

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD MEETING MINUTES  
10:00 am Thursday, April 16, 2015  
CFWY Office, Hinton**

**PRESENT:**

Gilbert Wall	Chair, Municipality of Jasper
Shawn Berry	IRC Chair, Yellowhead County
Rob Staples	Director, Town of Grande Cache
Helen Kelleher-Empey	Director, Municipality of Jasper
Anthony Giezen	Director, Yellowhead County

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**APOLOGIES:**

Tammy Strang	Secretary/Treasurer, Town of Edson
Marcel Michaels	Vice-Chair, Town of Hinton
Johannes Zwart	Director, Town of Grande Cache
Stuart Taylor	Director, Town of Hinton

**1. CALL TO ORDER:**

Chair WALL called the meeting to order at 10:42 am

**2. ADDITIONS TO THE AGENDA**

5.3 Travel Accident Insurance  
5.4 2014-2015 Performance Evaluation for WD  
6.1 Reference to motion from March 19, 2015 Board Minutes

**3. APPROVAL OF THE AGENDA**

**BEVAN** That agenda be accepted as amended  
**CARRIED**

**4. APPROVAL OF MINUTES**

**4.1 IRC Minutes March 15, 2015**

**BERRY** Minutes are accepted as presented  
**(CARRIED)**

**4.2 Board Minutes February 19, 2015**

**GIEZAN** Minutes are accepted as presented  
**(CARRIED)**

**5. NEW BUSINESS**

**5.1 General Policy Review Part 2: The Role of Community Futures West Yellowhead**

Nancy presented part 2 of the General Policy Review. Questions and feedback was discussed on the general role of the CFWY mandate.

**5.2 RRSP Program**

CFNA is introducing a RRSP program for CF offices in Alberta. Nancy will do fiscal review and gather more information for the board to discuss at the May meeting.

### **5.3 Travel Accident Insurance**

Nancy discussed the board of directors and insurance coverage for travelling. Directors will discuss with their municipalities and get back to Nancy with more information.

### **5.4 Performance Evaluation Report for 2014-2015 for WD**

The 2014-2015 Performance Evaluation Report for WD is due on May 15, 2015 and requires a board motion. It was decided that Nancy would send out the report to the board for review and feedback on May 11, 2015 and the motion would be voted on by May 14, 2015.

## **6. OLD BUSINESS**

### **6.1 Reference to motion from March 19 Board minutes**

**TAYLOR** Motion to direct administration to explore all three purchasing options and present a second option based on a 5 year programming plan. This can be completed by May or June.

**(CARRIED)**

**(4 approved, 3 opposed)**

Discussion ensued. It was decided that the motion would stand and that discussion would continue with an agenda item added to the May meeting of the Board of Directors.

## **7. GENERAL MANAGER'S UPDATES**

### **7.1 Monthly Update**

Nancy reviewed her activities from March 16, 2015 to April 10, 2015 throughout the region and operationally.

## **8. IN CAMERA**

**BERRY**

**KELLEHER-EMPEY (2<sup>nd</sup>)** Motion to go in camera at 11:20 am

**(CARRIED)**

### **8.1 Delinquency Report and Loan Portfolio Review – March 2015**

**BEVAN**

**STRANG (2<sup>nd</sup>)** Motion to leave in camera at 11:30 am

**(CARRIED)**

**BERRY**

**STAPLES (2<sup>nd</sup>)** Motion to move towards collections action on loans REG14/15-02T and REG11/12-013T

**(CARRIED)**

## **9. REGIONAL ROUND TABLE**

Issues around the region were discussed.

**10. FINANCIAL REPORT**

**10.1 Financial Statements – February 2015**

**GIEZEN**

**BEVAN (2<sup>nd</sup>)** Motion to accept financial statements for February 2015 as presented  
**(CARRIED)**

**10.2 Cheque Log – February 2015**

**BERRY**

**STAPLES (2<sup>nd</sup>)** Motion to accept the cheque log for February 2015 as presented  
**(CARRIED)**

**10.4 Budget Update – Information only – as of February 28, 2015**

Budget update was presented and discussed.

**11. NEXT MEETING DATE:**

May 7<sup>th</sup> – IRC meeting by teleconference

May 11<sup>th</sup> – Performance Evaluation for WD

May 21<sup>st</sup> – Board of Directors Meeting in Grande Cache


**12. ADJOURNMENT**

**BEVAN** Motion to adjourn at 11:58 am  
**(CARRIED)**



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Chair



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Secretary/Treasurer