

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD OF DIRECTOR MINUTES  
10:00 am Thursday, January 19, 2017  
CFWY Office, Hinton**

**PRESENT:**

|                |                                      |
|----------------|--------------------------------------|
| Gilbert Wall   | Chair, Municipality of Jasper        |
| Tammy Strang   | Secretary / Treasurer, Town of Edson |
| Dawn Mitchell  | Director, Yellowhead County          |
| Johannes Zwart | Alternate, Town of Grande Cache      |
| Rob Staples    | Director, Town of Grande Cache       |
| Trevor Bevan   | Director, Town of Edson              |

**STAFF PRESENT:**

|                        |   |
|------------------------|---|
| Nancy Robbins          | General Manager                         |
| Morgan Roberts         | Business Advisor                        |
| Michelle Vander-Velden | Office and Special Projects Coordinator |

**APOLOGIES:**

|                      |                                  |
|----------------------|----------------------------------|
| 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 |

**1. CALL TO ORDER**

Chair **WALL** called the meeting to order at 10:05 am.

**2. ADDITIONS TO THE AGENDA**

6.2 Performance Evaluation Letter for General Manager

**3. APPROVAL OF THE AGENDA**

Motion to approve the agenda as amended

**ZWART**  
**(CARRIED)**  
(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Board of Directors Meeting Minutes for November 18, 2016**

Motion to approve the Board of Directors Meeting Minutes for November 18, 2016

**BEVAN**  
**(CARRIED)**  
(Unanimous)



#### **4.2. Investment Review Committee Meeting Minutes November 18, 2016**

Motion to approve the Investment Review Committee meeting minutes from November 18, 2016

**STAPLES**

**(CARRIED)**

(Unanimous)

#### **4.3. Investment Review Committee Meeting Minutes December 15, 2016**

Motion to approve the Investment Review Committee meeting minutes from December 15, 2016

**ZWART**

**(CARRIED)**

(Unanimous)

### **5. NEW BUSINESS**

#### **5.1. Presentation on Elevate and Entrepreneurs with Disabilities Program – Michelle Vander Velden and Morgan Roberts**

Office and Special Projects Coordinator Michelle Vander-Velden and Business Advisor Morgan Roberts presented to the Board of Directors on the Elevate and Entrepreneurs with Disabilities Program (EDP) offered at CFWY. Both programs are offered at CFWY and currently we have 14 clients registered in both programs. EDP is offered to clients who: (1) live in the CFWY region; (2) self-declare with a disability or ongoing medical condition; (3) have a viable business idea; and (4) have a disability that impairs your ability to perform at least one of the basic activities of self-employment and/or entrepreneurship. To qualify for Elevate, clients must: (1) be EI ineligible; (2) live in rural Alberta; (3) be unemployed or underemployed (working less than 20 hours per week); (4) have a viable business idea and (4) can contribute to their business in some capacity.

Discussion and questions ensued.

**Office and Special Projects Coordinator Michelle Vander Velden and Business Advisor Morgan Roberts left the meeting at 10:30 am.**

#### **5.2 Operational Plan for 2017/2018**

##### **5.2.1 Surplus Revenue Budget for 2017/2018**

General Manager Nancy Robbins presented the current state of the surplus revenue fund and proposed plans for 2017/2018. The following projects and plans were approved for 2017/2018 as part of the overall operating plan for 2017/2018:

- Occupational Health and Safety Innovation and Engagement Grants Program - \$5,000
- Alberta Status of Women Grant Program - \$5,000
- BizStream Program - \$5,000
- 30<sup>th</sup> Anniversary of CFWY - \$10,000
- Grow Yellowhead Initiative - \$5,000
- Grande Cache Dinosaur Tracks Initiative - \$5,000
- Edson Beautification - \$3,000
- Hinton Business Visitation Two Year Follow up - \$8,000
- Yellowhead County Business Visitation Two Year Follow up - \$8,000
- Jasper CED Project (undetermined at present time) - \$3,000
- Other CED projects as needed - \$3,000

Also included was a plan to prepare for a new board in the fall of 2017 and it was decided that there would be three GICs set aside of \$10,000 with maturity dates of 1 year, 2 years and 3 years. This will allow the future board to have dollars to deliver their mandate in future years.

Motion to approve three GICS of \$10,000 each for one-year, two-year and three-year time periods.

