

BOARD MEETING MINUTES
10:00 AM Wednesday, April 10, 2013
CFWY Board Room, Hinton

PRESENT:

Chair	Shawn Berry	YELLOWHEAD COUNTY
Vice Chair	Lorraine Johnston-MackKay	TOWN OF HINTON
Director	Johannes Zwart	TOWN OF GRANDE CACHE
Director	Maxine Lappe	YELLOWHEAD COUNTY
Director	Gilbert Wall	TOWN OF JASPER
Director	Shawn Moulun	TOWN OF GRANDE CACHE

APOLOGIES:

IRC Chair	Brenda Zinck	TOWN OF JASPER
Director	Greg Pasychny	TOWN OF EDSON
Secretary/Treasurer	Tammy Strang	TOWN OF EDSON

STAFF AND GUESTS PRESENT:

General Manager Nancy Robbins

1. CALL TO ORDER:

Chair Shawn Berry called the meeting to order at 10:02 am.

2. ADDITIONS TO THE AGENDA

6.1 changed to AGM Date and nominations Discussion
7.2 Creative Campus – updates from GM

3. APPROVAL OF THE AGENDA

MOULON That agenda be accepted as amended. **CARRIED**

4. APPROVAL OF MINUTES

4.1 Meeting Minutes – March 7, 2013

LAPPE Minutes amended & accepted as presented. **CARRIED**

4.2 IRC Minutes – March 7, 2013

MOULON Minutes accepted as presented. **CARRIED**

4.3 IRC Minutes – March 28, 2013

JOHNSON-MACKAY Minutes accepted with presented **CARRIED**

5. Old Business

5.1 Human Resources Policy

Nancy reviewed changes to the current Human Resources policy as discussed in the last CFWY Board meeting.

Discussion of a Criminal Record Check for employees ensued.

MOULON Motion that the Human Resources Policy as presented and amended be accepted
ZWART 2nd
CARRIED

5.2 Bylaws - Lorraine

Bylaws were last amended and filed on June 6, 2006. Nancy and Lorraine will meet in late April to review the bylaws and come back to the board with recommendations.

5.3 Audit

The external audit is scheduled for May 1st and 2nd.

5.4 May board meeting in Grande Cache – discussion item

The May board meeting is scheduled for Grande Cache; however, the original date is not available. Nancy will send out a meeting planner for a new date. We will have a meet and greet with council approximately ½ hour before and then a regular board meeting with an invitation for Grande Cache council to join us. Nancy will confirm details in the next few weeks.

6. New Business

6.1 AGM date and nominations discussion

The AGM will be held in Hinton on June 19th. Nominations are required for Chair, Vice Chair, Secretary/Treasurer and IRC Chair. We will have our regular monthly board meeting and our AGM. The auditors will be invited to present at the board meeting. Nancy and Shawn Berry will meet next week to discuss agenda items for the AGM.

6.2 Board orientation package – discussion item

A board orientation binder was distributed to new board members in the past. Various directors mentioned that the DVD was helpful. Lorraine will give Nancy a copy of the binder for review. Nancy will discuss board orientation with Jon and CFNA.

6.3 Recommendations from IRC meeting in March

The Board discussed information and recommendations shared from the IRC planning session.

JOHNSTON-MACKAY Motion to accept the recommendations as information
LAPPE 2nd
CARRIED

BERRY Motion to accept the 11% interest rate based on the formula developed by the IRC
MOULON 2nd
CARRIED

6.4 TEA X update

Nancy is researching the new upgrade to the TEA program. She will have updates throughout the summer months.

7. In Camera

ZWART Motion to go in camera at 11:35 am

7.1 Delinquency Report and Loan Portfolio Review – March 2013

7.2 Creative Campus updates from GM

LAPPE In camera session to end at 11:50 am

8. General Manager's Updates

In addition to the information provided for board review, Nancy discussed the new website. Kate will present the new website at our May meeting.

9. Regional Round Table

Discussion ensued about current issues in the region.

10. Financial Report

10.1 Financial Statements – February 28, 2013

LAPPE Motion to accept the financial statements as information

ZWART 2nd

CARRIED

10.2 Cheque Log – January 2013, February 2013

JOHNSTON-MACKAY Motion to accept the cheque log as information

WALL 2nd

CARRIED

11. Next meetings:

Nancy to send out meeting planners for the IRC policy review and May board meeting in Grande Cache (to start at 11:00 am)

12. Adjournment

MOULON Meeting adjourned at 12:40 pm. **CARRIED**

Chair

Secretary / Treasurer