

**BOARD OF DIRECTORS MEETING MINUTES**  
**LOCATION: Green Square Working Space, 221 Pembina Avenue Hinton, AB**  
**Thursday, September 30, 2021**

**PRESENT:**

Tyler Olsen	Chair, MD of Greenview
Dewly Nelson	Vice Chair, Town of Hinton
Tyler Waugh	Secretary/Treasurer, Town of Hinton
Trevor Bevan	IRC Chair, Town of Edson
Helen Kelleher-Empey	Director, Municipality of Jasper
Jacqui Currie	Director, Town of Edson
Duane Didow	Director, MD of Greenview
Wade Williams	Director, Yellowhead County
Scott Wilson	Director, Municipality of Jasper

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**APOLOGIES:**

Anthony Giezen	Director, Yellowhead County
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**1. CALL TO ORDER**

Chair **OLSEN** called the meeting to order at 9:52 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 June 24, 2021**

**NELSON** Motion to approve the Board of Directors Meeting Minutes for June 24, 2021  
**(CARRIED)**  
(Unanimous)

**5. NEW BUSINESS**

**5.1. Business Analyst Position**

CFWY is actively recruiting a full time permanent employee for the position of Business Analyst. CFWY would like to thank Tim Shain for 11 years at the organization and wish him the best of luck on his next adventure.

## **5.2. Audit Management Letter**

The audit management letter was discussed and reviewed with the Board of Directors. There were no issues to review for the past fiscal year.

## **5.3. CF National Conference – May 9 to 11, 2022 in Ottawa, Ontario**

Participation in the conference is usually from the GM and Chair and the GM has found it a valuable experience to attend this conference every three to four years.

**WILSON** Motion to approve the Chair and General Manager to attend the Community Futures National Conference in Ottawa from May 9 to 11, 2022. All expenses are to be covered by Community Futures West Yellowhead  
**KELLEHER-EMPEY (2<sup>nd</sup>)**  
**CARRIED**  
(Unanimous)

## **5.4. Christmas/Winter Office Closure**

**NELSON** Motion to close the office for Christmas/Winter break from Thursday, December 23, 2021 at the end of business day and reopen Tuesday, January 4, 2022  
**(CARRIED)**  
(Unanimous)

## **5.5. Signing Authority**

It was decided to move this discussion to the November Board of Directors meeting after the 2021 Municipal Election.

## **5.6. October Business Walks**

Staff will be continuing the business walk program through the month of October. Reports will be available on the findings in November to share with boards.

## **5.7. Strategic Plan Approval and Update**

General Manager Nancy Robbins presented the final draft of the 2021-2025 Community Futures Strategic Plan and discussed plans in the office to address strategic priorities. An update on the strategic priorities will be given each quarter to the Board as part of the General Manager's updates.

**CURRIE** Motion to approve the Community Futures West Yellowhead Board of Directors Strategic Plan as presented  
**WAUGH (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **5.8. Christmas Winter Party and Board Orientation for December 3, 2021**

CFWY currently has a deposit to hold space and rooms at Pyramid Lake Resort for December 3, 2021, that remains after the cancellation of last year's party. A discussion of board orientation sessions ensued with the BOD giving suggestions to the GM on board orientation and training.

## **5.9. PrairiesCan Compliance Audit Update**

Chair **OLSEN** and Secretary/Treasurer **WAUGH** met with the Compliance Auditor to review the report and findings of the Compliance Audit for CF West Yellowhead. They shared the findings with the Board and discussed future action with the General Manager

**WAUGH** Motion to approve the PrairiesCan Compliance Audit report as presented  
(CARRIED)  
(Unanimous)

## **5.10. CF Panwest Thought Exchange**

Vice Chair **NELSON** attended the CF Panwest Thought Exchange in Calgary in September 2021. Vice Chair **NELSON** shared his experience and discussed the follow up opportunities for the new board.

## **5.11. RRRF Contract Amendment**

General Manager Nancy Robbins review the current RRRF Contract signed with WD.

## **6. OLD BUSINESS**

### **6.1. CFNA Annual Symposium – October 12 to 16, 2021**

Due to COVID-19 restrictions and an increase in cases, the symposium is cancelled for 2021. The CFNA Annual General Meeting will be held on Friday, October 16, 2021 and the Chair and GM will attend on behalf of CFWY.

### **6.2. Hinton Business Grant update**

To date, 9 applications have been received with 8 grants funded. One grant was not funded as the client refused to answer additional questions.

### **6.3. Edson Business Loan / Grant update**

The Town of Edson is reviewing the terms of the loan program for review. We have issued one loan to date.

### **6.4. CFLIP Renewal Application**

The Line of Credit was discussed as it is subject to renewal this month. It was decided that the board would request a renewal of the line of credit for the future board of directors and directed administration to do so with CFNA.

## **7. IN CAMERA**

**NELSON** Motion to go in camera at 10:55 am  
(CARRIED)  
(Unanimous)

### **7.1. Delinquency Report and Loan Portfolio Review – June, July and August 2021**

### **7.2. RRRF Loan Approvals**

### **7.3. Collections update – Request for collections and write off motions**

### **7.4. Request for 6-month interest forgiveness**

**DIDOW** Motion to leave in camera at 11:14 am  
(CARRIED)  
(Unanimous)

**WILSON** Motion to approve the following RRRF loans for information only:

- RRRF134 for \$20,000
- RRRF137 for \$40,000
- RRRF138 for \$40,000
- RRRF140 for \$40,000

**KELLEHER-EMPEY (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

**BEVAN** Motion to approve the following RRRF Expansion loans for information only:

- RRRF130XP for \$14,617
- RRRF133XP for \$20,000
- RRRF139XP for \$20,000
- RRRF131XP for \$20,000

**KELLEHER-EMPEY (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

**KELLEHER-EMPEY** Motion to write off REG12/13-010T in the amount of \$73,355.41 in the Repayable Fund

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

**(CARRIED)**

(Unanimous)

**KELLEHER-EMPEY** Motion to take collections action on loan REG18/19-23

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

**(CARRIED)**

(Unanimous)

**WILSON** Motion to pause interest for 6 months on REG17/18-06 and for six months, client is to pay \$1300 which is to be applied directly to the principal

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

**(CARRIED)**

(Unanimous)

**WILLIAMS** Motion to write off REG14/15-07T in the amount of \$65,385.09 in the Non-Repayable and REG14/15-19T in the amount of \$134,488.57 in the Repayable.

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

**(CARRIED)**

(Unanimous)

## **8. GENERAL MANAGER UPDATES**

### **8.1. Monthly Update from June 21<sup>st</sup> to September 20<sup>th</sup>**

General Manager Nancy Robbins updated the board on general activities during the summer months including audit, compliance audit, loan portfolio updates and CED activities.

## **9. FINANCIAL STATEMENTS**

### **9.1. Financial Reports**

**WILLIAMS** Motion to approve the financial reports for June, July and August 2021

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

**(CARRIED)**

(Unanimous)

## 9.2. Cheque Log

**BEVAN** Motion to approve the cheque logs for the investment and operating accounts for June, July, and August 2021

**KELLEHER-EMPEY (2<sup>nd</sup>)**

**(CARRIED)**

(Unanimous)

## 9.3. Budget Update

The 2021-2022 Budget was updated and discussed

## 10. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

## 11. ADJOURNMENT

**WAUGH** Motion to adjourn at 12:16 pm


**(CARRIED)**

(Unanimous)



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Chair



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Secretary/Treasurer