

**BOARD MEETING MINUTES**  
**10:00 A.M. November 7, 2013**  
**CFWY Board Room**  
**Hinton, AB**

**PRESENT:**

Johannes Zwart	Chair, Town of Grande Cache
Gilbert Wall	Vice Chair, Municipality of Jasper
Tammy Strang	Secretary/Treasurer, Town of Edson
Shawn Berry	IRC Chair, Yellowhead County
Trevor Bevan	Director, Town of Edson
Shawn Moulun	Director, Town of Grande Cache
Matthew Young	Director, Town of Hinton
Marcel Michaels	Director, Town of Hinton
Anthony Giezen	Director, Yellowhead County
Helen Kelleher-Empey	Director, Municipality of Jasper

**STAFF AND GUESTS PRESENT:**

Nancy Robbins	General Manager
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**1. CALL TO ORDER:**

Chair **ZWART** called the meeting to order at 10:06 AM.

**2. ADDITIONS TO THE AGENDA**

8.5 Special meeting of Community Futures Network of Alberta  
Move 10. Regional Round Table to after 12. Financial Report to ensure all business is covered in today's meeting

**3. APPROVAL OF THE AGENDA**

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

**4. WELCOME FROM THE CHAIR**

Chair **ZWART** welcomed new board members to Community Futures West Yellowhead.

**5. APPOINTMENT OF VICE CHAIR**

Chair **ZWART** called for nominations for the position of Vice Chair.

**BERRY** nominated Gilbert Wall for the position of Vice Chair.

Chair **ZWART** called three times for nominations from the floor for the position of Vice Chair. None were forwarded.

**MOULUN** That nominations for the position of Vice Chair cease.  
**CARRIED**

Gilbert Wall was elected as Vice Chair by acclamation.

**6. APPROVAL OF MINUTES**

**6.1 IRC Meeting Minutes – September 16, 2013**

**BERRY** Minutes accepted as presented.  
**CARRIED**

#### **6.2 Meeting Minutes – September 10, 2013**

**ZWART** Minutes accepted as amended  
**CARRIED**

#### **6.3 Executive Meeting – October 26, 2013**

**STRANG** Minutes accepted as presented  
**CARRIED**

#### **6.4 Executive Meeting – November 1, 2013**

**STRANG** Minutes accepted as amended  
**CARRIED**

### **7. OLD BUSINESS**

#### **7.1 December Board Retreat and Christmas Party – December 13**

The retreat will now be a one day event on December 13 in Jasper at Pyramid Lake Resort. There will be a short board meeting and then a strategic planning session following during the day. The Christmas party will be held with invited guests including past board members and staff. Melody will contact everyone with an invitation for the event.

### **8. NEW BUSINESS**

#### **8.1 Signing Authority**

**STRANG**  
**MOULON (2<sup>nd</sup>)** Gilbert Wall, Vice Chair, be added to the signing authority of both the Operating and Investment Accounts  
**CARRIED**

**MOULON**  
**BERRY (2<sup>nd</sup>)** Lorraine Johnston-MacKay be removed from the signing authority of both the Operating and Investment Accounts  
**CARRIED**

#### **8.2 Board Orientation Sessions**

Nancy offered to meet with each new board member to go through board orientation. She will contact each new board member accordingly.

#### **8.3 Confidentiality Agreements**

Each board member signed and completed new confidentiality agreements.

#### **8.4 Board of Directors Composition and Articles of Association**

**BERRY** distributed a letter from Yellowhead County to the Board of Directors and said that the letter is clear on how Yellowhead County Council wishes to proceed with the CFWY Board of Directors representation.

Discussion ensued on how CFWY Board of Directors should examine our board structure and how to proceed with recommendations for change.

**WALL**

**YOUNG (2<sup>nd</sup>)** The Community Futures Board of Directors directs the General Manager to send a letter to all five municipalities to share relevant motions regarding the structure of the Community Futures West Yellowhead Board of Directors

**CARRIED**

**WALL**

**MOULON (2<sup>nd</sup>)** In response to letters received from Yellowhead County and the Town of Edson, the Board of Directors will endeavour to review the board structure and in the interim, we will adhere to our existing Articles of Association which states:

29. Directors shall be appointed by resolution of the Members and shall be comprised as follows:

- (a) Two (2) Directors representing the Town of Edson;
- (b) Two (2) Directors representing the Municipality of Jasper;
- (c) Two (2) Directors representing the Town of Hinton;
- (d) Two (2) Directors representing the Town of Grande Cache; and
- (e) Two (2) Directors representing Yellowhead County.

30. The Board shall consist of a maximum of ten (10) Directors

31. Each Member shall designate not more than two (2) representatives and one (1) alternate to act as Directors.

**CARRIED**

**WALL**

**BERRY (2<sup>nd</sup>)** The Community Futures West Yellowhead Board of Directors makes a commitment to review the existing board structure

**CARRIED**

### **8.5 Special Meeting of the Community Futures Network of Alberta**

Board representation is required to vote for this meeting that will be held by teleconference and Adobe Connect. **WALL** and **ZWART** will try to attend.

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

Nancy shared the monthly and quarterly report updates with the board. She also added upcoming events:

- Mentoring and business workshop in Hinton on November 28
- Guest speaker with RABC on November 29
- EDP project with BRIDGES
- Training proposal for 2014-2015 with Alberta Works
- Business Retention and Expansion project for 2014-2015

All will be shared as part of the upcoming operating plan at the retreat.

**BERRY** General Manager's updates be accepted as information

**CARRIED**

## **10. IN CAMERA**

**MOULON**

**YOUNG (2<sup>nd</sup>)** Motion to go in camera at 11:10

**CARRIED**

### **10.1 Loan REG13/14-008T – Information Only**

**10.2 Loan REG 13/14-009T – Information Only**

**10.3 Delinquency Report and Loan Portfolio Review – September and October 2013**

**MICHAELS**

**EMPEY (2<sup>nd</sup>)** In camera session to end at 11:40

**CARRIED**

**BERRY**

**EMPEY (2<sup>nd</sup>)** There be a policy review of IRC policies concerning loans under \$10,000.

**CARRIED**

**11. FINANCIAL REPORTS**

**11.1 Financial Statements – September 2013**

**STRANG**

**MOULON (2<sup>nd</sup>)** The financial statements be accepted as presented

**CARRIED**

**11.2 Cheque Log – September 2013**

**WALL**

**MICHAELS (2<sup>nd</sup>)** The cheque log be accepted as presented

**CARRIED**

**12. REGIONAL ROUND TABLE**

Issues from around the West Yellowhead region were discussed.


**13. NEXT MEETING DATE:** December 13, 2013 at 10:00 am at Pyramid Lake Resort

**14. ADJOURNMENT**

**BERRY** Meeting was adjourned at 12:20 pm

**CARRIED**

  
Chair

  
Secretary/Treasurer