

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Green Square Working Space, CFYW Office Hinton AB**  
**Thursday, April 28, 2022**

**PRESENT:**

Tyler Olsen	Chair, MD of Greenview (by zoom)
Dawn Mitchell	Vice Chair, Yellowhead County
Albert Ostashek	Secretary/Treasurer, Town of Hinton
Trevor Bevan	IRC Chair, Town of Edson
Krystal Baier	Director, Town of Edson
Ken Groat	Director, Yellowhead County
Rico Damota	Director, Municipality of Jasper
Brian Laberge	Director, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper

**APOLOGIES:**

Duane Didow	Director, MD of Greenview
-------------	---------------------------

**STAFF PRESENT:**

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

**1. CALL TO ORDER**

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

**2. ADDITIONS TO THE AGENDA**

There were 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 March 17, 2022**

**DAMOTA** Motion to approve the Board of Directors Meeting Minutes for March 17, 2022  
**(CARRIED)**  
(Unanimous)

**4.2. Internal Appeal Sub-Committee Meeting Minutes March 28, 2022**

**KELLEHER-EMPEY** Motion to approve the Internal Appeal Sub-Committee Meeting Minutes for March 28, 2022  
**(CARRIED)**  
(Unanimous)

**5. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes

## **6. NEW BUSINESS**

### **6.1. Economic Developers of Alberta Conference Debrief**

Directors **GROAT, MITCHELL, OLSEN** and **BEVAN** shared their experiences with the Board of Directors of the Economic Developers of Alberta Conference.

**GROAT** Motion to accept the debrief of the Economic Developers of Alberta Conference for information  
**(CARRIED)**  
(Unanimous)

### **6.2. Panwest Community Futures Visioning for the Future – Towards 2030 Discussion**

The Panwest Community Futures Visioning for the Future – Towards 2030 notes were discussed by the Board of Directors. It was discussed that Director **BAIER** would attend in place of past Vice Chair Dewly Nelson and that the Board of Directors would write a letter to Panwest to discuss the inclusion of diversity and inclusion in the discussion. General Manager Nancy Robbins will write the letter in partnership with Chair **OLSEN** and Director **BAIER**.

### **6.3. Internal Loan Appeal Policy Review**

General Manager Nancy Robbins reviewed the current policy surrounding internal and external appeals. The internal appeals process was discussed and all CFWY policy (this policy included) will be reviewed by staff and brought back to the September meeting of the board for further discussion.

**BEVAN** Motion to accept the internal loan appeal policy review as discussed and direct administration to bring back policy for Board review in September 2022.  
**(CARRIED)**  
(Unanimous)

### **6.4. Northwest Region Managers and Chairs Meeting Debrief**

Chair **OLSEN** and General Manager Nancy Robbins discussed the managers and chairs meeting held in Grande Prairie. Issues around the northwest and the province were discussed and shared with the Board of Directors.

**DAMOTA** Motion to accept the Northwest Region Managers and Chairs meeting debrief for information  
**(CARRIED)**  
(Unanimous)

### **6.5. CFWY and West Yellowhead Chambers CEBA Coaching Program**

The CEBA coaching program which will be delivered in partnership with our local chambers was shared with the Board of Directors by General Manager Nancy Robbins. Discussion ensued.

**BAIER** Motion to accept the proposal for the CFWY and West Yellowhead Chambers CEBA Coaching program as presented  
**(CARRIED)**  
(Unanimous)

## **7. OLD BUSINESS**

### **7.1. Cybersecurity**

General Manager Nancy Robbins discussed the cybersecurity status in the office, plans for the future and future policy revisions

**KELLEHER-EMPEY** Motion to accept the cybersecurity update as information  
**(CARRIED)**  
(Unanimous)

## **8. IN CAMERA**

**LABERGE** Motion to go in camera at 10:53 am  
**(CARRIED)**  
(Unanimous)

- 8.1. Delinquency Report and Loan Portfolio Review – March 2022
- 8.2. Internal Loan Appeal Sub-committee debrief
- 8.3. Collections Review – REG18/19-23
- 8.4. TOEdson005 – for Information only

**KELLEHER-EMPEY** Motion to leave in camera at 11:20 am  
**(CARRIED)**  
(Unanimous)

**GROAT** Motion to accept the Delinquency Report and Loan Portfolio Review for March 2022 as information  
**(CARRIED)**  
(Unanimous)

**KELLEHER-EMPEY** Motion to accept the internal loan sub-committee debrief as information  
**(CARRIED)**  
(Unanimous)

**GROAT** Motion to accept the collections review of REG18/19-23 as information  
**(CARRIED)**  
(Unanimous)

**LABERGE** Motion to accept TOEdson005 as information  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **9. GENERAL MANAGER UPDATES**

### **9.1. Monthly Update from March 14, 2022, to April 22, 2022**

General Manager Nancy Robbins updated the board on general activities during February and early March which mostly focused on administrative duties such as yearly reporting and preparation for the upcoming audit.

**BEVAN** Motion to accept the General Manager's Update for information  
**(CARRIED)**  
(Unanimous)

## 9.2. Minimum Performance Standards Indicators 2021-2022 YTD

CFWY team did a great job meeting all minimum performance standards as required for PrairiesCan funding in 2021-2022

**LABERGE** Motion to accept the Minimum Performance Standards for 2021-2022 as information  
**(CARRIED)**  
(Unanimous)

## 10. FINANCIAL REPORTS

### 10.1. Financial Reports for February and March 2022

**GROAT** Motion to accept the financial reports for February and March 2022 as presented  
**OSTASHEK (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### 10.2. Cheque Logs for February and March 2022

**BEVAN** Motion to accept the cheque logs for February and March 2022 as presented  
**BAIER (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### 10.3. Budget Update as of March 31, 2022

**BAIER** Motion to accept the budget update as of March 31, 2022 as information  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

**OLSEN** left the meeting at 12:11 pm

## 11. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

## 12. ADJOURNMENT

**BEVAN** Motion to adjourn at 12:44 pm  
(Unanimous)



**CHAIR**



**SECRETARY/TREASURER**