

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Brule Community Hall, Brule AB
Thursday, June 23, 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
Ken Groat	Director, Yellowhead County
Brian LaBerge	Director, Town of Hinton
Duane Didow	Director, MD of Greenview
Rico Damota	Director, Municipality of Jasper
Krystal Baier	Director, Town of Edson
Scott Wilson	Alternate, Municipality of Jasper

APOLOGIES:

Helen Kelleher-Empey	Director, Municipality of Jasper
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STAFF PRESENT:

Nancy Robbins	General Manager
Benita Smit	Business Analyst
Heather Cokes	Community Economic Development Coordinator (by zoom)

1. CALL TO ORDER

Chair **OLSEN** called the meeting to order at 10:35 am

2. ADDITIONS TO THE AGENDA

6.5 September 30th – National Day of Truth and Reconciliation

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 May 27, 2022

BAIER Motion to approve the Board of Directors Meeting Minutes for May 27, 2022 as amended
(CARRIED)
(Unanimous)

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes

6. NEW BUSINESS

6.1. YETI Presentation – Heather Cokes, Community Economic Development Coordinator

CED Coordinator Heather Cokes gave a presentation to the board on the YETI program, an eight week program for high school students. The YETI or Young Entrepreneur Training Initiative is a program from CF Capital Region and CF West Yellowhead is invited to pilot the "YETI in a Box" in our region in the summer of 2023 and 2024.

It was discussed that administration would help the board write of letter of support for youth entrepreneurship programming in the region and that General Manager Nancy Robbins would research options on the letter for the board to send in September.

Community Economic Development Coordinator Heather Cokes presented by Zoom and left the meeting when the presentation was completed.

6.2. Community Futures Network of Alberta Annual Symposium – September 27 to 29, 2022

General Manager Nancy Robbins discussed the Annual Symposium in Calgary in September with the board and will forward the programming and registration information to the board directors once it is received.

6.3. Lemonade Day 2022 Debrief

The board discussed the activities of Lemonade Day in Jasper, Edson, Hinton and Grande Cache on June 18, 2022 and offered lots of feedback for next year's event.

6.4. Fall business walks and open houses

General Manager Nancy Robbins reviewed the Triage BR&E project with the Board of Directors and discussed asking for financial support from the municipalities.

7. OLD BUSINESS

7.1. Capital Growth Initiative – Women's Loan Program Contract and Update

General Manager Nancy Robbins discussed the contract with CFNA for the Capital Growth Initiative and stated that there is interest from businesses in the program.

8. IN CAMERA

DIDOW Motion to go in camera at 11:41 am
(CARRIED)
(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – April and May 2022

8.2. Collections Review - REG1920-04

8.3. RRRF Loan Portfolio Update

8.4. TOEdson006 Internal Loan Approval for Information only

8.5. General Manager's Annual Evaluation

11:58 am General Manager Nancy Robbins and Business Analyst Benita Smit left the meeting

12:12 pm General Manager Nancy Robbins returned to the meeting

DIDOW Motion to leave in camera at 12:16 pm
(CARRIED)
(Unanimous)

OSTASHEK Motion to write off REG18/19-23 in the amount of \$52,966.32
MITCHELL (2nd)
(CARRIED)
(Unanimous)

BAIER Motion to accept TOEdson066 as approved for information only
DAMOTA (2nd)
(CARRIED)
(Unanimous)

BEVAN Motion to approve the wages and annual evaluation as discussed in camera for the
General Manager
LABERGE (2nd)
(CARRIED)
(Unanimous)

12:18pm Break for lunch

1:03 pm Meeting resumed with Business Analyst Benita Smit re-joining the meeting and
Bookkeeper Jessica Hearsey joining the meeting

9. GENERAL MANAGER'S UPDATE

9.1. Monthly update – April 25, 2022 to June 17, 2022

General Manager Nancy Robbins updated the Board on operational activities including audit preparation and activities for Lemonade Day 2022.

10. FINANCIAL REPORTS

10.1. Financial Reports for April 2022 and May 2022

MITCHELL Motion to approve financial reports for April 2022 and May 2022
LABERGE (2nd)
(CARRIED)
(Unanimous)

10.2. Cheque Log for April 2022 and May 2022

OSTASHEK Motion to approve the cheque log for April 2022 and May 2022
BAIER (2nd)
(CARRIED)
(Unanimous)

10.3. Budget Update as of May 31, 2022

BEVAN Motion to approve the budget update as of May 31, 2022 as information only
GROAT (2nd)
(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 Friday, September 16, 2022

13. ADJOURNMENT

WILSON Motion to adjourn at 2:08 pm
(CARRIED)
(Unanimous)



Chair



Secretary / Treasurer