

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: CFWY Office, Green Square Working Space, Hinton AB
Thursday, March 2, 2023, at 10:30 am

PRESENT:

Tyler Olsen	Chair, MD of Greenview
Ed Moore	Director, Town of Edson
Ralph Melnyk	Director, Municipality of Jasper
Krystal Baier	Director, Town of Edson
Duane Didow	Director, MD of Greenview
Brian LaBerge	IRC Chair, Town of Hinton
Albert Ostashek	Secretary/Treasurer, Town of Hinton

APOLOGIES :

Rico Damota	Director, Municipality of Jasper
Dawn Mitchell	Vice Chair, Yellowhead County
Ken Groat	Director, Yellowhead County

STAFF PRESENT:

Nancy Robbins	General Manager
Benita Smit	Business Analyst

GUESTS:

Tricia Dekort	Senior Business Officer, Operations, Prairies Economic Development Canada
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1. CALL TO ORDER

Chair **OLSEN** called the meeting to order at 10:34 am

2. ADDITIONS TO THE AGENDA

6.8 Strategic plan for loan portfolio

3. APPROVAL OF THE AGENDA

MELNYK Motion to approve the agenda as presented.
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes January 19, 2023

LABERGE Motion to approve the Board of Directors minutes for January 19, 2023 as presented
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting Minutes February 9, 2023

LABERGE Motion to approve the Investment Review Committee Meeting for February 9, 2023 minutes as presented
(CARRIED)
(Unanimous)

5. BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

6. NEW BUSINESS

6.1. PrairiesCan update - Tricia Dekort, Senior Business Officer, Operations, PrairiesCan

Ms. Dekort updated the board on the current programming available through PrairiesCan as well as a review of the obligations of the board with regards to the contribution agreement.

6.2. CFWY Video Project Update – Benita Smit

Business Analyst, Benita Smit, reviewed the analytics and the videos with the Board and shared a few highlights from the project.

6.3. RRRF Needs Assessment Presentation – Nancy Robbins

General Manager Nancy Robbins reviewed the provincial and regional results from the RRRF Needs Assessment conducted in the fall of 2022 with our RRRF loan portfolio clients.

6.4. Additional PrairiesCan dollars budget and discussion – Nancy Robbins

An additional \$50,000 will be received from PrairiesCan through the CF Panwest Network that will be allocated to various projects, wages and office improvements before March 31, 2023.

DIDOW Motion to accept the additional budgeted dollars from PrairiesCan as information
(CARRIED)
(Unanimous)

6.5. CFNA Strategic Plan meeting in Whitecourt debrief – Tyler Olsen and Nancy Robbins

Chair Tyler Olsen and General Manager Nancy Robbins attended a presentation by the CFNA chair and staff on the CFNA Strategic Plan.

6.6. Panwest Training Debrief – Ralph Melnyk and Nancy Robbins

Director Ralph Melnyk and GM Nancy Robbins shared their experiences attending online training through the CF Panwest board development modules over the past week.

6.7. Request from CFNA for letter to MP – Nancy Robbins

GM Nancy Robbins will review the request from CFNA and work with the executive committee to write a letter to our MP Gerald Soroka.

6.8. Strategic Plan for Loan Portfolio

GM Nancy Robbins will work with Benita Smit, Business Analyst, to come back to the April board meeting with a plan for Strategic discussions regarding the loan portfolio in May.

7. OLD BUSINESS

7.1. Board of Directors Evaluation – Tyler Olsen

The Board of Directors Evaluation was reviewed by the board and the GM will work with the executive to table the items for further discussion at the board table.

MOORE Motion to accept the Board of Directors annual performance evaluation as information
(CARRIED)
(Unanimous)

8. GENERAL MANAGER AND STAFF UPDATES

General Manager Nancy Robbins updated the board on operational activities throughout the month of February with a focus on changes in staffing and cross training.

9. IN CAMERA

DIDOW Motion to go in camera at 12:03 pm
(CARRIED)
(Unanimous)

9.1. Delinquency Report and Loan Portfolio Review – January 2023

MELYNK Motion to leave in camera at 12:07 pm
(CARRIED)
(Unanimous)

10. REGIONAL ROUND TABLE

Issues around the West Yellowhead were discussed by the Board of Directors and municipal updates were shared in the board package.

11. NEXT MEETING: BOD: April 20, 2023 in Grande Cache, location to be determined

12. ADJOURNMENT

LABERGE Motion to adjourn at 12:13 pm
(CARRIED)
(Unanimous)


Secretary / Treasurer


Chair

