

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Eagles Nest, Grande Cache, MD of Greenview**  
**Thursday, June 24, 2021**

**PRESENT:**

Helen Kelleher-Empey	Chair, Municipality of Jasper
Jacqui Currie	Vice Chair, Town of Edson
Tyler Olsen	Director, MD of Greenview (left at 11:47 am)
Tyler Waugh	Secretary/Treasurer, Town of Hinton (by Zoom)
Duane Didow	Director, MD of Greenview
Wade Williams	Director, Yellowhead County
Marcel Michaels	Alternate, Town of Hinton (left at 9:43 am)
Wade Williams	Director, Yellowhead County
Dewly Nelson	Director, Town of Hinton
Trevor Bevan	Director, Town of Edson

**STAFF PRESENT:**

Nancy Robbins	General Manager
Tim Shain	Business Analyst
Renee Fehr	Grande Cache Business Liaison
Deanne Fabrick	Youth Coordinator (joined at 11am and left at 11:43 am)

**APOLOGIES:**

Anthony Giezen	Director, Yellowhead County
Scott Wilson	Director, Municipality of Jasper

**1. CALL TO ORDER**

Chair **KELLEHER-EMPEY** called the meeting to order at 9:04 am

**2. ADDITIONS TO THE AGENDA**

There are 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 May 25, 2021**

**OLSEN** Motion to approve the Board of Directors Meeting Minutes for May 25, 2021  
**(CARRIED)**  
(Unanimous)

**4.2. Investment Review Committee Meeting Minutes June 10, 2021**

**DIDOW** Motion to approve the Investment Review Committee Meeting Minutes for June 10, 2021  
**(CARRIED)**  
(Unanimous)

## **5. NEW BUSINESS**

### **5.1. Community Futures Network of Alberta Annual Symposium**

The CFNA Annual Symposium will be held October 12 to 16, 2021 in Calgary. Director OLSEN will attend on behalf of the board. General Manager Nancy Robbins requested that all staff be offered the opportunity to participate as most have never been able to attend before due to the pandemic and COVID-19 restrictions.

**NELSON** Motion to approve the registration of staff for the provincial symposium if they would like to attend in October

**BEVAN (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

### **5.2. CFLIP Line of Credit Discussion**

A discussion ensued on whether to renew the CFLIP line of credit for CFWY. It was decided to apply to renew the line of credit for another 5 years.

**WILLIAMS** Motion to direct administration to apply to renew the CFWY CFLIP Line of Credit

**OLSEN (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

### **5.3. Strategic Planning Debrief**

The board discussed the strategic planning session held the day previously to the BOD meeting today. There was much agreement that the session was very successful, and the board looks forward to seeing the final product after the summer break.

### **5.4. Edson Business Grant Discussion**

General Manager Nancy Robbins discussed with the board a possible Edson business grant to be administered by CFWY. At the present time, there is a discussion and there is no solid direction for the grant from the Town.

**NELSON** Motion to approve in principle to support the Town of Edson grant and bring back details to the board for further discussion

**OLSEN (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

## **6. IN CAMERA**

**OLSEN** Motion to go in camera at 9:43 am

**(CARRIED)**

(Unanimous)

### **6.1. General Manager Evaluation**

All staff (Nancy, Tim, and Renee) left the room.

**NELSON** Motion to leave in camera at 9:58 am

**(CARRIED)**

(Unanimous)

Staff returned and a recess was called at 9:58 am to conduct the Annual General Meeting.

After the Annual General Meeting, Director **OLSEN** assumed the position as CHAIR as per the changes in the election at the AGM.

## **7. IN CAMERA**

**CURRIE** Motion to go in camera at 10:56 am  
**(CARRIED)**  
(Unanimous)

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

### **7.2. REG12/13-010T Discussion**

### **7.3. RRRF Phase 4 Update**

### **7.4. Collections Update**

**KELLEHER-EMPEY** Motion to leave in camera at 9:58 am  
**(CARRIED)**  
(Unanimous)

**DIDOW** Motion to approve the proposal presented by REG12/13-010T collections from the CFWY lawyer  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**KELLEHER-EMPEY** Motion to accept the General Manager evaluation and endorsement of decisions made In Camera  
**CURRIE (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **8. NEW BUSINESS (Continued)**

### **8.1. Lemonade Day 2021 Debrief**

Youth Coordinator Deanne Fabrick shared the results of Lemonade Day 2021 with the board. 73 youth participated and we were under budget for the event. It was very successful in all the communities and the children really enjoyed themselves with some great results. Thank you to the board members who participated in the day as volunteers.

Vice Chair **NELSON** assumed control of the meeting after Chair **OLSEN** left at 11:47 am.

## **9. OLD BUSINESS**

### **9.1. Cybersecurity update**

An update on the cybersecurity project with CFNA was presented with upcoming activities.

## **10. GENERAL MANAGER UPDATES**

### **10.1. Monthly Update from May 25<sup>th</sup> to June 18<sup>th</sup>**

General Manager Nancy Robbins updated the board on general activities during the time including partnership meetings throughout the region, project updates, Lemonade Day and RRRF program updates.

**11. FINANCIAL STATEMENTS**

- 11.1. Financial Reports
- 11.2. Cheque Log
- 11.3. Budget Update

There were no financial reports to present at the meeting.

**KELLEHER-EMPEY** Motion to defer the monthly financial statements to the next meeting

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

**(CARRIED)**

(Unanimous)

**12. REGIONAL ROUND TABLE**

Regional issues around the West Yellowhead were shared and discussed.

**13. ADJOURNMENT**

**CURRIE** Motion to adjourn at 12:11 pm

**(CARRIED)**

(Unanimous)



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Chair



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Secretary/Treasurer