

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Town of Edson Council Chambers, Edson AB
Thursday, January 19, 2023, at 9:00 am

PRESENT:

Tyler Olsen	Chair, MD of Greenview
Dawn Mitchell	Vice Chair, Yellowhead County
Ed Moore	Director, Town of Edson
Ken Groat	Director, Yellowhead County
Ralph Melnyk	Director, Municipality of Jasper (by zoom)
Krystal Baier	Director, Town of Edson
Duane Didow	Director, MD of Greenview
Brian LaBerge	IRC Chair, Town of Hinton
Rico Damota	Director, Municipality of Jasper (by zoom)

APOLOGIES :

Albert Ostashek	Secretary/Treasurer, Town of Hinton
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STAFF PRESENT:

Nancy Robbins	General Manager
Benita Smit	Business Analyst

GUESTS:

Kundiso Nyambirai	Economic Development Officer, Town of Edson
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1. CALL TO ORDER

Chair **OLSEN** called the meeting to order at 9:06 am

2. ADDITIONS TO THE AGENDA

There were 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 Board orientation, Strategic planning and meeting minutes December 2, 2022

BAIER Motion to approve the Board of Directors minutes as presented
(CARRIED)
(Unanimous)

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes

6. NEW BUSINESS

6.1. Board of Directors Evaluation Section B: Planning and Risk Management

The second component of the board evaluation was reviewed and discussed and identified items will be discussed with the Executive and reviewed and upcoming board meetings.

6.2. West Yellowhead Triage Business Retention and Expansion Project findings

General Manager Nancy Robbins presented the findings of the West Yellowhead Triage Business Retention and Expansion project to the Board of Directors. The top priorities for small businesses heading into 2023 are:

1. Availability of Skilled Labour
2. Municipal Property Taxes
3. Development / Building Permit Processes
4. Affordability of commercial space for rent or lease
5. Availability of adequate housing
6. Availability of post-secondary programming that aligns with business needs
7. Availability of funding programs for business and property improvement

All five reports will be posted to the CFWY website.

BAIER Motion to accept the West Yellowhead Triage Business Retention and Expansion project findings for information.

(CARRIED)
(Unanimous)

6.3. Interest rates discussion

Benita Smith, Business Analyst, reviewed various options for CFWY interest rates considering recent increases to prime and the need to be in compliance with our contribution agreement with PrairiesCan.

BAIER Motion to approve an interest rate at 8% or prime + 2%, whatever is greater for all PrairiesCan investment funds including EDP

DAMOTA (2nd)
(CARRIED)
(Unanimous)

Break in meeting from 10:25 am to 10:32 am

6.4. 2023/2024 Strategic Plan Priorities

Discussion by the Board of Directors focused on the strategic planning priorities for 2023/2024 as follows:

Pillar #1: Entrepreneurial Services

- Priorities: Supporting Government of Canada priorities to ensure that a wide spectrum of diverse, underserved populations are aware of CFWY services of coaching, training and financing.

Pillar #2: Community Economic Development

- Priorities: To maintain community economic development in each of our five communities within the West Yellowhead with community engagement and marketing

Pillar #3: Regional Collaboration

- Priorities: Increasing the impact and understanding of diversity and inclusion in the organization and building regional projects that address both pandemic recovery and business continuity and disaster planning in the West Yellowhead.

Pillar #4: Organizational Sustainability

- Priorities: Building organizational sustainability through strengthening human resources capacity through strategic succession planning and grant writing; development of a concise, effective plan for RRRF loan aftercare with a focus on the final forgivable portion deadline of December 31, 2023; focused CED activities on pandemic recovery.

MITCHELL Motion to accept the strategic planning priorities for 2023/2024 as information
(CARRIED)
(Unanimous)

6.5. 2023/2024 Operational Plan and Budget for PrairiesCan

General Manager Nancy Robbins presented the operational plan and budget for PrairiesCan dollars for 2023/2024.

DIDOW Motion to accept the 2023/2024 Operational Plan and Budget for PrairiesCan as presented
LABERGE (2nd)
(CARRIED)
(Unanimous)

6.6. 2023/2024 RRRF Administration Dollars Budget

General Manager Nancy Robbins presented the budget for the RRRF dollars for 2023/2024 with a focus on staffing, audit and accounting expenses.

MELYNK Motion to approve the 2023/2024 RRRF Administrative Dollars Budget as presented
DIDOW (2nd)
(CARRIED)
(Unanimous)

6.7. 2023/2024 Interest Transfer Request

General Manager Nancy Robbins presented the interest transfer request to be submitted to PrairiesCan for the development of a strategic marketing plan for CF West Yellowhead programming and financing.

MOORE Motion to approve the 2023/2024 Interest Transfer request as presented
GROAT (2nd)
(CARRIED)
(Unanimous)

6.8. 2023/2024 CFWY Draft Budget Discussion

The overall budget for 2023/2024 for CFWY was reviewed and discussed. As there are outstanding grant proposals in the works, the budget will be reviewed again before the start of the fiscal year.

BAIER Motion to approve the draft budget as presented
GROAT (2nd)
(CARRIED)
(Unanimous)

6.9. RRRF Position Paper

General Manager Nancy Robbins presented the RRRF position paper as written by the CF Managers in Alberta. Discussion ensued on the RRRF program and future plans for the provincial association for pandemic recovery.

LABERGE Motion to approve the RRRF position paper as presented and for signature by the Chair of CFWY
(CARRIED)
(Unanimous)

7. OLD BUSINESS

7.1. Strategic Plan and Christmas party debrief

Discussion and debrief of the December meeting at the Overlander Lodge.

8. GENERAL MANAGER AND STAFF UPDATES

General Manager Nancy Robbins updated the board on operational activities throughout the months of October to December.

9. IN CAMERA

Kundiso Nyambirai left the meeting at 11:17 am

MITCHELL Motion to go in camera at 11:21 am
(CARRIED)
(Unanimous)

9.1. Delinquency Report and Loan Portfolio Review – October, November, December 2022

9.2. Collections file discussion on REG1920-06

GROAT Motion to leave in camera at 11:43 am
(CARRIED)
(Unanimous)

BAIER Motion to accept changes to the payments of REG1920-06 at \$1000 until the debt is paid in full with the understanding that defaults to monthly payments will result in collections action

LABERGE (2nd)
(CARRIED)
(Unanimous)

Kundiso Nyambirai returned to the meeting at 11:50 am

10. FINANCIAL REPORTS

10.1. Financial Reports for October and November 2022

MITCHELL Motion to approve financial reports for October and November 2022
DIDOW (2nd)
(CARRIED)
(Unanimous)

10.2. Cheque Log for October and November 2022

DIDOW Motion to approve the cheque log for October and November 2022
GROAT (2nd)
(CARRIED)
(Unanimous)

10.3. Budget Update as of October 31, 2022

BAIER Motion to approve the budget update as of October 31, 2022 as information
GROAT (2nd)
(CARRIED)
(Unanimous)

11. REGIONAL ROUND TABLE

Issues around the West Yellowhead were discussed by the Board of Directors and municipal updates are attached to the minutes for information.


MITCHELL Motion to accept the Regional Round Table conversation as information
(CARRIED)
(Unanimous)

12. NEXT MEETING: IRC: February 2 by zoom; BOD: February 16 in Hinton

13. ADJOURNMENT

MOORE Motion to adjourn at 12:00 pm
(CARRIED)
(Unanimous)


Chair


Secretary / Treasurer

