

COMMUNITY FUTURES WEST YELLOWHEAD

BOARD MEETING MINUTES 9:30 am Thursday, October 30, 2014 CFWY Office, Hinton

PRESENT:

Tammy Strang	Secretary/Treasurer, Town of Edson
Anthony Giezen	Director, Yellowhead County
Rob Staples	Director, Town of Grande Cache
Marcel Michaels	Director, Town of Hinton
Matthew Young	Director, Town of Hinton
Johannes Zwart	Chair, Town of Grande Cache
Shawn Berry	IRC Chair, Yellowhead County
Dwain Wacko	Alternate, Municipality of Jasper

STAFF PRESENT:

Nancy Robbins	General Manager
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APOLOGIES:

Helen Kelleher-Empey	Director, Municipality of Jasper
Gilbert Wall	Vice Chair, Municipality of Jasper

1. CALL TO ORDER:

Chair **ZWART** called the meeting to order at 9:30 am

2. ADDITIONS TO THE AGENDA

Regional Round Table was moved to after the meeting if there was time
5.1 Business Visitation Program Presentation by Morgan Roberts was removed
5.1 Talisman Project was added

3. APPROVAL OF THE AGENDA

STRANG That agenda be accepted as amended
CARRIED

4. APPROVAL OF MINUTES

4.1 IRC Minutes September 17, 2014

STRANG Minutes are accepted as presented
CARRIED

4.2 Board Minutes September 17, 2014

BERRY Minutes are accepted as presented
CARRIED

4.3 Executive Minutes October 23, 2014

STRANG Minutes are accepted as amended
CARRIED

5. NEW BUSINESS

5.1 Talisman Project – Information

CFWY is selected to participate in a pilot project along with CF Lethbridge and Region, CF Central Alberta and CF Yellowhead East. The pilot project is partially funded by the CFNA and Talisman. The objectives of the pilot project is to increase awareness and management capacity of rural businesses with the potential to engage in business relationship with the energy sector. The product will include business competencies and safety requirements of ISNetwork and is a possibility of wealth generation for our CF. This project will be geared towards existing businesses in our region and increase their ability to bid on Talisman contracts and tenders. Timelines are November: build package and product; December – soft marketing and building relationships; January – marketing; February – engaging businesses. For the next fiscal year, we will continue engaging and working with the businesses on the product. Nancy will work on this project out of our office.

5.2 CFWY Open House – December 3rd

CFWY will hold an open house to highlight our Entrepreneurs with Disabilities program on December 3rd which is the International Day for Persons with Disabilities. Please save the date and invitations will follow.

5.3 Strategic Planning Session – November 21st

ZWART discussed the upcoming strategic planning session in November. With the possibility of a three year contract with WD, strategic planning will focus on a 3 year strategic plan on the organization and governance. More details will follow as it an expectation that we will have Jon Close facilitate the session.

5.4 Review of CFNA Conference

MICHAELS, STRANG and **BERRY** discussed their experiences at the CFNA conference in Canmore.

5.5 IRC Subcommittee Appointments

IRC Chair **BERRY** discussed appointments to the IRC which are as follows:
Yellowhead County – **BERRY**
Edson – **STRANG**
Hinton – **MICHAELS**
Jasper – **KELLEHER-EMPEY**
Grande Cache - **STAPLES**

5.6 Adobe Connect – Investment Review Committee

CFWY will be renewing our Adobe Connect contract with the expectation that we will use it for IRC teleconferences and any Board meetings as required.

5.7 2015 IRC and BOD meeting dates

The Board discussed a schedule for 2015 IRC and Board meetings. It was agreed that monthly meetings would be scheduled for the third Thursday of the month except July, August and December. IRC meetings would be tentatively scheduled two weeks prior to board meetings and prior to board meetings in person. The meetings will be scheduled by Nancy and set out in a PDF calendar as well as an online invitation to those who use Outlook.

5.8 Board Evaluation

Nancy presented the results of the board evaluation as information for the board of directors.

