

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD MEETING MINUTES
10:00 Thursday, October 15, 2015
CFWY Office, Hinton**

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

STAFF PRESENT:

Nancy Robbins	General Manager
---------------	-----------------

APOLOGIES:

Johannes Zwart	Director, Town of Grande Cache
Rob Staples	Director, Town of Grande Cache
Shawn Berry	IRC Chair, Yellowhead County

1. CALL TO ORDER:

Chair **WALL** called the meeting to order at 10:00 am

2. ADDITIONS TO THE AGENDA

3.1 In Camera session was added to the agenda; 6. Old Business was removed as there was no items for discussion.

3. APPROVAL OF THE AGENDA

3.1 In Camera Session

KELLEHER-EMPEY Motion to go in camera at 10:01 am
(CARRIED)

Nancy left the room at 10:02 am

3.1.1 Human Resources

Nancy returned to the room at 10:20 am

BEVAN Motion to leave in camera at 10:20 am
(CARRIED)

4. APPROVAL OF MINUTES

4.1 Board Minutes October 15, 2015

STRANG Minutes are accepted as amended with a deletion of the motion as discussed in camera. The motion in question will be addressed in today's meeting after a discussion of 8.2 General Manager Contract and Performance Evaluation.
(CARRIED)

5. NEW BUSINESS

5.1 Human Resources Policy and Procedures

The Human Resources Policy and Procedures were presented with some amendments. Various elements of the policy were discussed. Discussion ensued. It was decided that administration would take some recommendations back to discuss with the staff and present another amended document to the board in November.

5.2 Provincial Conference De-brief

Board members shared their thoughts on the provincial conference in Jasper. It was agreed that this was an excellent opportunity for board members to learn more about the Community Futures program and participation should be encouraged in the future.

5.3 Draft Agenda for Board Retreat

The draft agenda for the Board retreat was reviewed and discussed. Board members are asked to have their dinner requests to Nancy ASAP.

5.4 Schedule of Meetings for Next Calendar Year

Board meetings for the 2016 calendar are scheduled for every third Thursday of the month with no meetings in July, August and December.

IRC meetings are scheduled for every second Thursday beginning January 7, 2016 with only one scheduled meeting in July and August. There are no meetings scheduled for December. These meetings will be held only if there is a pending loan application.

6. GENERAL MANAGER'S UPDATE

6.1 September 2015 Monthly Update

Nancy reviewed the office activities of the past month.

7. IN CAMERA

MICHAELS Motion to go in camera at 10:55 am.
(CARRIED)

8.1 Delinquency Report and Loan Portfolio Review – May 2015

8.2 REG15/16-06 Approval – Information Only

8.3 REG15/16-07 Approval – Information Only

Nancy left the room at 11:10 am

8.4 General Manager Contract and Performance Evaluation

8.5 Board Discussion

Nancy returned at 11:50 am

KELLEHER-EMPEY Motion to leave in camera at 11:50 am
(CARRIED)

KELLEHER-EMPEY Motion to approve REG15/16-06 and REG15/16-07 for information
MICHAELS (2nd)
(CARRIED)

MICHAELS Motion to accept performance evaluation and contract review of the General Manager as discussed in camera with a results based bonus included.
(CARRIED)

8. REGIONAL ROUND TABLE

Issues around the region were discussed.

9. FINANCIAL REPORTS

9.1 Financial Statements for September 2015

MICHAELS Motion to accept financial statements for September 2015 as presented
STRANG (2nd)
(CARRIED)

9.2 Cheque Log for September 2015

STRANG Motion to accept cheque logs for September 2015 as presented
GIEZEN (2nd)
(CARRIED)

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

The 2015-2016 Budget as of August 31, 2015 was presented as information

10. ADJOURNMENT

MICHAELS Motion to adjourn at 12:25 pm
(CARRIED)



Chair



Secretary/Treasurer