

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD MEETING MINUTES  
9:00am Thursday, November 20, 2015  
Overlander Lodge, Jasper East**

**PRESENT:**

Gilbert Wall	Chair, Municipality of Jasper
Marcel Michaels	Vice-Chair, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper
Trevor Bevan	Alternate, Town of Edson
Tammy Strang	Secretary/Treasurer, Town of Edson
Stuart Taylor	Director, Town of Hinton
Anthony Giezen	Director, Yellowhead County
Johannes Zwart	Alternate, Town of Grande Cache
Rob Staples	Director, Town of Grande Cache
Dawn Mitchell	Director, Yellowhead County

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**GUESTS:**

Debbie Hagman	Facilitator, AB Culture and Tourism
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**APOLOGIES:**

Shawn Moulun	Director, Town of Grande Cache
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**1. CALL TO ORDER:**

Chair **WALL** called the meeting to order at 9:06 am

**2. ADDITIONS TO THE AGENDA**

There were no additions to the agenda

**3. APPROVAL OF THE AGENDA**

**MICHAELS** Motion to approve the agenda as presented  
**(CARRIED)**

**4. APPROVAL OF MINUTES**

**4.1 Board Minutes October 15, 2015**

**BEVAN** Motion to accept the minutes as presented  
**(CARRIED)**

**4.2 IRC Minutes October 29, 2015**

**GIEZEN** Motion to accept the minutes as presented  
**(CARRIED)**

#### **4.3 IRC Minutes November 5, 2015**

**STAPLES** Motion to accept the minutes as presented  
**(CARRIED)**

### **5. NEW BUSINESS**

#### **5.1 Welcome to New Board Members**

Chair **WALL** welcomed new Board member **MITCHELL** from Yellowhead County.

#### **5.2 Appointment for IRC Chair**

Chair **WALL** called for nominations for the position of IRC Chair.

Rob **STAPLES** was nominated for the position of IRC Chair

Chair **WALL** called three times for further nominators from the floor for the position of IRC Chair

None were forwarded

**KELLEHER-EMPEY** Motion that nominations for the position of IRC Chair cease

Rob Staples was elected by acclamation.

#### **5.3 Photocopier**

Nancy shared with the BOD the problem with the photocopier and that it is getting replaced in the next month through insurance.

#### **5.4 Board Development Training for Spring**

Nancy discussed board training options for spring and will report back in January on some possible modules for the board to take.

#### **5.5 WD Audit on Loan Compliance**

The last loan portfolio audit was completed in 2009 and it is West Yellowhead's time to have another audit completed. The audit is booked for December 9<sup>th</sup> for three days.

### **6. OLD BUSINESS**

#### **6.1 Human Resources Policy and Procedures**

The Human Resources Policy was reviewed by Nancy

**STRANG** Motion to amended and approve the Human Resources Policy and Procedures as presented  
**(CARRIED)**

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

#### **7.1 October 2015 Monthly Update**

Nancy reviewed the office activities of the past month with the focus being the provincial conference in Jasper in early October.

## 7.2 Quarter 2 Update

Nancy reviewed an update of the 2015-2016 Operational Plan as of September 30<sup>th</sup>. Loans will remain a concern in the upcoming months.

## 8. IN CAMERA

Guest Debbie Hagman left the meeting.

ZWART Motion to go in camera at 9:50 am.  
(CARRIED)

### 8.1 Delinquency Report and Loan Portfolio Review – October 2015 8.2 Collections Discussion on REG11/12-012T and REG13/14-05T

ZWART Motion to leave in camera at 10:08 am  
(CARRIED)

TAYLOR Motion to proceed with collections on REG11/12-012T  
KELLEHER-EMPEY (2<sup>nd</sup>)  
(CARRIED)

BEVAN Motion to proceed with collections on REG11/12-012T  
STAPLES (2<sup>nd</sup>)  
(CARRIED)

Guest Debby Hagman returned to the meeting.

## 9. REGIONAL ROUND TABLE

Issues around the region were discussed.

## 10. FINANCIAL REPORTS

### 9.1 Financial Statements for October 2015 9.2 Cheque Log for September 2015

STRANG Motion to accept financial statements for September 2015 as presented  
ZWART (2<sup>nd</sup>)  
(CARRIED)

### 9.3. 2015-2016 Budget Updates as of September 30, 2015

The 2015-2016 Budget as of September 30, 2015 was presented as information

## 11. ADJOURNMENT

MICHAELS Motion to adjourn at 10:40 pm  
(CARRIED)

Chair, Gilbert Wall

Secretary/Treasurer, Tammy Strang