

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:00 am Thursday, April 28, 2016
CFWY Office, Hinton**

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Morgan Roberts	Business Advisor

APOLOGIES:

Trevor Bevan	Director, Town of Edson
--------------	-------------------------

1. CALL TO ORDER

Chair **WALL** called the meeting to order at 10:03 am.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3. APPROVAL OF THE AGENDA

Motion to approve the agenda.

KELLEHER-EMPEY
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. IRC Minutes Meeting March 10, 2016

Motion to approve the IRC minutes from March 10, 2016 as amended.

STRANG
(CARRIED)
(Unanimous)

4.2 IRC Strategic Planning Minutes March 10, 2016

Motion to approve the IRC Strategic Planning Minutes from March 10, 2016 as presented.

KELLEHER-EMPEY
(CARRIED)
(Unanimous)

4.3 Board of Directors Meeting Minutes March 10, 2016

Motion to approve the Board of Directors Meeting Minutes from March 10, 2016 as amended.

MOULUN

(CARRIED)

(Unanimous)

4.4 Executive Committee Meeting Minutes April 11, 2016

Motion to approve the Executive Committee Meeting Minutes from April 11, 2016 as presented.

STRANG

(CARRIED)

(Unanimous)

4.5 IRC Meeting Minutes April 14, 2016

Motion to approve the IRC Meeting Minutes from April 14, 2016 as presented

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

5. NEW BUSINESS

5.1 Yellowhead County Business Visitation Program – Morgan Roberts

Business Advisor Morgan Roberts presented the results of the Business Visitation Program for Yellowhead County from the summer of 2015.

Business Advisor Morgan Roberts left the meeting at 10:40 am

5.2 Economic Developers of Alberta Conference - Recap

Directors **STRANG** and **KELLEHER-EMPEY** and General Manager Nancy Robbins shared their experiences from the EDA conference in Kananaskis, AB in April.

5.3 REDA in West Yellowhead - Discussion

Director **KELLEHER-EMPEY** discussed the evolution of the Rural Economic Development Alliances in Alberta and the former REDA in the West Yellowhead; the Grande Alberta Economic Region (GAER). There was a discussion of the absence of a REDA in the region and possible ways that the region could find ways to access dollars and grant opportunities that are currently unavailable for the West Yellowhead region.

Director **KELLEHER-EMPEY** in partnership with the General Manager will explore the issue further and come back to the board at a later date.

5.4 Spring Board training – June 3 and 4

North board training is offered on June 3rd and 4th in Leduc and includes Module 3: Legal Responsibilities of Boards, Module 4: Financial Management of a CF and Module 6: Community Futures Lending.

Directors **GIEZEN**, **MICHAELS** and **KELLEHER-EMPEY** are interested in going to the board training in June.

Motion to cover the cost of accommodations and a Friday night meal for board training for June 3 and 4 in Leduc
STRANG
MOULUN (2nd)
(CARRIED)
(Unanimous)

5.5 Yellowhead Local Food Initiative Project

General Manager Nancy Robbins shared with the Board of Directors the partnership project between Yellowhead County and Community Futures West Yellowhead. The partnership project is in its first phase where food processors and producers in the county are contacted by Agricultural Services staff to be part of an inventory of assets. There is going to be three phases of the project:

1. Inventory of Assets and Promotion of Local Food in the West Yellowhead
2. Development of Future Action
3. Identify new Market Opportunities

Currently, the group is working on the first phase and will develop the second and third phases as the asset inventory is created.

5.6 Request for Interest Transfer 2016/2017 for CFNA Marketing Campaign Stage 2

On September 30, 2015, the CFNA Board approved Phase 2 of the Alberta CF Marketing Campaign in conjunction with the 2 year commitment of \$3,000 per CF Office per year approved by WD through an interest transfer. WD approved the total interest transfer of \$6,000 from each CF office for each year of the 2 year CF marketing campaign.

