

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Grande Cache Tourism and Interpretive Centre,**  
**Grande Cache, MD of Greenview**  
**Friday, September 16, 2022, at 10:30 am**

**PRESENT:**

Tyler Olsen	Chair, MD of Greenview
Dawn Mitchell	Vice Chair, Yellowhead County
Trevor Bevan	Director, Town of Edson
Ken Groat	Director, Yellowhead County
Duane Didow	Director, MD of Greenview
Helen Kelleher-Empey	Director, Municipality of Jasper
Marcel Michaels	Alternate, Town of Hinton
Ed Moore	Alternate, Town of Edson

**APOLOGIES:**

Albert Ostashek	Secretary/Treasurer, Town of Hinton
Brian LaBerge	IRC Chair, Town of Hinton
Rico Damota	Director, Municipality of Jasper
Krystal Baier	Director, Town of Edson

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**1. CALL TO ORDER**

Chair **OLSEN** called the meeting to order at 10:30 am

**2. ADDITIONS TO THE AGENDA**

Removal of 8.4. In Camera session on Human Resources

**3. APPROVAL OF THE AGENDA**

**DIDOW** Motion to approve the agenda as amended  
**(CARRIED)**  
(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Investment Review Committee Meeting Minutes June 23, 2022**

**BEVAN** Motion to approve the Investment Review Committee Meeting Minutes for June 23, 2022  
**(CARRIED)**  
(Unanimous)

**4.2. Board of Directors Meeting Minutes June 23, 2022**

**GROAT** Motion to approve the Board of Directors Meeting Minutes for June 23, 2022  
**(CARRIED)**  
(Unanimous)

### **4.3. Investment Review Committee Meeting Minutes August 4, 2022**

**DIDOW** Motion to approve the Investment Review Committee Minutes for August 4, 2022  
**(CARRIED)**  
(Unanimous)

### **5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

### **6. NEW BUSINESS**

#### **6.1. Christmas Office Closure – Monday, December 26, 2022 to Tuesday, January 3, 2023**

**GROAT** Motion to close the office for Christmas break from Monday, December 26, 2022 to Tuesday, January 3, 2023  
**(CARRIED)**  
(Unanimous)

#### **6.2. Strategic Planning session in December**

The December 2<sup>nd</sup> session of the board was decided upon in the following schedule:  
AM – board orientation for new board members  
PM – strategic plan review and board meeting

The November meeting was cancelled and next meeting of the board will be October 27<sup>th</sup> in Edson.

#### **6.3. Christmas party quote**

**DIDOW** Motion to approve the quote as presented for the Christmas party and strategic planning session for Friday, December 2, 2022 at the Overlander Lodge  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

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

**CHAIR** Tyler Olsen will represent the board at the CFNA Annual General Meeting and Symposium at the end of September.

#### **6.5. CFWY Policy Review Section A: General Operational Policies and Procedures**

General Manager Nancy Robbins reviewed Section A of the CFWY General Policies and Procedures with the board with some additions in cybersecurity management and a new policy on working at home. The final document will be presented for approval once all the policies have been reviewed by the Board.

### **7. OLD BUSINESS**

#### **7.1. Communications with GYPSD School Board on youth entrepreneurship**

Discussion ensued on the best approach to discussing youth entrepreneurship with the GYPSD school board. It was decided that administration would write a letter on behalf of the chair to the chair of the GYPSD school board to discuss our program offerings and request a presentation by staff to the GYPSD board.

## **8. IN CAMERA**

**DIDOW** Motion to go in camera at 11:20 am  
**(CARRIED)**  
(Unanimous)

- 8.1. Delinquency Report and Loan Portfolio Review – June, July, August 2022**
- 8.2. REG2223-003 Internal Loan Approval – Information only**
- 8.3. TOEdson007 Internal Loan Approval – Information only**

**DIDOW** Motion to leave in camera at 11:35 am  
**(CARRIED)**  
(Unanimous)

**DIDOW** Motion to accept REG2223-003 as approved for information only  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**BEVAN** Motion to accept TOEdson007 as approved for information only  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **9. GENERAL MANAGER'S UPDATE**

### **9.1. Monthly update – June 20, 2022 to September 9, 2022**

General Manager Nancy Robbins updated the Board on operational over the summer months and some new economic development projects and events for the fall.

## **10. FINANCIAL REPORTS**

### **10.1. Financial Reports for June 2022 and July 2022**

**KELLEHER-EMPEY** Motion to approve financial reports for June and July 2022  
**MICHAELS (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **10.2. Cheque Log for June 2022 and July 2022**

Chair Olsen declared a conflict for cheque #9388

**DIDOW** Motion to approve the cheque log for June and July 2022  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **10.3. Budget Update as of July 31, 2022**

**MICHAELS** Motion to approve the budget update as of July 31, 2022 as information only  
**GROAT (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**11. REGIONAL ROUND TABLE**

Issues around the West Yellowhead were discussed

**12. NEXT MEETING**

The next meeting of the Board of Directors will be Thursday, October 27, 2022

**13. ADJOURNMENT**

**BEVAN**            Motion to adjourn at 12:53 pm  
(CARRIED)  
(Unanimous)

  
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CHAIR

  
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SECRETARY / TREASURER