

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD OF DIRECTOR MINUTES  
10:30 am October 2, 2017  
Grande Cache Council Chambers, Grande Cache, AB**

**PRESENT:**

Gilbert Wall	Chair, Municipality of Jasper
Dawn Mitchell	Secretary/Treasurer, Yellowhead County
Rob Staples	Director, Town of Grande Cache
Trevor Bevan	IRC Chair, Town of Edson
Helen Kelleher-Empey	Director, Municipality of Jasper
Tammy Strang	Director, Town of Edson

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**APOLOGIES:**

Marcel Michaels	Director, Town of Hinton
Shawn Moulun	Director, Town of Grande Cache
Anthony Giezen	Vice Chair, Yellowhead County
Stuart Taylor	Director, Town of Hinton

**1. CALL TO ORDER**

Chair **WALL** called the meeting to order at 10:50 am.

**2. ADDITIONS TO THE AGENDA**

3.4 Write request for REG15/16-16T

**3. APPROVAL OF THE AGENDA**

Motion to approve the agenda as amended.

**KELLEHER-EMPEY**

**(CARRIED)**

(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Board of Directors Meeting June 15, 2017**

Motion to approve the Board of Directors Meeting Minutes for June 15, 2017

**BEVAN**

**(CARRIED)**

(Unanimous)

**4.2. Investment Review Committee Meeting Minutes July 6, 2017**

Motion to approve the Investment Review Committee meeting minutes from July 6, 2017

**STAPLES**

**(CARRIED)**

(Unanimous)

#### **4.3. Investment Review Committee Email Change of Motion, July 19, 2017**

Motion to approve the Investment Review Committee email change of motion from July 19, 2017.

**STAPLES**

**(CARRIED)**

(Unanimous)

#### **4.4. Investment Review Committee Meeting Minutes, September 7, 2017**

Motion to approve the Investment Review Committee meeting minutes from September 7, 2017.

**BEVAN**

**(CARRIED)**

(Unanimous)

### **5. NEW BUSINESS**

#### **5.1. 2017 Christmas Office Closure**

**WALL** Motion to approve the office closure for Christmas from Friday, December 22<sup>nd</sup> at noon and reopen on Tuesday, January 2<sup>nd</sup> at 8:30 am.

**(CARRIED)**

(Unanimous)

#### **5.2. Alberta Open Farm Days events debrief**

General Manager Nancy Robbins discussed the Alberta Open Farm Days events and thanked those board members who participated. General discussion ensued on the success of the event.

#### **5.3. Bookkeeping and Accountant Contract and Pricing**

The cost of the external bookkeeper was discussed and reviewed. It was decided that administration would prepare an RFP and search for a more competitive bid for the services.

#### **5.4. Building Health and Safety Capacity in Small Business Project**

General Manager Nancy Robbins discussed a partnership project with Community Futures Yellowhead East that involved the hiring of Deanne Fabrick, Health and Safety Business Advisor for both offices.

#### **5.5. Women and Municipal Luncheon (AUMA Grant)**

Community Futures West Yellowhead received \$900 from the AUMA to hold an event for women running or considering running in the upcoming municipal election. The event was discussed.

### **6. OLD BUSINESS**

#### **6.1. Collections Policies and Procedures**

Based on recommendations from CFNA and our Business Analyst, our Collections policies and procedures were reviewed and discussed with the Board of Directors.

#### **6.2. 2017 Board Orientation, Retreat and CFWY Christmas Party**

The Board Orientation and Retreat will be held in Jasper at Pyramid Lake Resort on November 16 and 17 with the Christmas party on the evening of November 17. The content of the orientation package and retreat agenda were discussed in detail with current Board of Directors offering suggestions to the format of the retreat.

### **6.3. Edson Beautification Project Update**

Community Futures West Yellowhead and Town of Edson Administration from the Department of Planning will be hosting two workshops with businesses to discuss ideas and suggestions for a commercial revitalization and beautification plan for the town of Edson. These workshops will be held on October 11, 2017 in Edson.

### **6.4. CFNA Provincial Symposium and Annual General Meeting**

Three directors attended the CFNA Provincial Symposium and Annual General Meeting in September at the West Edmonton Mall in Edmonton. The symposium and AGM were discussed with the board.

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

### **7.1. Monthly Update from June 12, 2017 to September 15, 2017**

The summer months were busy with planning for Alberta Open Farm Days and operational plans for fall activities.

### **7.2. Quarter 1 Update – April, May and June 2017**

Minimum Performance Standards (MPS) as established by Western Economic Diversification were discussed and reviewed as of the end of quarter 1.

### **7.3. Auditor Management Letter**

The management letter from the auditor was presented by the General Manager to the Board of Directors. A small change in accounting procedures was required to be compliant for the audit. The change was quickly made in operations and will not be an issue in the future.

## **8 IN CAMERA**

**STAPLES** Motion to go in-camera at 11:38 am  
**(CARRIED)**  
(Unanimous)

### **8.1 Delinquency Report and Loan Portfolio Review – June, July and August 2017**

#### **8.2 Write off request for REG10/11-004T**

#### **8.3 Write off request for REG13/14-13T**

#### **8.4 Write off request for REG15/16-16T**

**KELLEHER-EMPEY** Motion to leave in-camera at 11:45 am  
**STRANG (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**BEVAN** Motion to write off REG10/11-004T in the Non-Repayable Fund for \$157,380.61.  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**KELLEHER-EMPEY** Motion to write off REG13/14-013T in the Repayable Fund for \$29,358.50.  
**STAPLES (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**MITCHELL** Motion to write off REG15/16-16T in the Repayable Fund for \$84,212.51.  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **9 REGIONAL ROUND TABLE**

Issues around the region were discussed and shared.

## **10 FINANCIAL REPORTS**

### **10.1 Financial Statements for April, May and June 2017**

**MITCHELL** Motion to accept the financial statements for April, May and June 2017 as presented  
**STRANG (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **10.2 Cheque Log for April, May and June 2017**

**STAPLES** Motion to accept the cheque log for April, May, June 2017 as presented.  
**STRANG (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **10.3 Budget Update as of July 31, 2017**

The 2016/2017 Budget Update as of July 31, 2017, was presented and discussed.

## **11 NEXT MEETING DATES:**

IRC Teleconference: October 5 and 12; BOD Retreat and Strategic Planning: November 16 and 17

## **12 ADJOURNMENT**

**MITCHELL** Motion to adjourn at 12:16 pm  
**(CARRIED)**  
(Unanimous)

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**Chair**

**Secretary/Treasurer**