**ZWART**

**BEVAN (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

#### **5.2.2 Interest Transfer Request for 2017/2018**

General Manager Nancy Robbins discussed the interest transfer policy as reviewed at the November retreat with our WD officer. Support for the CFNA CARES application and CFNA What if Marketing Campaign for 2017/2018 were shared with the Board of Directors. GM Robbins also shared the plan to expand the Office and Special Project Coordinator position for an additional five hours to allow for coverage on an additional day in the office.

Motion to approve an interest transfer for the CFNA What If Marketing campaign in 2017/2018 and to cover additional wages and benefits for the Office and Special Projects Coordinator position to full time, five day a week position for 2017/2018.

**STRANG**

**STAPLES (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

#### **5.2.3 WD Operational Plan and Budget Submission**

General Manager Nancy Robbins presented the WD Operational Plan to the Board of Directors and discussed plans for Board of Directors training and orientation over the next year. The focus will be on succession planning and preparing for a new Board of Directors after the municipal election in October 2017. Also discussed were the changes to the Government of Canada priorities with Clean Technology being a new priority for the 2017/2018 fiscal year.

Motion to approve the 2017-2018 Operating Plan as presented.

**ZWART**

**STRANG (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

#### **5.2.4 Draft Budget for 2017/2018**

General Manager Nancy Robbins presented the draft budget for 2017/2018 with the understanding that the Board of Directors would approve the final budget in April 2017. Expenses and revenue were discussed with a focus on how the WD funding is used to deliver the core services of the Community Futures program in the West Yellowhead.

Motion to approve the 2017-2018 Operating Budget as presented

**ZWART**

**BEVAN (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

### **5.3 Self-Employment Program**

Community Futures West Yellowhead in partnership with Community Futures Yellowhead East (Whitecourt) and Community Futures Capital Region (Leduc and Drayton Valley) submitted a bid for the Self-Employment program for the Yellowhead region (Jasper, Hinton, Edson, Drayton Valley, and Whitecourt). Information on the self-employment program and the process to complete a Request for Proposals for the Government of Alberta was shared with the Board of Directors. News on whether the proposal will be accepted should be available by late February.

## **6 OLD BUSINESS**

### **6.1. Feedback from Board Retreat and Training**

The November board retreat and loan training was reviewed with feedback for next year's retreat. Jon Close's presentation on loans was well received.

### **6.2 Performance Evaluation Letter for General Manager**

Chair **WALL** shared a positive recommendation and performance evaluation letter written by the Executive Committee as follow up for the Annual Performance Evaluation for the General Manager. The letter was given to the GM and will be kept in her employee file.

### **6.3 30<sup>th</sup> Anniversary Events – Michelle Vander Velden**

**Office and Special Projects Coordinator Michelle Vander Velden joined the meeting at 11:15 am** and shared with the Board of Directors the plans for the 30<sup>th</sup> Anniversary events for Community Futures West Yellowhead. The events will be held in April, May, and June of 2017 and more information will be shared at future meetings.

**Office and Special Projects Coordinator Michelle Vander-Velden left the meeting at 11:25 am.**

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

### **7.1 Monthly Update for November, December 2016 and January 2017.**

The focus for the past month since the Board retreat has been writing grants for training, preparing the operating plan and budget for the 2017/2018 fiscal year and submitted a proposal for the Self-Employment Program.

### **7.2 Quarter 3 Update**

Staff and Board are progressing well on WD indicators for 2016/2017. The Quarter 3 report was reviewed.

## **8 IN CAMERA**

Motion to go in-camera at 11:30 am

**BEVAN**

**(CARRIED)**

(Unanimous)

### **8.1 Delinquency Report and Loan Portfolio Review – November and December 2016**

Motion to leave in-camera at 11:40 am

**ZWART**

**(CARRIED)**

(Unanimous)

**9 FINANCIAL REPORTS**

**9.1 Financial Statements for October and November 2016**

Motion to accept the financial statements for October and November 2016 as presented

**STRANG**

**STAPLES (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

**9.2 Cheque Log for October and November 2016**

Motion to accept the cheque log for October and November 2016 as presented.

**STRANG**

**MITCHELL (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

**9.3 Budget Update as of November 30, 2016**

The 2016/2017 Budget Update as of November 30, 2016, was presented and discussed.

**10 REGIONAL ROUND TABLE**

Issues around the region were discussed.

**11 NEXT MEETING DATES: Board of Directors meeting on Thursday, February 23, 2017 in Edson at 10:00 am; IRC teleconference on Thursday, February 2, 2017 at 9:30 am**

**12 ADJOURNMENT**

Motion to adjourn at 12:00 pm

**MITCHELL**

**(CARRIED)**

(Unanimous)

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**Chair**

**Secretary/Treasurer**