

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD MEETING MINUTES  
10:00 am Thursday, February 15, 2015  
Edson and District Chamber of Commerce**

**PRESENT:**

Tammy Strang	Secretary/Treasurer, Town of Edson
Rob Staples	Director, Town of Grande Cache
Marcel Michaels	Vice-Chair, Town of Hinton
Stuart Taylor	Director, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper
Gilbert Wall	Chair, Municipality of Jasper
Shawn Berry	IRC Chair, Yellowhead County
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 10:00 am

**2. ADDITIONS TO THE AGENDA**

There are no additions or deletions from the agenda

**3. APPROVAL OF THE AGENDA**

**TAYLOR** That agenda be accepted  
**CARRIED**

**4. APPROVAL OF MINUTES**

- 4.1 IRC Minutes January 22, 2015
- 4.2 Board Minutes January 22, 2015
- 4.3 IRC Minutes February 5, 2015

**STAPLES** Minutes are accepted as presented  
**(CARRIED)**

**5. NEW BUSINESS**

- 5.1 David Chalk / Entrepreneurs with Disabilities Event – Presentation by Melody

This presentation is moved to the March meeting.

**5.2 Operating Account Plans**

Nancy presented two proposals to address a revenue surplus in the operating account. Proposal A focused on investing in staff and programming over the next three years. Proposal B focused on investing in a commercial property for the office in the town of Hinton.

After much discussion, the board directed the following motion and request for further information.

**MICHAELS** Motion to approve \$69,260.60 to be invested in additional programming and increased staff for the 2015-2016 fiscal year.  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
**(8 approved, 1 opposed)**

The Board of Directors also directed the General Manager to complete the following for the March meeting:

- Invitation to the recommended realtor to come to the March meeting to discuss potential properties
- Long term (3 year) proposal for three year plan for GIC proposal that includes a discussion with each community for their priorities and needs

### **5.3 Review of General Policy**

Nancy discussed the current General Policy and Procedures document that needs to be updated. The document will be discussed throughout the next year as it is updated for the BOD. It will then be presented for a motion when it is finalized.

### **5.4 TEA X Interest Transfer**

Nancy reviewed TEA and the need to invest in TEA X in the next few months. A proposal for an interest transfer was presented.

**BERRY** Motion to request an interest transfer for \$10,000 from the Investment Fund for TEA X and related needs  
**MICHAELS (2<sup>nd</sup>)**  
**(CARRIED)**

## **6. OLD BUSINESS**

### **6.1 Board Recruitment Policy and Procedures**

A general discussion of the procedures of board recruitment ensued. It was decided that the General Manager and the Chair would refine the process for board recruitment and subsequent procedures.

### **6.2 Revised Operating Budget 2015-2016**

Nancy presented a revised operating budget for 2015-2016.

## **7. GENERAL MANAGER'S UPDATES**

### **7.1 Monthly Update**

Nancy reviewed her activities from January 19, 2015 to February 13, 2015 throughout the region and operationally.

## **8. IN CAMERA**

**MICHAELS**  
**BERRY (2<sup>nd</sup>)** Motion to go in camera at 11:30 am  
**(CARRIED)**

### **8.1 Delinquency Report and Loan Portfolio Review – January 2015**

### **8.2 Board Recruitment Applications**

**MICHAELS**  
**KELLEHER-EMPEY (2<sup>nd</sup>)** Motion to leave in camera at 11:45 pm  
**(CARRIED)**

8.2 is moved to March for further discussion

**BERRY**  
**STAPLES (2<sup>nd</sup>)** Motion to give REG11/12-001T a demand letter on the loan with a date for compliance  
by April 30, 2015  
**(CARRIED)**

## 9. REGIONAL ROUND TABLE

Issues around the region were discussed.

## 10. FINANCIAL REPORTS

### 10.1 Financial Statements for January 2015

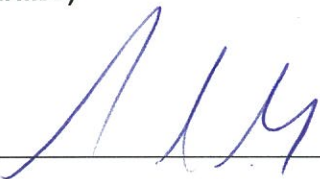
**STRANG**  
**KELLEHER-EMPEY (2<sup>nd</sup>)** Motion to accept the financial statements for January 2015 as presented  
**(CARRIED)**

### 10.2 Cheque Logs for January 2015

**STRANG**  
**TAYLOR (2<sup>nd</sup>)** Motion to accept the cheque logs for January 2015 as presented  
**(CARRIED)**

## 11. ADJOURNMENT

**BERRY** Motion to adjourn at 12:05 pm  
**(CARRIED)**



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Chair



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Secretary/Treasurer