

**BOARD MEETING MINUTES**  
**11:00 AM Wednesday, May 22<sup>nd</sup>, 2013**  
**Grande Cache Tourism and Interpretative Centre, Grande Cache**

**PRESENT:**

Chair	Shawn Berry	YELLOWHEAD COUNTY
Vice Chair	Lorraine Johnston-MacKay	TOWN OF HINTON
IRC Chair	Brenda Zinck	TOWN OF JASPER
Secretary/Treasurer	Tammy Strang	TOWN OF EDSON
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
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**STAFF PRESENT:**

General Manager	Nancy Robbins
CED/Business Analyst	Kate Wright

**INVITED GUESTS:**

Mayor	Louise Krewusik	TOWN OF GRANDE CACHE
Deputy Mayor	Tony McCormick	TOWN OF GRANDE CACHE
Councillor	Herb Castle	TOWN OF GRANDE CACHE
Councillor	Rob Staples	TOWN OF GRANDE CACHE

**1. CALL TO ORDER:**

Chair Shawn Berry called the meeting to order at 11:05am.

**2. ADDITIONS TO THE AGENDA**

5 Changed to include Introductions  
7.5 Small Business Week  
Questions from Grande Cache Council before General Manager's Updates

**3. APPROVAL OF THE AGENDA**

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

**4. APPROVAL OF MINUTES**

**4.1 Meeting Minutes – April 10, 2013**

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

**5. Welcome to Grande Cache Council – CFWY Chair**

Chair Shawn Berry welcomed the Grande Cache Town Council to the CFWY Board of Directors meeting and invited introductions around the table.

## **6. Old Business**

### **6.1 Bylaws Review - Lorraine**

Lorraine reviewed the bylaws revisions for the upcoming Annual General Meeting. A discussion ensued regarding the need for change in the bylaws and an effort to make the language easier to understand.

**JOHNSTON-MACKAY** Motion that the revisions to the CFWY bylaws be accepted as information and presented as a resolution at the Annual General Meeting in June  
**CARRIED**

### **6.2 Audit Update**

Nancy provided an update on the audit. The dates are changed to May 23 and 24 as the server crashed at the beginning of the month making it difficult for both CFWY and the Auditor to be prepared.

### **6.3 AGM agenda - discussion**

The BOD discussed the plans for the AGM and whether it was required to read all the resolutions as in the past. **JOHNSTON-MACKAY** conducted research on whether it was required and recommended to the BOD that the resolutions not be read as they are not required according to the bylaws.

**JOHNSTON-MACKAY** Motion that the resolutions read in the past at previous AGMs not continue as it is no longer required and is sufficiently covered by bylaws and regulations.  
**CARRIED**

### **6.4 IRC Policy Review meeting - discussion**

IRC Policy Review meeting is scheduled for June 13 in Hinton at CFWY offices. Nancy will post current policies and suggestions for future change.

### **6.5 Loan Fee Schedule for 2013-2014**

Nancy and Kate discussed the changes to the loan fee schedule and presented a new schedule for the current fiscal year (2013-2014). It is recommended that this schedule be reviewed on an annual basis by the IRC.

**STRANG** Motion to accept the loan fee schedule for 2013-2014 as presented.  
**ZWART (2<sup>nd</sup>)**  
**CARRIED**

## **7. New Business**

### **7.1 Server and Computer upgrades**

The new server arrived and is being worked on by the technician. Hopefully, it will be installed by mid-June.

### **7.2 2013 Alberta Community Futures Event – October 4, 2013**

Budget considerations for the annual CFNA event were discussed. Board members will pay expenses and accommodations; CFWY will cover registration fee. Staff are included in the event

### **7.3 Presentation on new website - Kate**

Kate gave a demonstration of the new website and what it contained. The website should go live sometime in June. The current address is <http://westyellowhead.albertacf.com>. The new website will cost about \$12 to \$15 per month to maintain but the cost is covered for a time by CFNA. Suggestions for

the website included: the 8 hamlets of Yellowhead County, link to municipal websites, a completed business plan as a template and example.

#### **7.4 NAYEC update - Kate**

Kate updated the Board on the current situation for NAYEC. Blue Lake Centre is closed and the organizers are looking for new locations. The date may also have to be changed. Our office was instrumental in helping get a grant for curriculum funds from Alberta Enterprise and Education. Sponsorship packages are available to send out but are now on hold until we have an update on the camp.

#### **7.5 Small Business Week**

In the past, CFWY has contributed funds towards small business awards at a number of galas. This year we would like to do more events and take advantage of more opportunities to profile our services. Board and staff will be involved in various projects

#### **8. Questions from Grande Cache Council for CFWY Board**

Grande Cache Mayor and Council asked questions about getting the word out in Grande Cache with regards to the services that CFWY offers. A discussion ensued about the RABC office as well.

Adjournment for lunch at 12:30 pm  
Reconvene meeting at 1:10 pm

#### **9. General Manager Updates**

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

#### **10. Regional Round Table**

Discussion ensued regarding issues in the region.

#### **11. In Camera**

LAPPE Motion to go in camera at 2:03 pm

##### **11.1 Delinquency Report and Loan Portfolio Review – April and May 2013**

JOHNSTON-MACKAY Motion for in camera session to end at 2:20 pm

WALL Motion to write off loan REG11/12-007T as of May 22, 2013  
ZWART (2<sup>nd</sup>)  
CARRIED

#### **12. Financial Report**

##### **12.1 Financial Statements – March 31, 2013**

LAPPE Motion to accept the financial statements as information  
STRANG 2<sup>nd</sup>  
CARRIED

**12.2 Cheque Log – March 31, 2013**

**LAPPE** Motion to accept the cheque log as information  
**BULGER 2<sup>nd</sup>**  
**CARRIED**

**13. Next meetings:**

June 13, 2013 – IRC Policy Review  
June 19, 2013 – AGM and June meeting


**14. Adjournment**

**BULGER** Meeting adjourned at 2:30 pm. **CARRIED**



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Chair



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Secretary/Treasurer