

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Jasper Library, Jasper AB
Thursday, March 17, 2022

PRESENT:

Tyler Olsen	Chair, MD of Greenview
Dawn Mitchell	Vice Chair, Yellowhead County
Albert Ostashek	Secretary/Treasurer, Town of Hinton
Trevor Bevan	IRC Chair, Town of Edson
Krystal Baier	Director, Town of Edson (by zoom)
Duane Didow	Director, MD of Greenview
Ken Groat	Director, Yellowhead County
Rico Damota	Director, Municipality of Jasper
Richard Ireland	Alternate, Municipality of Jasper

APOLOGIES:

Brian Laberge	Director, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper

STAFF PRESENT:

Nancy Robbins	General Manager
Emily Fehr	Digital Services Squad Member

1. CALL TO ORDER

Chair **OLSEN** called the meeting to order at 10:02 am

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda

3. APPROVAL OF THE AGENDA

DIDOW Motion to approve the agenda
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes February 24, 2022

GROAT Motion to approve the Board of Directors Meeting Minutes for February 24, 2022
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting Minutes March 3, 2022

BEVAN Motion to approve the Investment Review Committee Meeting Minutes for March 3, 2022
(CARRIED)
(Unanimous)

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes

6. NEW BUSINESS

6.1. Digital Services Squad Presentation

Digital Services Squad Member Emily Fehr presented to the board the joint project between CF West Yellowhead and the Business Link.

6.2. Open House Debrief

The General Manager and the BOD discussed the open houses held in the region in January. It was recommended that the timing be reduced from 4 to 7 and that they occur after the business walks to ensure maximum marketing for the event.

6.3. Business Walk Debrief

The board debrief their experiences in the business walks in the region with discussion around participating in other communities if available in the next round of walks. The board was happy to meet with businesses and discuss emerging recovery issues in the region.

7. OLD BUSINESS

7.1. RRRF Program Loan Contract

The board discussed the response on the contract from the CFNA Board and Chair and reviewed the contract.

BEVAN Motion to approve the signing of the RRRF contracts between the CFNA and CF West Yellowhead
(CARRIED)
(Unanimous)

7.2. RRRF Loan Clients Update

CFWY staff are actively working to update the RRRF loan file and will provide updates each board meeting on our progress.

8. IN CAMERA

BEVAN Motion to go in camera at 11:05 am
(CARRIED)
(Unanimous)

- 8.1. Allowance for Doubtful Accounts 2021/2022
- 8.2. Delinquency Report and Loan Portfolio Review – February 2022
- 8.3. Internal Loan Appeal

DIDOW Motion to leave in camera at 11:37 am
(CARRIED)
(Unanimous)

DAMOTA Motion to approve the Allowance for Doubtful Accounts for 2021/2022 as follows:

- For the Entrepreneurs with Disabilities Fund - \$0
- For the Non-Repayable Fund - \$77,253 with allocations as follows:
 - o REG17/18-06 - \$10,000
 - o REG18/19-23 - \$51,996
 - o REG1920-04 - \$5,000
 - o REG1920-05 - \$1,747
 - o REG1920-06 - \$1,500
 - o REG1920-14 - \$2,000
 - o REG2021-12 - \$1,000
 - o REG2122-06 - \$5,000
- For the Repayable Fund - \$25,972 with allocations as follows:
 - o REG16/17-21T - \$24,168
 - o REG2021-04 - \$1,804

DIDOW (2nd)
(CARRIED)
(Unanimous)

GROAT Motion to create an internal loan appeal sub-committee based on CFYW Policy and Procedures relating to the Internal Appeal Process that the Appeals Sub-committee will consist of the five directors who did not hear the original loan application at the IRC.

(CARRIED)
(Unanimous)

9. GENERAL MANAGER UPDATES

9.1. Monthly Update from February 21, 2022 to March 11, 2022

General Manager Nancy Robbins updated the board on general activities during February and early March which mostly focused on administrative duties.

DIDOW Motion to accept the General Manager's Update for information
(CARRIED)
(Unanimous)

10. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

DIDOW left the meeting at 11:56 am

11. ADJOURNMENT

MITCHELL Motion to adjourn at 12:26 pm
(Unanimous)



CHAIR



SECRETARY/TREASURER

