

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Edson & District Chamber of Commerce, Edson, AB**  
**Thursday, February 24, 2022**

**PRESENT:**

Tyler Olsen	Chair, MD of Greenview
Dawn Mitchell	Vice Chair, Yellowhead County
Albert Ostashek	Secretary/Treasurer, Town of Hinton (by zoom)
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 (in person in Hinton office)
Ken Groat	Director, Yellowhead County
Rico Damota	Director, Municipality of Jasper (by zoom)

**APOLOGIES:**

Brian Laberge	Director, Town of Hinton
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**STAFF PRESENT:**

Nancy Robbins	General Manager
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**GUEST:**

Ed Moore	Councilor, Town of Edson
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**1. CALL TO ORDER**

Chair **OLSEN** called the meeting to order at 10:00 am

**2. ADDITIONS TO THE AGENDA**

6.4. Meeting locations

**3. APPROVAL OF THE AGENDA**

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

**4. APPROVAL OF MINUTES**

**4.1. Board of Directors Meeting Minutes January 27, 2022**

**MITCHELL** Motion to approve the Board of Directors Meeting Minutes for January 27, 2022  
**(CARRIED)**  
(Unanimous)

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes

## **6. NEW BUSINESS**

### **6.1. Lemonade Day 2022**

Lemonade Day 2022 will be held on Saturday, June 18, 2022. Sponsorship Packages are available for interested parties and volunteers from the board are requested.

### **6.2. RRRF Program Letter to CFNA**

A letter was sent to the CFNA Board of Directors and Chair from the CFWY Board of Directors and Chair regarding questions on the RRRF Program Administration Dollars. No response has been received at the time of this meeting. Administration will follow up by email to the CFNA Executive Director to request information by the March meeting of the Board of Directors.

### **6.3. Audit Letter to the Board of Directors**

The letter from the auditor from the Board was reviewed and the audit will take place on May 17<sup>th</sup> and 18<sup>th</sup> at the CFWY office.

### **6.4. Meeting Locations**

Meeting locations versus the availability of Zoom technology was discussed as a meeting resource by the Board of Directors.

## **7. OLD BUSINESS**

### **7.1. RRRF Program Loan Contract**

This discussion was moved to the March meeting as the Board awaits a response from CFNA.

### **7.2. RRRF Administrative Dollars Contract and Budget**

This discussion was moved to the March meeting as the Board awaits a response from CFNA.

### **7.3. Revised Interest Transfer for 2022-2023**

The CFWY Interest Transfer for 2022-2023 was adjusted to reflect the current economics of the organization with a reduced request of \$10,000 for marketing.

**BEVAN** Motion to approve the amended 2022-2023 Interest Transfer request as presented  
**GROAT (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **7.4. Revised Submission to PrairiesCan for Operating Budget and Plan for 2022-2023**

The CFWY Operating Budget and Plan for 2022-2023 was adjusted to reflect the change in the Interest Transfer request for 2022-2023.

**BEVAN** Motion to approve the amended 2022-2023 Operating Plan and Budget as presented  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **7.5. Revised Comprehensive Draft Budget for 2022-2023**

The Comprehensive Draft Budget was amended to reflect the changes in the operating budget and interest transfer

**DIDOW** Motion to approve the revised budget for Community Futures West Yellowhead for 2022-2023  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **8. GENERAL MANAGER UPDATES**

### **8.1. Monthly Update from January 23, 2022 to February 18, 2022**

General Manager Nancy Robbins updated the board on general activities during January and February which mostly focused on budgeting and administrative duties

### **8.2. Quarter 3 Update on Minimum Performance Standards**

All minimum performance standards as required by PrairiesCan funding are met with the exception of loan leverages.

### **8.3. Quarter 3 Update on CFWY Board of Directors Strategic Priorities**

General Manager Nancy Robbins updated the board on the strategic priorities for 2021-2022 and the completion of various projects related to the plan. A full update on the year will be given at the end of Quarter 4.

### **8.4. Update to the CFWY Board of Directors Strategic Priorities for 2022-2023**

Proposals for the strategic priorities for the upcoming fiscal year were discussed with the Board of Directors.

### **8.5. Update on Grande Cache Position**

Our Grande Cache Business Liaison, Renee Fehr, has left the organization for other opportunities and the organization will not be filling this position with upcoming changes to the organization in the next fiscal year.

Community Futures West Yellowhead wishes Renee congratulations on her new position with Indigenous Alberta Tourism and looks forward to partnerships with her in her new role in the future.

### **8.6. November Business Walk Report**

The November 2021 Business Walk Report was shared with the Board of Directors and will be available on the CFWY website for public use.

## **9. FINANCIAL STATEMENTS**

### **9.1. Financial Reports for January 2022**

**BAIER** Motion to approve the financial reports for January 2022  
**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## 9.2. Cheque Log for January 2022

**GROAT** Motion to approve the cheque logs for the investment and operating accounts for January 2022  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## 9.3. Budget Update as of January 2022

**DIDOW** Motion to accept the 2021/2022 budget update as information  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## 10. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

**Councilor Ed Moore left the meeting at 12:00 pm**

## 11. IN CAMERA

**DIDOW** Motion to go in camera at 12:06 pm  
**(CARRIED)**  
(Unanimous)

### 11.1. Delinquency Report and Loan Portfolio Review – January 2022

**MITCHELL** Motion to leave in camera at 12:14 pm  
**(CARRIED)**  
(Unanimous)

## 12. ADJOURNMENT

**BAIER** Motion to adjourn at 12:15 pm  
(Unanimous)



**CHAIR**



**SECRETARY/TREASURER**