

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD OF DIRECTORS MEETING MINUTES  
10:30 am Thursday, June 21, 2018  
Grande Cache Council Chambers, Grande Cache, AB**

**PRESENT:**

Helen Kelleher-Empey	Chair, Municipality of Jasper
Anthony Giezen	Vice Chair, Yellowhead County
Rob Staples	Secretary-Treasurer, Town of Grande Cache
Trevor Bevan	IRC Chair, Town of Edson
Tyler Waugh	Director, Town of Hinton
Wade Williams	Director, Yellowhead County
Gean Chouinard	Director, Town of Edson (arrived at 10:55 am)
Dewly Nelson	Director, Town of Hinton
Paul Butler	Alternate, Municipality of Jasper

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**APOLOGIES:**

Scott Wilson	Director, Municipality of Jasper
Johannes Zwart	Director, Town of Grande Cache

**1. CALL TO ORDER**

Chair **KELLEHER-EMPEY** called the meeting to order at 10:30 am.

**2. ADDITIONS TO THE AGENDA**

8.2 In Camera: Loan Approvals under \$20,000 REG18/19-07 and REG18/19-08

**3. APPROVAL OF THE AGENDA**

Motion to approve the agenda

**NELSON**

**(CARRIED)**

(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Investment Review Committee Meeting Minutes May 17, 2018**

**GIEZEN** Motion to approve the Investment Review Committee Meeting Minutes for May 17, 2018

**(CARRIED)**

(Unanimous)

**4.2. Board of Directors Meeting Minutes May 17, 2018**

**WILLIAMS** Motion to approve Board of Directors Meeting Minutes for May 17, 2018

**(CARRIED)**

(Unanimous)

### **4.3. Investment Review Committee Meeting Minutes May 17, 2018**

**STAPLES** Motion to approve the Investment Review Committee Meeting Minutes for May 17, 2018  
**(CARRIED)**  
(Unanimous)

## **5. NEW BUSINESS**

### **5.1. General Policy and Procedures Update: Review and Discussion**

General Manager Nancy Robbins led the board through a review and discussion of Community Futures West Yellowhead operational policies, human resources policies and investment review committee policies. The policy document will be revised as discussed and be brought back to the board at the September meeting. Various items were also discussed and will be explored for the September meeting:

- Medical marijuana usage and change of law surrounding cannabis
- Use of personal devices supplied by CFWY and passwords
- Document creation and copyright
- Review of time off with pay days
- Staff education and professional development policy
- Grievances and incident reporting
- RRSP policy updates and research

### **5.2. Alberta Open Farm Days and Bus Tour – August 18<sup>th</sup> and 19<sup>th</sup>**

General Manager Nancy Robbins discussed the plans for Alberta Open Farm Days and the \$10,000 grant received from Culture and Tourism. There are eight farms participating in Alberta Open Farm Days this year and the bus tour will be on Saturday, August 18<sup>th</sup>. Board directors are encouraged to attend and there will also be information on the self-driving tour for both Saturday and Sunday.

### **5.3. Community Futures Network of Alberta Provincial Symposium – October 3, 4, 5**

This year's provincial symposium will be held in Drumheller on October 3, 4 and 5. There are budgeted dollars for four directors to attend this year. Those who are interested will let Nancy know ASAP.

## **6. OLD BUSINESS**

### **6.1. Community Futures of Canada National Conference in Winnipeg Debrief**

Secretary/Treasurer Rob Staples and General Manager Nancy Robbins discussed their attendance at the National Community Futures Conference in Winnipeg in June 2018.

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

### **7.1. Monthly Update from May 14, 2018 to June 15, 2018**

Monthly updates of General Manager's activities as well as updates to programs and projects were discussed. Nancy shared the Grow Yellowhead flower campaign and encouraged all directors to share the information with their councils and on their Facebook pages.

## **8. IN CAMERA**

**CHOUINARD** Motion to go in-camera at 12:30 pm  
**(CARRIED)**  
(Unanimous)

### **8.1. Delinquency Report and Loan Portfolio Review – May 2018**

### **8.2. Internal Loan Approval for \$20,000 REG18/19-07 and REG18/19-08**

### **8.3. REG14/15-07T and REG14/15-19T discussion**

**STAPLES** Motion to leave in-camera at 12:35 pm  
**(CARRIED)**  
(Unanimous)

**BEVAN** Motion to accept the approval of REG18/19-07 and REG18/19-08 for information  
**CHOUINARD (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**Break for lunch and Annual General Meeting at 12:37 pm**  
**Re-convene at 2:50 pm**

**CHOUINARD** Motion to go in-camera at 2:50 pm  
**(CARRIED)**  
(Unanimous)

General Manager Nancy Robbins left the room at 2:51 pm

**8.4. General Manager Performance Evaluation**

**BUTLER** Motion to leave in-camera at 3:20 pm  
**(CARRIED)**  
(Unanimous)

General Manager Nancy Robbins returned to the meeting room at 3:21 pm

**CHOUINARD** Motion to instruct Chair to meet with General Manager to discuss the performance review results  
**BUTLER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**9. NEXT MEETING DATES:**  
IRC teleconference: June 27<sup>th</sup> at 9:00 am and July 5<sup>th</sup> at 9:30 am  
Board of Directors meeting in Hinton at CFWY office: Thursday, September 13, 2018

**10. ADJOURNMENT**

**CHOUINARD** Motion to adjourn at 3:30 pm  
**(CARRIED)**  
(Unanimous)



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**Chair**



**Secretary/Treasurer**