
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<td>DECISION</td>
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<td></td>
<td>Viking withdrew their IAATO/AECO proposal.</td>
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## Appendix B: IAATO 2021 Annual Meeting Agenda and Papers List

### Day One ~ Tuesday, May 11, 2021

**12:00 - 16:00 UTC**

<table>
<thead>
<tr>
<th>Area</th>
<th>Details</th>
<th>Presenter</th>
<th>Vote</th>
<th>Type of Vote</th>
<th>Associated Papers</th>
<th>Updated Date</th>
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<tbody>
<tr>
<td><strong>Housekeeping</strong></td>
<td>Antitrust Admonition, Introductions, Meeting Chair Approval</td>
<td>EC Chair, Janeen Haase</td>
<td>Yes</td>
<td>Hands up</td>
<td>IAATO Antitrust Admonition.pdf</td>
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<tr>
<td><strong>Membership</strong></td>
<td>Membership Committee Report</td>
<td>John McKeon</td>
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<td></td>
<td>New Provisional Operator Applications</td>
<td>John McKeon</td>
<td>Yes</td>
<td>Hands up</td>
<td>Folders:</td>
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<td>• Provisional Operator - Alegria Marineros</td>
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<td>• Provisional Operator - Atlas Ocean Voyages</td>
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<td>• Provisional Operator - Crystal Cruises</td>
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<td>• Provisional Operator - Norwegian Cruise Lines</td>
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<td>• Provisional Operator - Swan Hellenic</td>
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<td>• Provisional Operator - Vantage Deluxe World Travel</td>
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<td></td>
<td></td>
<td>The 6 Provisional Operators will be asked to leave the meeting for discussion and vote.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>BREAK</strong></td>
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<tr>
<td><strong>Membership</strong></td>
<td>Spirit of Sydney Mandatory Observer</td>
<td>John McKeon</td>
<td>No</td>
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<td>SoS IAATO DOCKSIDE YACHT Observation Part 1 v2.docx</td>
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<td><strong>Membership</strong></td>
<td>Updated IAATO Mandatory Observer docs</td>
<td>Janeen Haase</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Submersible Working</td>
<td>Anthony Gilbert</td>
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<td>Hands up</td>
<td>Proposal Viking Submersible WG.pdf</td>
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# IAATO 2021 Annual Meeting Agenda and Papers List

**Day Two ~ Wednesday, May 12, 2021**

**12:00 - 16:00 UTC**

<table>
<thead>
<tr>
<th>Area</th>
<th>Details</th>
<th>Presenter</th>
<th>Vote?</th>
<th>Type of Vote</th>
<th>Associated Papers</th>
<th>Updated Date</th>
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<tbody>
<tr>
<td><strong>Housekeeping</strong></td>
<td>Various, recap, Antitrust Admonition, etc.</td>
<td>Meeting Chair</td>
<td>No</td>
<td></td>
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<tr>
<td><strong>Meetings</strong></td>
<td>AGM2020 and 2020-21 Town Hall Minutes approval</td>
<td>Meeting Chair</td>
<td>Yes</td>
<td>Hands up</td>
<td>IAATO 2020 Meeting Minutes Draft FINAL.pdf</td>
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<td>IAATO Town Hall Decisions Summary.docx</td>
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<tr>
<td><strong>EC /Secretariat</strong></td>
<td>EC Update</td>
<td>Mark van der Hulst</td>
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<tr>
<td><strong>Strategic Plan</strong></td>
<td>Secretariat and Strategic Plan Update</td>
<td>Gina Greer</td>
<td>No</td>
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<td>FY21SP Update &amp; FY22SP Final v1.pdf</td>
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<td><strong>IAAT030</strong></td>
<td>Update</td>
<td>Hayley Collings</td>
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<tr>
<td><strong>Finance</strong></td>
<td>FC Report ~ 19/20 Actuals, 20/21 Projection</td>
<td>Steve Wellmeier</td>
<td>Yes</td>
<td>Hands up</td>
<td>Finance Committee Report FY19-20 &amp; 20-21.pptx</td>
<td>To be delivered May 5</td>
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<td>Break</td>
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<tr>
<td><strong>Finance</strong></td>
<td>FC Report ~ 21/22 Proposed</td>
<td>Steve Wellmeier</td>
<td>Yes</td>
<td>Hands up</td>
<td>Fiscal forecast for FY2021-22.pptx</td>
<td>To be delivered</td>
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<tr>
<td><strong>Executive Committee</strong></td>
<td>Vote on EC members -</td>
<td>Meeting Chair</td>
<td>Yes</td>
<td>SurveyMonkey overnight</td>
<td>John McKeon - EC2021.mp4</td>
<td>Vote on 2 new</td>
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<tr>
<td><strong>Membership</strong></td>
<td>Vote for new committees</td>
<td>Meeting Chair</td>
<td>Yes</td>
<td>SurveyMonkey overnight</td>
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## IAATO 2021 Annual Meeting Agenda and Papers List

