

**COMMUNITY FUTURES WEST YELLOWHEAD  
BOARD MEETING MINUTES  
11:30 am Wednesday, September 17, 2014  
Yellowhead County Office, Wildwood**

**PRESENT:**

Tammy Strang	Secretary/Treasurer, Town of Edson
Helen Kelleher-Empey	Director, Municipality of Jasper
Anthony Giezen	Director, Yellowhead County
Shawn Moulun	Director, Town of Grande Cache
Gilbert Wall	Vice Chair, Municipality of Jasper
Marcel Michaels	Director, Town of Hinton
Matthew Young	Director, Town of Hinton
Rob Staples	Alternate, Town of Grande Cache

**STAFF PRESENT:**

Nancy Robbins	General Manager
---------------	-----------------

**APOLOGIES:**

Johannes Zwart	Chair, Town of Grande Cache
Shawn Berry	IRC Chair, Yellowhead County

**1. CALL TO ORDER:**

Vice Chair **WALL** called the meeting to order at 12:00 pm.

**2. ADDITIONS TO THE AGENDA**

Regional Round Table was moved to after the meeting if there was time  
8.3 Loan REG14/15-004T – Information only  
8.4 RABC Update

**3. APPROVAL OF THE AGENDA**

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

**4. APPROVAL OF MINUTES**

- 4.1 Executive Minutes June 17, 2014
- 4.2 IRC Minutes June 19, 2014
- 4.3 Board Minutes June 19, 2014
- 4.4 IRC Minutes July 18, 2014
- 4.5 IRC Minutes July 30, 2014
- 4.6 IRC Minutes August 25, 2014

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

**5. NEW BUSINESS**

**5.1 Policy for Board Recruitment - Discussion**

Nancy presented two different models of board recruitment from CF Capital Region and CF Tawatinaw. The BOD discussed what CFWY's model should look like with focus on advertisements, criteria for board

members and a job description for the board of directors. It was decided that **BERRY** and **STRANG** would form a committee to present options to the board in October.

### **5.2 CFNA Marketing Campaign**

**GIEZEN** Motion to send approve interest transfer in the amount of \$6,000 to support the CFNA marketing campaign for 2014-2015

**MOULUN (2<sup>nd</sup>)**  
**(CARRIED)**

Nancy presented the television campaign supported by the northern CF offices.

**STRANG** Motion to support the Northern Community Futures television campaign led by Tawatinaw

**KELLEHER-EMPEY(2<sup>nd</sup>)**  
**(CARRIED)**

### **5.3 December Retreat and Christmas Party**

The BOD discussed the Board retreat in December with a discussion of financial obligations and WD requirements for the operating plan. It was decided that the date would be changed to November 21<sup>st</sup> and that Nancy would invite Jon and Colette Close to facilitate a session on board governance.

### **5.4 Christmas Closure**

**MICHAELS** Motion to close the Hinton office from end of day Tuesday, December 23<sup>rd</sup> and reopen at 8:30 am on Monday, January 5<sup>th</sup> for Christmas break.

**STRANG (2<sup>nd</sup>)**  
**(CARRIED)**

### **5.5 Edson Beautification Loan**

Nancy presented a new loan that was created in partnership with the Town of Edson and the Edson and District Chamber of Commerce. It was recommended that this loan be capped at total number of 15 loans with a maximum of \$75,000 allocated to the project. The interest rate in the loan would remain at prime plus 3%.

**MICHAELS** Motion to accept the Edson Beautification Loan as presented with the amendment that there is a cap on the number of loans at 15 loans for a total of \$75,000. This loan product would be offered for a three year period beginning in Spring 2015.

**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**

### **5.6 Small Business Week**

Nancy shared upcoming events for Small Business week including galas in Jasper, Hinton and Edson as well as speed networking and presentations to councils. Dates will be shared by email.