5.9 Christmas Party and Rooms RSVP

Nancy reminded everyone to RSVP to the Christmas party so meals and rooms can be arranged. Deadline is tomorrow.

5.10 Discussion on new fiscal year operating plan – What would you like to see for your community?

Hinton (Matthew)

- Telus room at CF
- Loans for business for technology with a special loan product for existing businesses
- Highway corridor and examine the truck driving industry

Yellowhead County (Anthony)

- Presence in the county and not linked in with Hinton and Edson
- Hit hamlets on the eastern end
- Agriculture based in the eastern end
- Hear the Yellowhead East office on the radio quite often

Yellowhead County (Shawn)

- Need to reach out further east
- Evansburg trade show in April, for example
- Advertising in Pembina Post for name recognition
- A lot of people do not realize that we service that area
- Meetings in Wildwood help and should publicize it more and invite other councilors from the area
- Edson Trade show – focus on Yellowhead County as well as Edson
- Is it possible to travel to Wildwood once a month as well?

Jasper (Dwain)

- Tourism sector
- Tour of Alberta is an example of an excellent initiative
- Travel Alberta and marketing for tourism

Edson (Tammy)

- Marketing in Edson
- Working with the Chamber is increasing the presence
- Stay the course

Grande Cache (Johannes)

- More working together to improve business relations and a more positive focus in conjunction with council
- Growth in loans would be great but community is struggling
- Coffee with council was a positive event and we are looking at ways to improve how it can be done
- Generating some goodwill is important

Hinton (Matthew)

- End of the foreign worker program is important
- Working with Ontario CF offices to increase people coming to Alberta

Hinton (Marcel)

- EDP program is great. Keep it going

Recess was called at 10:40 am
Meeting re-convened at 10:50

6. OLD BUSINESS

6.1 Board Recruitment for Vacant Positions

STRANG presented the new Board Recruitment package. It was decided the board would advertise the vacant position in January for two weeks.

BERRY Motion to accept the Board Recruitment package as presented
(CARRIED)

7. GENERAL MANAGER'S UPDATES

7.1 Monthly Update

Nancy shared the past month's activities and highlighted Community Futures West Yellowhead's award at the Jasper Park Chamber Small Business Gala – Non Profit Organization of the Year.

7.2 Quarter 2 Update

Nancy presented the results of the Quarter 2 report.

8. IN CAMERA

MICHAELS

YOUNG (2nd) Motion to go in camera at 11:00 am
(CARRIED)

8.1 Delinquency Report and Loan Portfolio Review – September 2014

8.2 Human Resources Discussion

8.3 RABC Update

8.4 Collections REG11/12-012T and REG13/14-009T

BERRY

MICHAELS (2nd) Motion to leave in camera at 12:00 pm
(CARRIED)

BERRY Motion to write a collections letter regarding REG11/12-012T and REG13/14-009T with conditions and demand for the loan to be repaid in January if conditions are not met

YOUNG (2nd)
(CARRIED)

9. FINANCIAL REPORTS

9.1 Financial Statements for September 2014

STRANG

GIEZEN (2nd) Motion to accept the financial statements for September 2014 as presented
(CARRIED)

9.2 Cheque Logs for September 2014

STRANG

MICHAELS (2nd) Motion to accept the cheque logs for September 2014 as presented
(CARRIED)

9.3 Budget Update – Information only – as of September 30, 2014

Budget update for 2014-2015 was presented and discussed

9.4 Board Approval of Semi-Annual Financial Statements

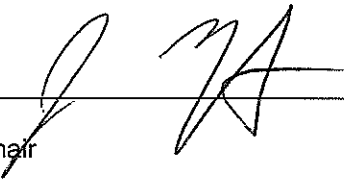
STRANG

BERRY (2nd) Motion to accept the Semi-Annual Financial Statements as presented
(CARRIED)


10. **NEXT MEETING DATE:** Strategic Planning – November 21, 2014 at 9:30 am at Pyramid Lake Resort

11. ADJOURNMENT

GIEZEN Motion to adjourn at 12:10 pm
(CARRIED)



Chair



Secretary / Treasurer