### Day Three ~ Thursday, May 13, 2021

**Day 3 - All Members**

<table>
<thead>
<tr>
<th>Area</th>
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<th>Presenter</th>
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<th>Type of Vote</th>
<th>Associated Papers</th>
<th>Updated Date</th>
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</thead>
<tbody>
<tr>
<td>Housekeeping</td>
<td>Various, recap, Antitrust Admonition, EC and Committee vote results</td>
<td>Meeting Chair</td>
<td>No</td>
<td>Hands up</td>
<td>SOOS DueSouth Proposal FINAL v2.docx</td>
<td>5/10/21</td>
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<tr>
<td>SOOS</td>
<td>Project intro</td>
<td>Pip Bricher</td>
<td>Yes</td>
<td>Hands up</td>
<td>SOOS DueSouth Proposal FINAL v2.docx</td>
<td>Added 5/10/21</td>
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<td>COVID-19 Advisory</td>
<td>Update on Steps forward</td>
<td>COVID Advisory Group</td>
<td>No</td>
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<td>IAATO Biosecurity Cleaning Procedures_final for members May 2021.docx</td>
<td>Added 5/10/21</td>
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<td>Operations</td>
<td>Environmental and Operational Guidelines updates</td>
<td>Amanda Lynnes, Lisa Kelley, Susan Adie</td>
<td>Yes</td>
<td>Hands up</td>
<td>IAATO Birdwatching Guidelines_for members May 2021.docx</td>
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<tr>
<td>Marine Committee</td>
<td>Statement - Cruise Only Neptunes Bellows</td>
<td>Richard Boyden</td>
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<td>IAATO Seal Watching Guidelines_for_members May 2021.docx</td>
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<td>IAATO Statement on the Use of RPAS.docx</td>
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<td>Explainer about changes to 2021 guideline review for members 2021.docx</td>
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<td>IAATO Seal Watching Guidelines updated 5/10/21</td>
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<td>Neptunes_Bellows_May2021.pdf</td>
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<td>Bylaws</td>
<td>update incl Confidentiality clarification</td>
<td>Steve Wellmeier</td>
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<td>Bylaws</td>
<td>Field Staff Percentages Bylaws vote</td>
<td>Steve Wellmeier</td>
<td>Yes</td>
<td>Hands up</td>
<td>Field Staff Percentages Bylaws Revision.docx</td>
<td>Document posted 4/29, agenda updated 5/3</td>
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<td>Bylaws</td>
<td>Mandatory Observer Scheme addition to Bylaws vote</td>
<td>Steve Wellmeier</td>
<td>Yes</td>
<td>Hands up</td>
<td>Mandatory Observer – Bylaws Revision.docx</td>
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<tr>
<td>Bylaws</td>
<td>DFAO &amp; CC Committees added to Bylaws</td>
<td>Steve Wellmeier</td>
<td>Yes</td>
<td>Hands up</td>
<td>TOR for Committees and Delegates April 2021.pdf</td>
<td>Agenda updated 5/3</td>
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<tr>
<td>Governance</td>
<td>Viking’s proposal AECO/IAATO</td>
<td>Jørn Henriksen</td>
<td>Yes (?)</td>
<td>Hands up</td>
<td>Proposal Viking further cooperation with AECO.pdf</td>
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<td>Governance</td>
<td>IAATO EC response to Viking’s AECO/IAATO proposal</td>
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<td>Statement from IAATO EC Regarding Merger-Proposal V2.pdf</td>
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<tr>
<td>Wrap-up</td>
<td>Meeting ends - wrap up from EC Chair and Executive Director</td>
<td>Mark van der Hulst</td>
<td>No</td>
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</tr>
</tbody>
</table>
Appendix C: IAATO Annual Meeting May 11 - 13, 2021 Registration Master List

Operator
Abercrombie & Kent
Bob Simpson
Vice President Expedition Cruising
bjsimpson@abercombiekent.com

Operator
Antarctic Tours
Hans Lagenweijr
President
hla@antarctic-tours.com

Operator
Antarctic Spirit
Ellen Grondahl
Operations & Product Director
eg@antarctic-spirit.com

Operator
Antarctica21
Michael Hjorth
Product Manager
mjh@antarctica21.com

Operator
ALE
David Roots
Peter McDowell
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Operator
Nicole
Nick Lewis
nkl@antarctic-spirit.com

Operator
Antarctica21
Diana Galimberti
EVP Operations and Product
dgalimberti@antarctica21.com

