

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:00 am Thursday, October 27, 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

1. CALL TO ORDER

Chair **WALL** called the meeting to order at 10:20 am.

2. ADDITIONS TO THE AGENDA

In Camera session added as 5.0 with agenda item 5.1 Personnel

3. APPROVAL OF THE AGENDA

Motion to approve the agenda as amended.

BEVAN

(CARRIED)

(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Director Meeting Minutes September 15, 2016

Motion to approve the BOD minutes from September 15, 2016 as amended

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

4.2 IRC Meeting Minutes October 13, 2016

Motion to approve the IRC Meeting Minutes from October 13, 2016

GIEZEN

(CARRIED)

(Unanimous)

5. IN CAMERA

Motion to go in-camera at 10:25 am
KELLEHER-EMPEY
(CARRIED)
(Unanimous)

5.1 Personnel

General Manager Nancy Robbins left the room at 10:25 am

Motion to leave in-camera at 10:45 am
MICHAELS
(CARRIED)
(Unanimous)

General Manager Nancy Robbins returned to the room at 10:47 am

6. NEW BUSINESS

6.1 New Board Meeting schedule for 2017

The Board of Directors and Investment Review Committee schedule was presented for 2017.

6.2 30th Birthday of CF West Yellowhead (May 2017)

GM Nancy Robbins discussed the tentative plans for the organization's 30th birthday celebration in May 2017. Currently, the GM and Office and Special Projects Coordinator are putting together a plan that will be presented to the Board of Directors for their participation in the next few months. It is expected that the celebrations will take place in each community beginning April 2017 until June 2017.

6.3 Review of Articles of Association – Request for Direction

GM Nancy Robbins discussed the Articles of Association for the June AGM. Discussion ensued. It was decided that there is no direction to administration at this time.

6.4 2017/2018 Operational Planning re: Surplus Revenue - Discussion

Director **KELLEHER-EMPEY** led the discussion on how to use the surplus account and funds in the next operational plan. It was decided that there would be further discussion on both the operational plan and revenue streams at the upcoming retreat.

6.5 BizStream Program update and draft grant proposal

GM Nancy Robbins presented a proposal that she is working on in partnership with CF Yellowhead East on the BizStream program. The proposal is currently a draft and will be submitted to Alberta Labour in the month of November for funds for the 2017/2018 fiscal year. There will be a follow up to the board in the next few months as part of the operational planning discussion.

6.6 Update to General Policy and Procedures: Technology Policies: Laptop Usage

GM Nancy Robbins discussed the new laptop and server system now in the office. The changes in technology mean that the General Policy and Procedures document require an update on the policies on laptop usage. New policy on laptop usage and a Laptop Usage Policy Agreement for staff were presented for approval.

Motion to accept the amendments to the General Policy and Procedures on Laptop usage.

STRANG

(CARRIED)

(Unanimous)

7. OLD BUSINESS

7.1 CFNA Conference De-Brief

Directors **STRANG** and **MICHAELS** updated the board on their attendance at the 2016 CFNA conference in Medicine Hat.

7.2 2016 Board Retreat and Training / Christmas Party – November 18th in Jasper

Discussion ensued on the board retreat and training in November. GM Nancy Robbins reminded everyone to get their accommodation and meals requests to her as soon as possible.

7.3 Update on CFNA Marketing Campaign

GM Nancy Robbins updated the BOD on the progress of the CFNA Marketing Campaign. As an outcome of the Manager's meeting at the CFNA conference, it was passed by a motion approved by the managers to delay the Alberta CF Marketing campaign until April 2017. It is recommended that CFWY keep its \$3000 contribution with the CFNA until a decision is reached on the plan for the marketing campaign in 2017 and treat it as a prepaid for the upcoming fiscal year.

7.4 Update on Broadband Proposal

GM Nancy Robbins discussed a draft proposal related to broadband initiatives in the West Yellowhead. Discussion ensued and Nancy will follow up in further meetings regarding the proposal in relation to the operational plan.

8. GENERAL MANAGER'S UPDATES

8.1 Monthly Update for September and October 2016

Small business week activities and reports for WD were the focus of late September and October.

8.2 Quarter 2 Update – July, August, September 2016

An update on the quarter 2 report on the operational plan was discussed.

9 IN CAMERA

Motion to go in-camera at 11:35 am

MICHAELS

(CARRIED)

(Unanimous)

9.1 Delinquency Report and Loan Portfolio Review – September 2016

9.2 Loan Under \$10,000 Approval – REG 16/17-08T

Motion to leave in-camera at 11:45 am
MOULUN
(CARRIED)
(Unanimous)

Motion to accept the approval of REG16/17-08T for information
MICHAELS
(CARRIED)
(Unanimous)

10 REGIONAL ROUND TABLE

Issues around the region were discussed.

Vice – Chair **MICHAELS** left the room at 11:55 am
IRC Chair **GIEZEN** left the room at 12:10 pm

11 FINANCIAL REPORT

11.1 Financial Statements for June, July, August and September 2016

Motion to accept the financial statements for June, July, August and September 2016 as presented
STRANG
MITCHELL (2nd)
(CARRIED)
(Unanimous)

11.2 Cheque Log for June, July, August and September 2016

Motion to accept the cheque logs for June, July, August and September 2016 as presented
MITCHELL
MOULUN (2nd)
(CARRIED)
(Unanimous)

11.3 Budget Update as of September 30, 2016

The budget update as of September 30, 2016 was accepted as information.

12 NEXT MEETING DATES: Board of Directors meeting and retreat on Friday, November 18 in Jasper at 9:00 am; IRC teleconference on Thursday, November 10, 2016 at 9:30 am

13 ADJOURNMENT

Motion to adjourn at 12:20 pm
BEVAN
(CARRIED)
(Unanimous)

Chair

Secretary / Treasurer