

**BOARD MEETING MINUTES**  
**1:30 PM Monday, September 16, 2013**  
**Galloway Museum, Edson**

**PRESENT:**

|            |                          |                      |
|------------|--------------------------|----------------------|
| Chair      | Lorraine Johnston-MacKay | TOWN OF HINTON       |
| IRC Chair  | Shawn Berry              | YELLOWHEAD COUNTY    |
| Director   | Brenda Zinck             | TOWN OF JASPER       |
| Director   | Bill Bulger              | TOWN OF HINTON       |
| Vice Chair | Johannes Zwart           | TOWN OF GRANDE CACHE |
| Director   | Maxine Lappe             | YELLOWHEAD COUNTY    |
| Director   | Gilbert Wall             | TOWN OF JASPER       |
| Director   | Shawn Moulun             | TOWN OF GRANDE CACHE |
| Director   | Greg Pasychny            | TOWN OF EDSON        |

**APOLOGIES:**

|                     |              |               |
|---------------------|--------------|---------------|
| Secretary/Treasurer | Tammy Strang | TOWN OF EDSON |
|---------------------|--------------|---------------|

**STAFF PRESENT:**

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

**INVITED GUESTS:**

|                      |                   |
|----------------------|-------------------|
| Ruth Martin-Williams | Yellowhead County |
| Brian Boyce          | Town of Edson     |
| Jim Gomuwka          | Town of Edson     |

**1. CALL TO ORDER:**

Chair Lorraine Johnston-MacKay called the meeting to order at 1:44 pm.

**2. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**3. APPROVAL OF THE AGENDA**

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

**4. WELCOME FROM THE CHAIR**

**Chair Johnston-MacKay welcomed everyone to the meeting from Yellowhead County and the Town of Edson.**

**5. INTRODUCTIONS OF INVITED GUESTS**

**6. APPROVAL OF MINUTES**

**6.1 Meeting Minutes – June 19, 2013**

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

**6.2 IRC Meeting Minutes – July 5, 2013**

**ZINCK** Minutes accepted as presented. **CARRIED**

#### **6.4 IRC Meeting Minutes – July 9, 2013**

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

#### **6.5 Board Meeting Minutes – August 15, 2013**

**LAPPE** Minutes accepted as presented. **CARRIED**

#### **6.6 HR Committee Minutes – September 4, 2013**

**ZINCK** Minutes accepted as presented. **CARRIED**

#### **6.6. IRC Meeting Minutes – September 12, 2013**

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

### **7. Old Business**

#### **7.1 IRC Policy Review**

Amendments to the current IRC Policy were presented. The policy was revised in partnership with the IRC at the start of the fiscal year.

**BERRY** Motion to accept the changes to the IRC Policy as presented

**ZWART (2<sup>nd</sup>)**

**CARRIED**

#### **7.2 Small Business Week – Galas and Nominations**

CFWY will attend the Small Business Week galas in Jasper, Hinton and Edson. CFWY is sponsoring the Young Entrepreneur of the Year award in Jasper, the Newcomer of the Year in Hinton and the Small Business of the Year award in Edson.

#### **7.3 Edson Outreach Project Update**

Nancy gave an overview of the pilot project to the invited guests and handed out promotional materials. The first Tuesday went very well and we are receiving interest from Edson for the project.

### **8. New Business**

#### **8.1 Payroll Changes and HR Policy Change**

The auditor recommended changes to the payroll and vacation accrual for employees at CFWY. These changes were made as well as a change to biweekly pay periods as opposed to the current policy of monthly pay periods with a mid-month advance.

Our human resources policy also needed to change to reflect these new payroll changes.

Discussion and questions ensued.

**LAPPE** Motion to accept changes to the current human resources policy to reflect the changes to payroll and vacation accrual

**BERRY (2<sup>nd</sup>)**

**CARRIED**

#### **8.2 December Board Retreat – December 12 and 13 proposed date**

Nancy is currently getting a quote on the annual board retreat and Christmas party. She will have more details at the next board of directors meeting.

### **8.3 Christmas Season Office Hours – Proposed Closure December 24 to January 2**

**ZWART** Motion to close the Hinton office on Tuesday, December 24 and reopen on Thursday, January 2  
**Motion amended**

**BERRY** Motion to close the Hinton office on Tuesday, December 24 and reopen on Monday, January 6  
**PASYCHNY (2<sup>nd</sup>)**  
**CARRIED**

## **9. General Manager Updates**

Nancy updated the board on the activities of the summer months.

## **10. Regional Round Table**

Issues from around the West Yellowhead region were shared and discussed.

## **11. Questions from Invited Guests**

Chair Johnston-MacKay asked our invited guests for questions. Discussion ensued about board activities and responsibilities.

Chair Johnston-MacKay thanked our guests for attending and invited guests left the meeting for the in-camera session.

Break

## **12. In Camera**

**BULGER** Motion to go in camera at 3:20 pm **CARRIED**

### **12.1 Delinquency Report and Loan Portfolio Review – Revised June, July, August** **12.2 Personnel / Human Resources**

**ZINCK** Motion for in camera session to end at 3:40 pm **CARRIED**

**WALL** Motion to accept the recommendations of the HR committee  
**ZWART (2<sup>nd</sup>)**  
**CARRIED**

## **13. Financial Report**

### **13.1 Financial Statements – June to August 2013**

**PASCHYNY** Motion to accept the financial statements as information  
**ZINCK 2<sup>nd</sup>**  
**CARRIED**

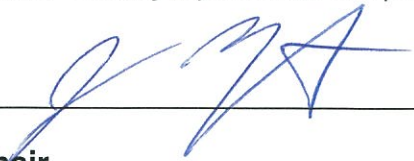
### **9.2 Cheque Log – June to August 2013**

**PASCHYNY** Motion to accept the cheque log as information  
**LAPPE 2<sup>nd</sup>**  
**CARRIED**

**14. Next meetings:** November 14, 2013 at CFWY Office in Hinton


**15. Adjournment**

**BERRY** Meeting adjourned at 4:00 pm. **CARRIED**



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**Chair**



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**Secretary-Treasurer**