Operator
Antarctica21
Mariano Curiel
Director of Expedition Operations
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Operator
Antarctica21
Claudio Bobadilla
Ship Operations Manager
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Operator
Antarctica21
Lute Hofman-Bowen
Director
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Operator
Antarctica21
Monika Schlatt
Expedition Planning and Staffing
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Operator
Arctic Trucks
Sune Tamm
Manager
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Operator
Arctic Trucks
Emil Grimsen
General Manager
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Operator
Aurora Expeditions
Tomas Hvilk
Operations Manager
th@auroraexpeditions.com.au

Operator
Cheesemans’ Ecology Safaris
Ted Cheeseman
Owner
ted@cheesemans.com

Operator
Cheesemans’ Ecology Safaris
Gina Barton
CEO
gina@cheesemans.com

Operator
Cheesemans’ Ecology Safaris
Victoria Wheatley
contractor
victoria@excellence.info

Operator
DAP
Andrea Pheoviv
Legal CEO
ap@dp.com

Operator
DAP
Rodrigo Gomez
Logistics
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Operator
EYOS Expeditions
Rob McCullum
Founding Partner
rob@eyos.com

Operator
EYOS Expeditions
Harvey Card
Director, Expeditions
hcard@eyos.com

Operator
EYOS Expeditions
Verner Stimich
Manager
vstimich@eyos.com

Operator
G Adventures
Paul Lai
Manager, Vessel Operations
p.lai@gadventures.com

Operator
G Adventures
Susan Ade
Expedition Consultant
susan.ade@gladventures.com

Operator
Grand Circle Travel
Klaudia Roedel
Expedition Coordinator
klaudiaroedel@gmail.com

Operator
Grand Circle Travel
Nikola Bajo
Nautical Manager
nbajo@cruise.com

Operator
Grand Circle Travel
Ana Rossi
Regional General Manager
anarossi@cruise.com

Operator
Hanse Explorer GmbH & Co. KG
Hendrik Meyer
Operations Manager
hmeyer@hp-shiping.de

Operator
Hapag-Lloyd Cruises
Ulfike Schultzen
Port Operations Manager
u.schultzen@h-lcruises.com

Operator
Holland America Line
Sibrand Hazing
Director Fleet Operations Europe
shazin@hollandamerica.com

Operator
Holland America Line
Richard Boyd
Deputy Director Marine Operations
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Operator
Holland America Line
Rob van den Hof
Deputy Director Marine
rvandenhof@hollandamerica.com

Operator
Hurtigruten Expeditions
Karim Strand
VP Expedition
karistrand@hurtigruten.com

Operator
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Tudor Morgan
VP Government and Industry relations
tmorgan@hurtigruten.com

Operator
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Asta Lassasen
CEO Hurtigruten Expeditions
astalassasen@hurtigruten.com

Operator
IceTreks
Eric Philips
Director
eric@icetreks.com

Operator
IceTreks
Martiis Philips
Guide
matriis@icetreks.com

Operator
IceTreks
Susi Blair
Business Manager
susiblair@icetreks.com

Operator
IceTreks
Prash Kamik
Port Captain
prash@icetreks.com

Operator
IceTreks
Jan Martin
Dir. of Field Staff & Expedition Development
jenn@icetreks.com

Operator
IceTreks
Shaun Powell
Field Staff and Operations Manager
shaunpowell@icetreks.com

Operator
Noble Caledonia
Pam Le Noury
Head of Expedition Operations
pam@noble-caledonia.co.uk

Operator
Noble Caledonia
Kim Boulton
Director
kim@noble-caledonia.co.uk

Operator
Oceanwide Expeditions
Mark van der Hulst
Coo
mark@oceanwide-expeditions.com

Operator
Oceanwide Expeditions
Adam Tumer
Field Ops Manager
adamtumer@oceanwide-expeditions.com

Operator
Plancius Expeditions
Skip Novak
Director
skn@plancius-expeditions.com

Operator
Plancius Expeditions
Michael Darttch
Head of Operation
mdarttch@plancius-expeditions.com

Operator
Rolls Royce
John McKee
President
johnm@rollsltd.com

Operator
Rolls Royce
Hayley Shephard
VP of Expedition Operations
hayley@rolls-royce.com

Operator
Rolls Royce
Erich Graf
VP Ship Ops
erich@rolls-royce.com

Operator
Ponant
Nicolas Toth
Corporate Expedition Leader
ntoth@ponant.com

Operator
Ponant
Tony Nguyen
Polar Expedition Production Manager
tnguyen@ponant.com

Operator
Ponant
Anja Endmann-Ritten
Director of Expedition Operations
aj@ponant.com

Operator
Ponant
Nikolay Zakharov
Senior Cruise Operations
naz@ponant.com

Operator
Ponant
Sven Jentner
Managing Director
sjentner@ponant.com

Operator
Quark Expeditions
Peter Garckip
Consulting Director, Industry Relations
peter.garckip@quarkexpeditions.com

