

BOARD MEETING MINUTES
10:30 A.M. Friday, December 13, 2013
Pyramid Lake Resort
Jasper, AB

PRESENT:

Johannes Zwart	Chair, Town of Grande Cache
Tammy Strang	Secretary/Treasurer, Town of Edson
Shawn Berry	IRC Chair, Yellowhead County
Matthew Young	Director, Town of Hinton
Marcel Michaels	Director, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper
Dwain Wacko	Alternate, Municipality of Jasper

STAFF AND GUESTS PRESENT:

Nancy Robbins	General Manager
Melody Roth	Office and Special Projects Coordinator

APOLOGIES:

Gilbert Wall	Vice Chair, Municipality of Jasper
Trevor Bevan	Director, Town of Edson
Anthony Giezen	Director, Yellowhead County
Shawn Moulun	Director, Town of Grande Cache

1. CALL TO ORDER:

Chair **ZWART** called the meeting to order at 10:40 AM.

2. ADDITIONS TO THE AGENDA

Add November statements to 9.1 and 9.2
Add 5.5. Board Training with CFNA

3. APPROVAL OF THE AGENDA

KELLEHER-EMPEY That agenda be accepted as amended. **CARRIED**

4. APPROVAL OF MINUTES

4.1 Meeting Minutes – November 7, 2013

STRANG Minutes accepted as presented
CARRIED

6.1 IRC Meeting – December 2, 2013

BERRY Minutes accepted as amended to correct time of adjournment
CARRIED

5. NEW BUSINESS

5.1 Meeting Dates for 2014

A discussion ensued regarding a request to have pre-set board of directors meetings for 2014. It was decided that the dates would remain flexible for the next quarter but that the board would address it again in the new fiscal year.

5.2 GIC Operating Account

Nancy discussed the balance of the Operating Account and a discussion with the treasurer regarding a GIC. It was recommended that Nancy explore the option of GIC's for the account and to report back to the board after meeting with the bank.

5.3 Organization MasterCard

CFWY does not have an organization credit card and options were discussed. Nancy will meet with the bank to apply for a credit card and report back to the board.

BERRY

STRANG (2nd) CFWY will apply for an organizational credit card in the amount of \$20,000

Discussed ensued on credit card policy and accountability measures.

Amended motion was presented

WACKO

YOUNG (2nd) CFWY will apply for an organizational credit card up to the in the amount of \$20,000 with a management agreement attached to reflect current spending limits and reconciliation procedures.

CARRIED

5.4 IRC Policy Review – loans under \$10,000

Nancy presented a review of the IRC policy with regards to loans under \$10,000. CFWY is aligned with best practices suggested by the CFNA and is in agreement with our WD contract requirements.

5.5 Board training with CFNA

A special offer for 2 for 1 training until March 31, 2014 was offered to the board. It was decided that the board would not have the time to take part in two training sessions prior to the end of the fiscal year because of commitments to the individual municipalities. It was decided that board training would take place in the next fiscal year.

6. OLD BUSINESS

6.1 Board of Directors Composition and Articles of Association – Update and Future

Nancy presented information from Western Diversification and CFNA on how to proceed with regards to board composition. Also presented was research that looked at the board composition of all northern Alberta CF offices.

Discussion ensued on updates from Town of Edson in writing regarding the CFWY Board of Directors.

The Town of Hinton has stated that they will continue to send two representatives until the CFWY policy changes.

The creation of a bylaw subcommittee was discussed. It was decided that the board would move this discussion to February to give WD time to make their recommendations.

BERRY

MICHAELS (2nd) Move agenda item 6.1 Board of Directors Composition and Articles of Association – Update and Future to February 2014 Board of Directors Meeting

CARRIED

7. IN CAMERA

STRANG

KELLEHER-EMPEY (2nd) Motion to go in camera at 12:15 pm

CARRIED

7.1 Loan Portfolio review and Delinquency Report – November 2013

7.2 Collections update

7.3 Loan REG13/14-010T for \$10,000 – Information only

7.4 Loan REG13/14-008T for \$10,000 – Information only

7.5 Loan REG13/14-009T for \$10,000 – Information only

KELLEHER-EMPEY

BERRY (2nd) Motion to come out of in camera at 12:30 pm

CARRIED

BERRY

KELLEHER-EMPEY (2nd) Motion to accept Loan REG13/14-010T, Loan REG13/14-008T and Loan REG13/14-009T as presented for information

CARRIED

Recess called at 12:35 pm for lunch

Reconvene at 1:05 pm

8. GENERAL MANAGER'S UPDATES

Nancy shared the monthly report with the board. She also added that the North West Region is looking for an interim board of directors representative for the CFNA Board of Directors. BERRY submitted his name for nomination.

BERRY General Manager's updates be accepted as information

CARRIED

9. FINANCIAL REPORTS

9.1 Financial Statements – October and November 2013

STRANG

KELLEHER-EMPEY (2nd) The financial statements be accepted as presented

CARRIED

9.2 Cheque Log – October and November 2013

BERRY

YOUNG (2nd) The cheque log for October be accepted as presented

CARRIED

WACKO

STRANG (2nd) The cheque log for November be accepted as presented.

ZWART identified an interest in cheques #7405 and #7391.

10. **NEXT MEETING DATE:** January 22nd by teleconference to discuss the 2014-2015 operating plan and budget; February 27th in Hinton at CFWY office.

11. ADJOURNMENT

YOUNG Meeting was adjourned at 12:20 pm
CARRIED



Chair



Secretary/Treasurer