

**BOARD MEETING MINUTES**  
**10:00 AM Thursday, January 17, 2013**  
**CFWY Board Room, Hinton**

**PRESENT:**

Chair	Shawn Berry	YELLOWHEAD COUNTY
Vice Chair	Lorraine Johnston-MacKay	TOWN OF HINTON
Secretary/Treasurer	Tammy Strang	TOWN OF EDSON
IRC Chair	Brenda Zinck	TOWN OF JASPER
Director	Johannes Zwart	TOWN OF GRANDE CACHE
Director	Maxine Lappe	YELLOWHEAD COUNTY
Director	Gilbert Wall	TOWN OF JASPER
Director	Shawn Moulun	TOWN OF GRANDE CACHE
Director	Janice Callihoo	TOWN OF HINTON
Director	Greg Pasychny	TOWN OF EDSON

**STAFF AND GUESTS PRESENT:**

General Manager	Nancy Robbins
Business Analyst	Tim Shain
CED/Business Analyst	Kate Wright

**1. CALL TO ORDER:**

Chair Shawn Berry called the meeting to order at 10:08 am.

**2. ADDITIONS TO THE AGENDA**

8.3 Personnel Matter

**3. APPROVAL OF THE AGENDA**

**CALLIHOO** That agenda be accepted as amended. **CARRIED**

**4. APPROVAL OF MINUTES**

**4.1 Meeting Minutes – December 6, 2012**

**ZINCK** Minutes amended & accepted as presented. **CARRIED**

**4.2 IRC Minutes – December 14, 2012**

**STRANG** Minutes accepted as presented. **CARRIED**

**4.3 IRC Minutes – January 8, 2013**

**CALLIHOO** Minutes accepted as presented. **CARRIED**

**5. Regional Round Table**

Updates and discussions from around the region.

**6. Old Business**

**6.1 Proposed Fee Structure 2013-2014 – presentation by Tim Shain**

Tim presented the current situation on loan fees and offered suggestions on how to improve the potential for revenue in the future.

After much discussion, it was proposed that Tim would put forward a loan fee proposal at the February meeting for approval from the board.

Nancy is also to review ideas on other Community Futures products offered by other Community Futures offices in the area of loan portfolio development and training suggestions.

## **7. New Business**

### **7.1 Draft Operating Plan and Budget 2013-2014**

Nancy presented the draft operating plan and budget for 2013-2014 for discussion.

As CFWY has not received the operating plan template for WD as of the board meeting, there was no motion by the board to accept the proposal.

It is expected that there will be an announcement regarding the template from WD in the next week with a new deadline for submission.

It was decided that the board would meet by Adobe Connect on February 7<sup>th</sup> to review the template (if it was received at that time) to pass a motion to accept the operating plan and budget for 2013-2014.

### **7.2 NAYEC – presentation by Kate Wright**

Kate presented an overview of the Northern Alberta Youth Entrepreneurs Camp that is held in Blue Lake Lodge every year. This is the third year of our three year commitment to the camp.

### **7.3 Draft Human Resources Policy**

#### **ZWART**

Motion that a review of the Draft Human Resources Policy be tabled for the February board meeting.

#### **CARRIED**

## **8. In Camera**

**JOHNSTON-MACKAY** Motion to go in camera at 12:37 pm

**ZINCK** In camera session to end at 1:13 pm

## **9. General Manager's Updates**

- o Attended the Post Secondary Working Group meeting in early January as part of our Memorandum of Understanding with GPRC and the Town of Hinton
- o RABC Contract position is filled and we are waiting for the potential candidate to sign the contract
- o Attended the Northwest Region Manager's meeting by Adobe Connect in mid January
- o Discussion of property recently obtained by CFWY and plan for selling the item
- o Two loans were approved by the IRC but the clients withdrew their application despite approval
- o Discussion of Think Local Market presentation occurring in Grande Cache on January 23 at the council meeting

**10. Financial Report**

**10.1 Financial Statements – November 1 to December 31, 2012**

**PASYCHNY  
ZWART(2<sup>nd</sup>)**

Financial Statements be adopted for information as presented

**CARRIED**

**10.2 Cheque Log – November and December 2012**

**PASYCHNY  
ZWART(2<sup>nd</sup>)**

Cheque log be adopted for information as presented

**CARRIED**

The meeting was adjourned at 4:10.

**11. Next meetings:**

February 7 – Adobe Connect meeting re: operational plans 10:00 am

February 28 – regular board meeting 10:00 am

Nancy to schedule practice Adobe Connect session prior to the 7<sup>th</sup> meeting

**12. Adjournment**

**ZWART** Meeting adjourned at 1:27 pm

**CARRIED**

Minutes Approved March 7, 2013



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Secretary / Treasurer



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Chair