

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD MEETING MINUTES
10:00 am Thursday, September 17, 2015
Edson Council Chambers, Edson**

PRESENT:

Gilbert Wall	Chair, Municipality of Jasper
Shawn Berry	IRC Chair, Yellowhead County
Rob Staples	Director, Town of Grande Cache
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
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APOLOGIES:

Johannes Zwart	Director, Town of Grande Cache
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1. CALL TO ORDER:

Chair **WALL** called the meeting to order at 10:05 am

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda. 8.3 Board Recruitment was removed.

3. APPROVAL OF THE AGENDA

STAPLES That agenda be accepted as amended
CARRIED

4. APPROVAL OF MINUTES

4.1 Board Minutes June 19, 2015

STAPLES Minutes are accepted as presented
(CARRIED)

5. NEW BUSINESS

5.1 Annual Retreat and Christmas Party (November 20th)

Two quotes were received for the annual Christmas Party and Board retreat. It was decided that the Overlander Lodge would be the choice for this year's retreat. Nancy has also asked Debbie Hagman from Alberta Culture and Tourism to be the facilitator for this year's strategic planning session.

5.2 Alberta CF Special Debts Collection support services - Information

A report commissioned by the CFNA was presented to the Board of Directors for information. An update on Centralized Debts collections should be available at the Provincial conference in October.

5.3 Christmas Office Closure

STRANG Motion to close the office for Christmas from end of day Wednesday, December 23rd and to reopen at 8:30 am on Monday, January 4th.
(CARRIED)

5.4 Presentation – BizStream / Talisman Project Update

Nancy presented on the BizStream program funded by Talisman. This project launched in 2014 when the CFNA received funding from Talisman to build a project entitled “Building Capacity of Rural Alberta Businesses”. Four CFs were selected for the pilot project: West Yellowhead, Yellowhead East (Whitcourt), Lloydminster and Region and Central Alberta (Red Deer). The first year of the project involved development materials, mentoring materials, marketing materials and creation of the advisory committee.

Phase 2 has developed throughout 2015 and is focused on engaging local businesses in the training program. The goals of the project are:

- To prepare the business for prequalification for an application to ISNetWorld
- To help local business to complete RFPs successfully.

Our job at the local level is to engage businesses and assist them through the process to build capacity in their business.

Questions and discussion ensued. Nancy will update the board as the project progresses.

6. OLD BUSINESS

6.1 General Policy and Procedures Manual

BERRY Motion to amend the General Policy and Procedures Guidelines for Community Futures West Yellowhead as presented.
(CARRIED)

6.2 Provincial Conference (September 30th, October 1st and 2nd)

The agenda for the Provincial Conference in Jasper was discussed.

STRANG Motion in the event that the Chair is not available to vote at the AGM that the Vice Chair resumes responsibility in his place.
(CARRIED)

6.3 Results from Annual Board Self-Evaluation

The results from the Annual Board Self-Evaluation that was completed in June was reviewed and discussed.

7. GENERAL MANAGER’S UPDATE

7.1 Summer Monthly Update

Nancy reviewed the office activities of the past three months. The highlight was the new installation of TEA X in the office.

7.2 Quarter 1 Update

Nancy presented an update of the 2015-2016 Operational Plan as of June 30, 2015 (the end of Quarter 1).

8. IN CAMERA

KELLEHER-EMPEY Motion to go in camera at 10:52 am.
(CARRIED)

- 8.1 Delinquency Report and Loan Portfolio Review – May 2015**
- 8.2 General Manager Contract and Performance Evaluation**

Break at 11:05 am
Resumed at 11:10 am when Nancy left the room.

BERRY Motion to leave in camera at 12:05 pm
(CARRIED)

Nancy returned to the room at 12:05 pm

9. REGIONAL ROUND TABLE

Issues around the region were discussed.

10. FINANCIAL REPORTS

10.1 Financial Statements for April, May, June, July and August 2015

KELLEHER-EMPEY Motion to accept financial statements for April, May, June, July and August as presented
GIEZEN (2nd)
(CARRIED)

10.2 Cheque Log for April, May, June, July and August 2015

STRANG Motion to accept cheque logs for April, May, June, July and August 2015 as presented
KELLEHER-EMPEY (2nd)
(CARRIED)

10.3. 2015-2016 Budget Updates as of August 31, 2015

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

11. ADJOURNMENT

STAPLES Motion to adjourn at 12:37 pm
(CARRIED)

Chair

Secretary - Treasurer