Operator
Quark Expeditions
Allison Kean
Sr Mgr. Expedition Operations and Sustainability
akean@quarkexpeditions.com

Operator
Quark Expeditions
Niki Trudeau
Expedition Team Dir, Engagement & Development
niki.trudeau@quarkexpeditions.com

Operator
Quark Expeditions
Laura Smith
Director
laura.smith@quarkexpeditions.com

Operator
Quikote Expeditions
Fedchenko Guerena
Director
fed@quikote.com

Operator
Rederij Bark Europa
Leentje Toering
Director
leentje@rederieuropa.com

Operator
Rederij Bark Europa
Nina Jonk
Captain
nina@rederieuropa.com

Operator
Rederij Bark Europa
Janice Kingma
Captain
janice@rederieuropa.com

Operator
Royal Caribbean Group
Elizabeth Hackney
Mgt. Environmental Regulatory and Sustainability
elahackney@rccl.com

Operator
Scenic
Jason Flesher
Expedition Operations Manager
jasonflesher@scenic.eu

Operator
Scenic
James Griffioen
Marine Operations Director
james.griffioen@scenic.eu

Operator
Scenic
Liza Bolton
Director of Product
lizabolton@scenic.eu

Operator
Scenic
Robin West
VP, General Manager Expedition
rw@scenic.com

Operator
Seabourn
Kara Wellber
Sr. Manager Expedition
kwellber@seabourn.com

Operator
Seabourn
Rory Martin
Deputy Director Expedition
rmartin@seabourn.com

Operator
SELENA EXPEDITIONS
Krzyztof Jasica
co-owner
krzyztof.jasica@selemas-expeditions.com

Operator
SELENA EXPEDITIONS
Piotr
co-owner
p@selemas-expeditions.com

Operator
Silversea Cruises
Stefan Kredel
Sr. Dir. Expedition Development and Operations
stefan@silversea.com

Operator
Silversea Cruises
Bill Davis
VP Expedition Operations and Development
bdavis@silversea.com

Operator
Spirit of Sydney Expeditions
Darel Day
Director
darel@spiritofsydney.com

Operator
Spirit of Sydney Expeditions
Tanya Spruner
Communications Manager
tanya@spiritofsydney.com

Operator
Spirit of Sydney Expeditions
Ashley Penin
Field Staff
ashley.penin@spiritofsydney.com

Operator
The Antarctic Company (TAC)
Vasily Kalazin
Director
office@antarctic-company.info

Operator
The Antarctic Company (TAC)
Mirella Knagar
Director
tacakamin@antarctic-company.info

Operator
The Antarctic Company (TAC)
Richard Skinner
Environmental officer
environment@antarctic-company.info
<table>
<thead>
<tr>
<th>IAATO Secretariat Member</th>
<th>IAATO</th>
<th>Erin Delaney</th>
<th>Assistant Operations Manager</th>
<th><a href="mailto:edelaney@iaato.org">edelaney@iaato.org</a></th>
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<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Gina Greer</td>
<td>Executive Director</td>
<td><a href="mailto:ggreer@iaato.org">ggreer@iaato.org</a></td>
</tr>
<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Jeneen Haase</td>
<td>Director of Governance</td>
<td><a href="mailto:jhaase@iaato.org">jhaase@iaato.org</a></td>
</tr>
<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Lisa Kelley</td>
<td>Deputy Executive Director</td>
<td><a href="mailto:lkelley@iaato.org">lkelley@iaato.org</a></td>
</tr>
<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Amanda Lynnes</td>
<td>Dir. Environment &amp; Science Coordination</td>
<td><a href="mailto:alynnes@iaato.org">alynnes@iaato.org</a></td>
</tr>
<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Cody Ochs</td>
<td>Database Mgr</td>
<td><a href="mailto:cochs@iaato.org">cochs@iaato.org</a></td>
</tr>
<tr>
<td>IAATO Secretariat Member</td>
<td>IAATO</td>
<td>Colleen Sweeney</td>
<td>Bookkeeper</td>
<td><a href="mailto:csweeney@iaato.org">csweeney@iaato.org</a></td>
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<table>
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<tr>
<th>Invited Guest</th>
<th>AECO</th>
<th>Frigg Jørgensen</th>
<th>Executive Director</th>
<th><a href="mailto:frigg@aeco.no">frigg@aeco.no</a></th>
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<tr>
<td>Invited Guest</td>
<td>AECO</td>
<td>Anders la Cour Vahl</td>
<td>Assistant director</td>
<td><a href="mailto:anders@aeco.no">anders@aeco.no</a></td>
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<tr>
<td>Invited Guest</td>
<td>Southern Ocean Observing System</td>
<td>Pip Bricher</td>
<td>Data Officer</td>
<td><a href="mailto:data@soos.aq">data@soos.aq</a></td>
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