## **6. OLD BUSINESS**

### **6.1 CFNA Conference**

Nancy reviewed the conference and discussed that there is still room in the budget for anyone who wished to attend.

### **6.2 WD Revitalization**

Nancy presented the Community Futures Board Attestation form that needs to be completed by September 30, 2014 and returned to Western Diversification.

Changes that need to be made in the upcoming year with CFWY include:

### **Part 1: Governance**

- A plan for board renewal to ensure regular rotation of board membership. This is to include provisions for a maximum tenure of 9 years

**(Action: to make changes to Articles of Association at next AGM in June 2015; current bylaw says 9 and 10 years for respective board members in same community. Bylaw needs to change to state 8 and 9 years for respective board members in same community)**

- A profile of the board composition including:
  - o Size of the board;
  - o Necessary skills set for local needs;
  - o Geographic representation / coverage
  - o Linguistic / economic / stakeholder groups; and
  - o Gender

**(Action: Board of Directors Vacancy committee to review board composition and present to board in October)**

- Board orientation packages that include (at minimum), clearly defined roles and responsibilities for board members and staff, Code of Conduct and Conflict of Interest provisions and Privacy and Confidentiality policy

**(Action: Nancy to review and present to board for implementation by January 2015)**

- Code of conduct / conflict of interest oath/attestations signed by each board and staff member.

**(Action: Nancy to review and present to board for implementation by January 2015)**

### **Part 2: Transparency / Accountability**

Following information to be presented on CF website:

- Names of current Board of Directors and names of any non-board member of the Investment Review Committee (completed)
- Profile of Board Composition (updated as of September 30, 2014)
- Board Recruitment and Nomination Process (updated as of September 30, 2014)
- Annual Audited Financial Statements (completed)
- Performance results from previous year

**(Action: once template is provided by WD, this will be posted on the website)**

- A redress/appeals process

**(Action: CFWY will wait for CFNA loan committee information that will direct CFWY policy creation on this issue)**

### **Part 3: Redress / Appeals**

- The Organization has established an appeals process clients can follow to raise concerns on loan request decisions (completed)
- The Organization has established a process to review situations that cannot be resolved at the local CF level

**(Action: CFWY will wait for CFNA loan committee information that will direct CFWY policy creation on this issue)**

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

Nancy shared the monthly report with the board as well as an update on the first quarter of 2014-2015.

**8. IN CAMERA**

**STRANG** Motion to go in camera at 1:05 pm  
**MICHAELS (2<sup>nd</sup>)**  
**(CARRIED)**

- 8.1 Loan Portfolio review and Delinquency Report – June, July, August 2014**
- 8.2 Human Resources Discussion**
- 8.3 Loan REG14/15-004T- Information only**
- 8.4 RABC Update**

**MICHAELS** Motion to leave in camera at 1:40 pm  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**

**YOUNG** Motion to accept Loan REG14/15-004T for information only as presented by the General Manager in the IRC Summary report  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**

**9. FINANCIAL REPORTS**

**9.1 Financial Statements – June, July, August 2014**

**STRANG** Motion to approve the financial statements for June, July and August 2014 as presented  
**MOULUN (2<sup>nd</sup>)**  
**(CARRIED)**

**9.2 Cheque Log – June, July, August 2014**

**STRANG** Motion to approve the cheque logs for June, July and August 2014 as presented  
**GIEZEN (2<sup>nd</sup>)**  
**(CARRIED)**

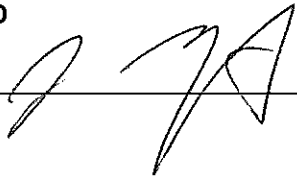
**10. NEXT MEETING DATE:**

Thursday, October 30, 2014 at CFWY Office in Hinton.

**11. ADJOURNMENT**

**STRANG** Meeting was adjourned at 2:40 pm  
**CARRIED**

\_\_\_\_\_  
**Chair**



\_\_\_\_\_  
**Secretary/Treasurer**

