

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:00 am Thursday, June 16, 2016
CFWY Office, Hinton**

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
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GUESTS PRESENT:

Clayton Seely	Auditor, Carlson, Roberts, Seely
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1. CALL TO ORDER

Chair **WALL** called the meeting to order at 10:04 am.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3. APPROVAL OF THE AGENDA

Motion to approve the agenda.

KELLEHER-EMPEY
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Director Meeting Minutes for April 28, 2016

Motion to approve the BOD minutes from April 28, 2016.

BEVAN
(CARRIED)
(Unanimous)

4.2 IRC Meeting Minutes June 9, 2016

Motion to approve the IRC Meeting Minutes from June 9, 2016.

STRANG
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1 Presentation of 2015-2016 Audited Financial Statements – Clayton Seely

Mr. Seely presented the results of the 2015-2016 Audit and the Audited Financial Statements.

STAPLES joined the meeting at 10:30 am

SEELY left the meeting at 10:45 am

5.2 Changes in CFWY Staff

General Manager, Nancy Robbins, announced that the Office and Special Projects Coordinator, Melody Roth was leaving the organization effective June 24, 2016. CFWY will hire a new Office and Special Projects Coordinator in September.

5.3 Letter from HREDC to CFWY Board of Directors

Chair **WALL** discussed a meeting with the HREDC Chair, Mike Schwirtz and a letter that was addressed to the Board of Directors regarding CFWY involvement in HREDC.

Chair **WALL** will follow up with HREDC Chair, Mike Schwirtz, regarding the discussion at the Board of Directors Meeting and report back to the board in September.

5.4 2015-2016 Performance Evaluation Report to WD

General Manager, Nancy Robbins, presented the 2015-2016 Performance Evaluation Report to be submitted to Western Diversification.

KELLEHER-EMPEY

MITCHELL (2nd)

Motion to accept the 2015-2016 Performance Evaluation Report as presented

(CARRIED)

(Unanimous)

MICAHELS left the meeting at 11:10 am

5.5 2016 CFNA Provincial Conference in Medicine Hat

This year's conference will be held in Medicine Hat from September 28 to October 1st. Nancy and Tim will be attending from the office. Any Board of Directors members who are interested in attending are to let Nancy know by the end of June.

5.6 Northwest Region representation on CFNA Board

There are two vacancies on the CFNA board for the Northwest region: One for a volunteer director and one for the manager position.

5.7 CFNA Board Training Module 11: Organizational Assessment

It was decided that this module would be best delivered to the Board of Directors after the 2017 municipal election and not at the present time.

STRANG left the meeting at 11:40 am

6 OLD BUSINESS

6.1 Economic Development Initiatives in the West Yellowhead

General Manager, Nancy Robbins, and Director **KELLEHER-EMPEY** shared their meeting with the Government of Alberta on economic development initiatives in the West Yellowhead region. Nancy shared her involvement in the workshop in Westlock to discuss and share broadband initiatives in the north through the REDAs. Discussion ensued on the role of CFWY in economic development in the region.

The Board of Directors direct administration to pursue regional broadband initiatives in community economic development for possible opportunities for the West Yellowhead region.

7 REGIONAL ROUND TABLE

Issues and concerns from around the West Yellowhead region were discussed.

Meeting adjourned at 12:10 pm for lunch break

Meeting reconvened at 1:45 pm

MICHAELS re-joined the meeting at 1:45 pm

8 NEW BUSINESS (cont'd)

8.1 Board Spring Training Recap

Directors Giezen, Kelleher-Empey and Michaels attended board training in Leduc for two days. The board governance and lending sessions were well received by all directors.

9 GENERAL MANAGER'S UPDATES

9.1 May and June 2016 Monthly Update

The main focus of the office for the past two months was the annual financial audit and transferring duties in the office with Melody's departure at the end of June

10 IN CAMERA

Motion to go in-camera at 1:55 pm

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

10.1 Delinquency Report and Loan Portfolio Review – March 2016

Motion to leave in-camera at 2:00 pm

STAPLES

(CARRIED)

(Unanimous)

Motion to write off loan REG14/15-02T in the amount of \$62,691.08

BEVAN

STAPLES (2nd)

(CARRIED)

(Unanimous)

11 FINANCIAL REPORT

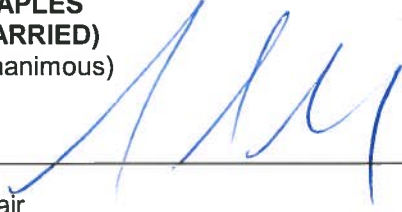
There are no financial reports due to the audit

12 NEXT MEETING DATES: IRC – Monday, July 7 at 9:30 pm by teleconference; BOD – Thursday, September 15 at 10:30 am in Grande Cache

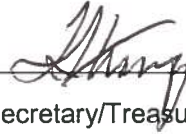
13 ADJOURNMENT

Motion to adjourn at 2:04 pm

STAPLES
(CARRIED)
(Unanimous)



Chair



Secretary/Treasurer