

## BOARD OF DIRECTORS MEETING MINUTES

LOCATION: Zoom

Thursday, January 27, 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
Helen Kelleher-Empey	Director, Municipality of Jasper
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
Brian Laberge	Director, Town of Hinton

### STAFF PRESENT:

Nancy Robbins                      General Manager

### GUEST:

JoAnn Race                      Councilor, Town of Hinton

### 1. CALL TO ORDER

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

### 2. ADDITIONS TO THE AGENDA

9.2 Quarter 3 Update on Minimum Performance Standards and 9.3. Quarter 3 Update on Board of Directors Strategic Priorities will be moved to the February board meeting

### 3. APPROVAL OF THE AGENDA

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

### 4. APPROVAL OF MINUTES

#### 4.1. Investment Review Committee Meeting Minutes December 3, 2021

**BAIER**                      Motion to approve the Investment Review Committee Meeting Minutes for December 3, 2021  
**(CARRIED)**  
(Unanimous)

#### 4.2. Board of Directors Meeting Minutes December 3, 2021

**DIDOW**                      Motion to approve the Board of Directors Meeting Minutes for December 3, 2021  
**(CARRIED)**  
(Unanimous)

#### **4.3. Investment Review Committee Meeting Minutes January 13, 2022**

**MITCHELL** Motion to approve the Investment Review Committee Meeting Minutes January 13, 2022  
**(CARRIED)**  
(Unanimous)

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

There was no business arising from the minutes

#### **6. NEW BUSINESS**

##### **6.1. RRRF Loan Contract**

General Manager Nancy Robbins reviewed the three RRRF contracts with the Board of Directors. Of concern was questions with regards to the RRRF Administration Dollars contract between CFWY and CFNA. It was discussed and decided that the Chair would write a letter to the CFNA Board of Directors Chair to request a virtual meeting to discuss the questions with the contract. It was decided that the General Manager would not sign the administrative dollars contract until there was a response from CFNA.

**KELLEHER-EMPEY** Motion to approve administration and the Board Chair to write a letter to the CFNA Board of Directors on behalf of the board to request a virtual meeting and answers to questions with the contract.  
**(CARRIED)**  
(Unanimous)

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

Considering the above (5.1.), it was decided that the General Manager would bring back the RRRF Administrative Dollars Contract and Budget for further discussion at the February meeting.

##### **6.3. New Community Economic Development Coordinator Position**

General Manager Nancy Robbins discussed the need for a Community Economic Development Coordinator position within the organization and presented a job description of duties.

**DIDOW** Motion to approve the addition of a Community Economic Development Coordinator  
**CARRIED**  
(Unanimous)

##### **6.4. Interest Transfer Request for 2022/2023**

The interest transfer request for 2022/2023 was reviewed and discussed by the Board of Directors.

**KELLEHER-EMPEY** Motion to approve the interest transfer request for 2022/2023 as presented  
**DAMOTA (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

#### **6.5. Submission to PrairiesCan for Operating Budget and Plan for 2022/2023**

The 2022/2023 operating plan was reviewed by the General Manager and discussed by the Board of Directors.

**LABERGE** Motion to approve the 2022/2023 operating plan as presented  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

#### **6.6. Comprehensive Draft Budget for 2022/2023**

The comprehensive with all revenue streams was shared and discussed by the Board of Directors.

**BAIER** Motion to approve the comprehensive budget for Community Futures West Yellowhead for 2022/2023  
**LABERGE (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

#### **6.7. Lease Renewal for 221 Pembina Avenue**

The lease renewal for 221 Pembina Avenue was reviewed

**BEVAN** Motion to sign the lease renewal for 221 Pembina Avenue  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

#### **6.8. Business Walks and Open Houses**

Dates for the business walks and open houses were shared with the Board with invitations to attend both events.

### **7. OLD BUSINESS**

#### **7.1. Economic Developers of Alberta Conference – April 6 to 9, 2022**

An update on registrations were confirmed with the Board.

### **8. IN CAMERA**

**BAIER** Motion to go in camera at 11:12 am  
**(CARRIED)**  
(Unanimous)

#### **8.1. Delinquency Report and Loan Portfolio Review – November and December 2021**

#### **8.2. Loan for Information only TOEdson004**

**DIDOW** Motion to leave in camera at 11:21 am  
**(CARRIED)**  
(Unanimous)

**BEVAN** Motion to approve TOEdson004 as information only  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**9. GENERAL MANAGER UPDATES**

**9.1. Monthly Update from November 29, 2021 to January 21, 2022**

General Manager Nancy Robbins updated the board on general activities during the winter break and updating organizational plans for the upcoming fiscal year

**10. FINANCIAL STATEMENTS**

**10.1. Financial Reports for November and December 2021**

**LABERGE** Motion to approve the financial reports for November and December 2021  
**MITCHELL (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**10.2. Cheque Log for November and December 2021**

**DAMOTA** Motion to approve the cheque logs for the investment and operating accounts for November and December 2021  
**MITCHELL (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**10.3. Budget Update as of December 31, 2021**

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

**11. REGIONAL ROUND TABLE**

Regional issues around the West Yellowhead were shared and discussed.

**12. ADJOURNMENT**

**BAIER** Motion to adjourn at 12:05 pm  
(Unanimous)

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**CHAIR**

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**SECRETARY/TREASURER**