Phase 2 of the marketing campaign project plan includes two steps:

1. Update and changes to the albertacf.com website and increase in the number of tools used on social media (completed December 31, 2016); this step was funded by the CFNA
2. Research on lead generation, support for online advertising and additional marketing tools for CF offices and to encourage local CFs to use the CFNA campaign locally.

Motion to approve an interest transfer of \$6,000 for the CFNA marketing campaign; \$3,000 to be paid to the CFNA and \$3,000 to be used in the West Yellowhead for marketing of the CF program.

KELLEHER-EMPEY
MITCHELL (2nd)
(CARRIED)
(Unanimous)

5.7 Alberta Community Futures Special Debt Services Initiative Update

This initiative was proposed by the CFNA as part of the Alberta CF Modernization Ad Hoc Committee and was recommended to the CFAN Board. After a hiatus, the CF offices requested that the CFNA revisit the initiative. Two options were explored:

1. The regulatory and operational requirements for an Alberta based collections agenda under CFNA with recommendations for operation start ups and efficiency.
2. A recommended established agency that has an exclusive relationship with the CFNA. This was the option chosen by the CFNA.

Five commercial firms were contacted and Sterling Credit Group was chosen by the CFNA. CF offices are welcome to participate based on a formal agreement that has been created for offices.

At this time, CFWY will explore all options related to collections and investigate the possibility of using Sterling Credit Group if needed.

6 OLD BUSINESS

6.1 Request for Interest Transfer 2016/2017 for Server and New Hardware

General Manager Nancy Robbins discussed the quotes shared to purchase a new operating system for the office and new working stations for four staff members.

Motion to approve an interest transfer up to \$15,000 for a new operating system for the Community Futures West Yellowhead office

STRANG

MITCHELL (2nd)

(CARRIED)

(Unanimous)

6.2 Operational Plan 2016/2017 – Review and Updates

General Manager Nancy Robbins updated the Board of Directors on the operating plan for 2016 and 2017 with a mention of changes to some key indicators for WD.

6.3 Operational Budget 2016/2017 – Review and Updates

The revised operational budget for 2016/2017 was reviewed and discussed

Motion to approve the revised budget for 2016/2017 as presented

STRANG

KELLEHER-EMPEY (2nd)

(CARRIED)

(Unanimous)

Director **MICHAELS** left the meeting at 11:45 am.

7 GENERAL MANAGER'S UPDATES

7.1 March and April 2016 Monthly Update

The main focus of the office for the past two months is preparing for a new fiscal year and preparation for the annual financial audit.

8 IN CAMERA

Motion to go in-camera at 11:59 am

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

8.1 Delinquency Report and Loan Portfolio Review – March 2016

Motion to leave in-camera at 12:17 pm

MOULUN

(CARRIED)

(Unanimous)

Motion to begin collections proceedings against REG15/16-16T.

GIEZEN

KELLEHER-EMPEY (2nd)

(CARRIED)

(Unanimous)

9 REGIONAL ROUND TABLE

Issues and concerns from around the West Yellowhead region were discussed.

10 FINANCIAL REPORT

10.1 Financial Statements for February and March 2016

Motion to accept the financial statements as presented for February and March 2016

STRANG

KELLEHER-EMPEY (2nd)

(CARRIED)

(Unanimous)

10.2 Cheque Log for February and March 2016

Motion to accept the cheque log as presented for January 2016

STAPLES

TAYLOR (2nd)

(CARRIED)

(Unanimous)

10.3 2015-2016 Budget Update as of March 31, 2016

Motion to accept the 2015-2016 Budget Update as presented for information as of January 30, 2016

KELLEHER-EMPEY

GIEZEN (2nd)

(CARRIED)

(Unanimous)

11 NEXT MEETING DATES: IRC – Monday, May 16, 2016 at 2:00 pm by teleconference; BOD – Thursday, May 19, 2016 at 10:30 am in Grande Cache

12 ADJOURNMENT

Motion to adjourn at 12:40 pm

STAPLES

(CARRIED)

(Unanimous)

Chair


Secretary / Treasurer