

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:00 am Thursday, February 23, 2017
Edson & District Chamber of Commerce, Edson AB**

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Tim Shain	Business Analyst

APOLOGIES:

Tammy Strang	Secretary / Treasurer, Town of Edson
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1. CALL TO ORDER

Chair **WALL** called the meeting to order at 10:20 am.

2. ADDITIONS TO THE AGENDA

8.3 Discussion of Loan REG15/16-16T

3. APPROVAL OF THE AGENDA

Motion to approve the agenda as amended

TAYLOR
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes for January 19, 2017

Motion to approve the Board of Directors Meeting Minutes for January 19, 2017

BEVAN
(CARRIED)
(Unanimous)

4.2. Executive Committee Meeting Minutes January 27, 2017

Motion to approve the Executive Committee meeting minutes from January 27, 2017

BEVAN
(CARRIED)
(Unanimous)

4.3. Investment Review Committee Meeting Minutes February 2, 2017

Motion to approve the Investment Review Committee meeting minutes from February 2, 2017

STAPLES

(CARRIED)

(Unanimous)

4.4. Investment Review Committee Meeting Minutes February 9, 2017

Motion to approve the Investment Review Committee meeting minutes from February 9, 2017

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

4.5. Investment Review Committee Meeting Minutes February 16, 2017

Motion to approve the Investment Review Committee meeting minutes from February 16, 2017

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

5. NEW BUSINESS

5.1. Presentation – Introduction to Opportunity Development Co-ops (ODC) by Tim Shain

Tim Shain, Business Analyst, presented on his professional development interest for this year: Opportunity Development Co-ops (ODC).

Discussion and questions ensued.

VICE CHAIR MICHAELS left the meeting by phone at 11:10 am.

5.2. Investment Review Committee Strategic Planning Session - Discussion

General Manager Nancy Robbins discussed plans for the annual IRC Strategic Planning session to be held in Hinton in early March.

5.3. Occupational Health and Safety Innovation & Engagement Grant Program: Building Health and Safety Capacity in Small Businesses in the West Yellowhead

General Manager Nancy Robbins discussed a \$10,000 grant received by CFWY for OHS training in the West Yellowhead. The grant from the OHS Innovation & Engagement Grant Program is entitled Building Health and Safety Capacity in Small Businesses in the West Yellowhead and will be carried out by CFWY in the 2017/2018 fiscal year.

6. OLD BUSINESS

6.1. 30th Anniversary of CFWY – Update

Each community will have a wine and cheese reception from 5:00 to 7:00 that will be by invitation only. The dates and locations are as follows:

- Hinton: May 16th at BRIDGES
- Jasper: May 30th at Community Habitat for the Arts
- Edson: June 6th at Galloway Station Museum
- Grande Cache: June 13th at Tourism and Interpretative Center
- Evansburg: June 20th at Tipple Park Museum

More information will follow at future board meetings.

6.2. Town of Edson Beautification Grant and CFWY Loan – Update

General Manager Nancy Robbins discussed revisions to the Town of Edson Beautification Grant program and CFWY loan program. It was presented and will be available on the website. Marketing and discussion within the community of Edson will take place over the next month with a presentation to the Edson & District Chamber of Commerce next week.

6.3. Grande Cache Business Visitation Two Year Follow up – Presentation of Results

General Manager Nancy Robbins discussed the results of the two year follow up on the Grande Cache Business Visitation Program. The results are posted on the CFWY website.

Questions and discussion ensued on the project.

6.4. Self-Employment Program Proposal – Update from Debrief

General Manager Nancy Robbins shared the results of the debrief meeting after the proposal from CF West Yellowhead, CF Capital Region and CF Yellowhead East was not accepted by Alberta Labour. The RFP will possibly be re-issued in the 2017/2018 fiscal year and Nancy will review options for a proposal at that time.

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from January 11, 2017 to February 17, 2017

The focus for the past month has been WD reports such as Quarter 1, Quarter 2 and Quarter 3 report submissions and operational plans and budgets; developing plans for the upcoming 2017/2018 fiscal year and marketing for the tourism entrepreneurship workshop to be held in Jasper on February 22nd.

7.2. General Manager's Professional Development for 2017/2018

General Manager Nancy Robbins discussed plans to attend the O'Cannabiz Conference in Toronto on April 20th.

7.3. Update on Minimum Performance Standards for 2016/2017 for February 17, 2017

Due to changes in the economic climate for Alberta, CFWY will not meet its minimum performance standard indicator "value of loans" for 2016/2017. Staff is finding that loan applications are for amounts less than \$50,000 and as a result, we are unable to meet the requirement of \$750,000 overall for the 2016/2017 year.

8 IN CAMERA

Motion to go in-camera at 12:05 pm

BEVAN

(CARRIED)

(Unanimous)

8.1 Delinquency Report and Loan Portfolio Review – January 2016

8.2 Letter from client

8.3 Discussion of REG16/17-16T

Motion to leave in-camera at 12:35 pm

BEVAN

(CARRIED)

(Unanimous)

9 REGIONAL ROUND TABLE

Issues around the region were discussed.

10 FINANCIAL REPORTS

10.1 Financial Statements for December 2016 and January 2017

Motion to accept the financial statements for December 2016 and January 2017 as presented

**BEVAN
MITCHELL (2nd)
(CARRIED)
(Unanimous)**

10.2 Cheque Log for December 2016 and January 2017

Motion to accept the cheque log for December 2016 and January 2017 as presented.

**TAYLOR
MOULUN (2nd)
(CARRIED)
(Unanimous)**

10.3 Budget Update as of January 31, 2017

The 2016/2017 Budget Update as of January 31, 2017, was presented and discussed.

11 NEXT MEETING DATES: Board of Directors meeting on Thursday, March 16 in Hinton at 10:00 am; IRC strategic planning on Thursday, March 9, 2017 in Hinton; IRC teleconference on Thursday, March 2, 2017.

12 ADJOURNMENT

Motion to adjourn at 1:08 pm

**KELLEHER-EMPEY
(CARRIED)
(Unanimous)**

Chair

Secretary/Treasurer