

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Green Square Working Space, 221 Pembina Avenue Hinton, AB**  
**Friday, November 5, 2021**

**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
Helen Kelleher-Empey	Director, Municipality of Jasper (by zoom)
Krystal Baier	Director, Town of Edson
Duane Didow	Director, MD of Greenview
Ken Groat	Director, Yellowhead County (by zoom)
Rico Damota	Director, Municipality of Jasper (by zoom)
Brian Laberge	Director, Town of Hinton

**STAFF PRESENT:**

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

**GUEST:**

Wade Williams	Mayor, Yellowhead County
---------------	--------------------------

**1. CALL TO ORDER**

Chair **OLSEN** called the meeting to order at 10:04 am

**2. ADDITIONS TO THE AGENDA**

There are no additions to the agenda

**3. APPROVAL OF THE AGENDA**

**BEVAN** Motion to approve the agenda  
**(CARRIED)**  
(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Board of Directors Meeting Minutes September 30, 2021**

**DIDOW** Motion to approve the Board of Directors Meeting Minutes for September 30, 2021  
**(CARRIED)**  
(Unanimous)

**4.2. Investment Review Committee Meeting Minutes October 12, 2021**

**BEVAN** Motion to approve the Investment Review Committee Meeting Minutes for October 12, 2021  
**(CARRIED)**  
(Unanimous)

#### **4.3. Board of Directors Meeting Minutes October 12, 2021**

**DIDOW** Motion to approve Board of Directors Meeting Minutes for October 12, 2021  
**(CARRIED)**  
(Unanimous)

#### **5. NEW BUSINESS**

##### **5.1. Vice Chair Position**

Chair **OLSEN** called for nominations for the position of Vice Chair.

**DIDOW** nominated Dawn Mitchell for the position of Vice Chair.

**MITCHELL** accepted the nomination.

**OLSEN** called a second time for nominations.

**OLSEN** called a third time for nominations

**BEVAN** Motion to cease to nominations for Vice Chair  
**(CARRIED)**  
(Unanimous)

Director **MITCHELL** is acclaimed in the position as Vice Chair.

##### **5.2. Secretary/Treasurer Position**

Chair **OLSEN** called for nominations for Secretary/Treasurer.

**BEVAN** nominated Albert Ostashek for position of Secretary/Treasurer.

**OSTACHEK** accepted the nomination.

**OLSEN** called a second time for nominations.

**OLSEN** called a third time for nominations

**DIDOW** Motion to cease to nominations for Secretary/Treasurer  
**(CARRIED)**  
(Unanimous)

Director **OSTACHEK** is acclaimed in the position as Secretary/Treasurer.

##### **5.3. Signing Authority**

**BEVAN** Motion to remove Helen Kelleher-Empey, Anthony Giezen, Jacqui Currie, Tyler Waugh and Dewly Nelson from signing authority and add Tyler Olsen, Dawn Mitchell and Albert Ostashek.

**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

#### **5.4. Investment Review Committee Appointments and IRC Chair**

**BEVAN** will remain as IRC chair for the next year. IRC Appointments are:

Jasper – Rico Damota

Hinton – Brian LaBerge

Edson – Trevor Bevan

Yellowhead County – Dawn Mitchell

MD of Greenview – Tyler Olsen

#### **5.5. 2021/2022 and 2022/2023 Calendar of Meetings**

**OSTASHEK** Motion to approve the calendar of meetings as scheduled and presented  
(CARRIED)  
(Unanimous)

It was decided that every second board meeting would be outside of Hinton and the January meeting would be in Hinton with the next rotating around the region.

#### **5.6. Board Orientation Sessions**

Board Orientation will happen have AUMA and RMA scheduled events in Edmonton and would be on December 3<sup>rd</sup> in Jasper.

### **6. OLD BUSINESS**

#### **6.1. Board Orientation, Board Meeting and Christmas Winter Party**

GM Nancy Robbins reminded everyone of the events scheduled for December 3, 2021 at Pyramid Lake in Jasper.

#### **6.2. Business Analyst Position**

GM Nancy Robbins discussed the search for a new Business Analyst and is welcoming Benita Smit in the new position. Benita is a valued member of the CFWY team and we are excited to have her continue her employment with us after March 31, 2022.

### **7. IN CAMERA**

**MITCHELL** Motion to go in camera at 10:26 am  
(CARRIED)  
(Unanimous)

#### **7.1. Delinquency Report and Loan Portfolio Review – September 2021**

**DIDOW** Motion to leave in camera at 10:45 am  
(CARRIED)  
(Unanimous)

### **8. GENERAL MANAGER UPDATES**

#### **8.1. Monthly Update from September 27, 2021 to October 29, 2021**

General Manager Nancy Robbins updated the board on general activities during the summer months including PrairiesCan and Panwest ROF reporting, CED activities and the Business Analyst job search.

#### **8.2. Quarter 2 Update on Minimum Performance Standards Reporting**

GM Nancy Robbins discussed the current status of the MPS reporting to PrairiesCan. CFWY has done exceptionally well meeting all indicators in the past six months of the fiscal year.

**LABERGE** Motion to accept the Quarter 2 update on the Minimum Performance Standards as presented  
**(CARRIED)**  
(Unanimous)

### **8.3. Quarter 2 Update on CFWY Board of Directors Strategic Priorities**

GM Nancy Robbins discussed activities related to the four pillars of the CFWY BOD Strategic Plan as presented by the staff

**DIDOW** Motion to accept the Quarter 2 update on the CFWY BOD Strategic Priorities as presented  
**(CARRIED)**  
(Unanimous)

## **9. FINANCIAL STATEMENTS**

### **9.1. Financial Reports**

**MITCHELL** Motion to approve the financial reports for September 2021  
**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **9.2. Cheque Log**

**LABERGE** Motion to approve the cheque logs for the investment and operating accounts for September 2021  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **9.3. Budget Update**

The 2021-2022 Budget was not presented and was moved to the December meeting for discussion.

## **10. REGIONAL ROUND TABLE**

Regional issues around the West Yellowhead were shared and discussed.

## **11. ADJOURNMENT**

**MITCHELL** Motion to adjourn at 11:36 am  
**(CARRIED)**  
(Unanimous)

  
CHAIR

  
SECRETARY/TREASURER