

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Zoom
10:00 am Thursday, February 18, 2021

PRESENT:

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

STAFF PRESENT:

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

APOLOGIES:

Wade Williams	Director, Yellowhead County
Scott Wilson	Director, Municipality of Jasper

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 9:34 am

2. ADDITIONS TO THE AGENDA

6.3. Update on Collections 2020/2021 moved to March meeting
6.3. Write off request for REG16/17-15T

3. APPROVAL OF THE AGENDA

BEVAN Motion to approve the agenda as requested
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes January 28, 2021

DIDOW Motion to approve the Board of Directors Meeting Minutes for January 28, 2021
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. #choosewestyellowhead Project

General Manager Nancy Robbins discussed the #choosewestyellowhead project submitted for funding to Community Futures Panwest Rural Opportunities Fund.

5.2. Green Square Working Space Reboot

General Manager Nancy Robbins reviewed the new agreement with CF Lloydminster and Region, Town of Hinton and CFWY for the 2021/2022 fiscal year for the Green Square Working Space. It is hoped that CFWY will be able to re-open the space under Step 4 of Government of Alberta restrictions.

5.3. CFWY Health and Safety Management Plan – Deanne Fabrick, Health & Safety Business Advisor

Health and Safety Business Advisor, Deanne Fabrick, reviewed the Health and Safety Management Plan with the Board of Directors and will return after training with the staff for board approval at the March 2021 meeting.

5.4. Provincial Website Project

The CFNA Provincial Website project was reviewed by General Manager Nancy Robbins and part of the RRRF operating dollars will be allocated to this project. It will involve a new agreement with CFNA regarding our website as well as a website rehaul for CFWY.

CURRIE Motion to approve CFWY participation in the CFNA provincial website project.
NELSON
(CARRIED)
(Unanimous)

6. OLD BUSINESS

6.1. RRRF Operating Funds and Budget

General Manager Nancy Robbins discussed the RRRF operating funds from phase 2 of the program. As the amount is changing weekly due to the number of applications, the information will be on the board agenda moving forward until the end of the RRRF program.

6.2. Panwest ROF project “Economic Diversification and Energy Transition in the West Yellowhead” Update

Small Business Coach, Benita Smit, shared an update to the Board of Directors on the two-year Rural Opportunities Fund project.

6.3. Strategic Planning 2021

Currently strategic planning is planned for March 2021 and will depend upon COVID-19 restrictions.

7. IN CAMERA

NELSON Motion to go in camera at 10:30 am
(CARRIED)
(Unanimous)

7.1. Delinquency Report and Loan Portfolio Review – January 2021

7.2. Update on RRRF Loans

7.3. Write off request for REG16/17-25T

BEVAN Motion to leave in camera at 10:47am
(CARRIED)
(Unanimous)

CURRIE Motion to approve the following Phase 2 Regional Relief and Recovery Loans with top up amounts as information only:

- RRRF092 in the amount of \$40,000

And the following Phase 3 Regional Relief and Recovery Expansion Loans for \$20,000 each as information only:

- RRRF083XP
- RRRF084XP
- RRRF085XP
- RRRF086XP
- RRRF087XP
- RRRF088XP
- RRRF089XP
- RRRF090XP
- RRRF091XP

(CARRIED)

(Unanimous)

BEVAN Motion to write off REG16/16-25T in the amount of \$254.71

NELSON (2nd)

(CARRIED)

(Unanimous)

8. GENERAL MANAGER UPDATES

8.1. Monthly Update from January 18th to February 12th

General Manager Nancy Robbins updated the board on general activities during the time including partnership meetings throughout the region, project updates and RRRF program updates.

8.2. Quarter 3 Update as of December 31, 2020

General Manager Nancy Robbins updated the board on the minimum performance standards required for WD and all indicators are on track for successful completion for the 2020/2021 fiscal year.

8.3. Quarter 3 Update on BOD strategic priorities as of December 31, 2020

General Manager Nancy Robbins reviewed the strategic plan and updated the board on organizational activities related to the plan.

9. FINANCIAL STATEMENTS

No financial statements were presented at the January board meeting

10. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

11. ADJOURNMENT

NELSON Motion to adjourn at 11:09 am

(CARRIED)

(Unanimous)


CHAIR


SECRETARY/TREASURER