

BOARD MEETING MINUTES
10:00 am
CFWY Office, Hinton AB

PRESENT:

Chair	Shawn Berry	YELLOWHEAD COUNTY
Vice Chair	Lorraine Johnston-MacKay	TOWN OF HINTON
IRC Chair	Brenda Zinck	TOWN OF JASPER
Director	Bill Bulger	TOWN OF HINTON
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

APOLOGIES:

Director	Greg Pasychny	TOWN OF EDSON
Secretary/Treasurer	Tammy Strang	TOWN OF EDSON

STAFF PRESENT:

General Manager	Nancy Robbins
CED/Business Analyst	Kate Wright
Business Analyst	Tim Shain
RABC SBA	Stephen Novak

INVITED GUESTS:

Clayton Seely Carlson, Roberts, Seely

1. CALL TO ORDER:

Chair Shawn Berry called the meeting to order at 10:00 am.

2. ADDITIONS TO THE AGENDA

6.8 Auditor's Proposal for a 3 Year Contract
The Regional Round Table was removed from the agenda due to time constraints

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF MINUTES

4.1 Meeting Minutes – May 22, 2013

MOULON Minutes accepted as presented. **CARRIED**

4.2 IRC Meeting Minutes – June 7, 2013

ZINCK Minutes accepted as presented. **CARRIED**

4.3 Executive Meeting Minutes – June 7, 2013

BERRY Minutes accepted as presented. **CARRIED**

4.4 Executive Meeting Minutes – June 13, 2013

JOHNSTON-MACKAY Minutes accepted as presented. **CARRIED**

4.5 IRC Meeting Minutes – June 13, 2013

JOHNSTON-MACKAY Minutes amended to show correct meeting location & accepted as presented. **CARRIED**

5. Old Business

6. New Business

6.1 Clayton Seely, Carlson, Roberts, Seely - Presentation

Clayton presented the financial statements and auditor's findings from the 2012-2013 fiscal year.

6.2 Stephen Novak – RABC SBA Grande Cache

Stephen presented the findings from the year 1 project evaluation. He also gave the board an update on the current project in Grande Cache.

6.3 Feedback on Grande Cache meeting

Nancy asked for feedback on the meeting in Grande Cache and how everyone felt having a meeting outside of Hinton. Suggestions included:

- Making time to see the location where we are meeting
- Grande Cache council gave the feedback through Shawn and Johannes that they would have appreciated the meeting in the first year after the election
- It was recommended that the meeting be held early in the fall prior to the election.
- The board wished to remain flexible with the other two out of town meetings in the next calendar year as the new board will decide on those locations and dates
- It was decided that the September meeting will be held in the eastern end of Yellowhead County or Edson as to invite the Yellowhead County council and the Town of Edson council
- A tentative date of September 16 was decided on with the recommended location of the Galloway Museum. Nancy will follow up.

6.4 Summer meetings

No meetings will be scheduled for July and August with the understanding that there will be a board meeting called if required.

It is requested that there be an information package regarding Community Futures West Yellowhead be developed over the summer and delivered to the municipal offices in the fall.

6.5 Proposal for Edson Outreach in September

Nancy presented a proposal for a business analyst to work in Edson for one day every second week. The intention is to work in partnership with the Edson Chamber of Commerce to offer business advisory services to Edson and the Yellowhead County. The staff will be working on marketing materials over the summer and Nancy will work with Wendy at the Chamber to offer services to the eastern end of the region.

6.6 Human Resources Committee – GM Contract Review – Shawn B.

Shawn discussed the creation of a Human Resources Committee to review Nancy's contract and conduct her annual performance review. Lorraine and Brenda offered to join the committee. It was decided that the entire board would have input through a template of questions that could be circulated and then a teleconference could be arranged. Finally, the committee would meet with Nancy in early September.

6.7 IRC Policy Review

The IRC Policy Review will be moved to the September meeting.

6.8 Auditor's Proposal for a 3 year contract

WALL

ZWART (2nd) Motion to accept the proposal from the auditor for a 3 year contract. **CARRIED**

7. General Manager Updates

Nancy updated the board on the activities of the past month.

Discussion ensued on collections and the role of the CFNA in developing a standardized collections process for all CF offices. Nancy to follow up.

Discussion ensued on the Memorandum of Understanding between GPRC, the Town of Hinton and CFWY. The board requested more information and follow up with GPRC for the fall.

8. In Camera

ZWART Motion to go in camera at 11:55 am **CARRIED**

8.1 Delinquency Report and Loan Portfolio Review – June 2013

ZINCK Motion for in camera session to end at 12:15 pm **CARRIED**

9. Financial Report

9.1 Financial Statements – May 30, 2013

LAPPE Motion to accept the financial statements as information

ZWART 2nd

CARRIED

9.2 Cheque Log – May 30, 2013

ZWART declared an interest on cheque #7203

JOHNSTON-MACKAY Motion to accept the cheque log as information

ZINCK 2nd

CARRIED

10. Next meetings: To be determined

11. Adjournment

LAPPE Meeting adjourned at 12:20 pm. **CARRIED**

Chair

Secretary/Treasurer