

BOARD OF DIRECTORS MEETING MINUTES
LOCATION: Zoom
10:00 am Thursday, March 25, 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
Wade Williams	Director, Yellowhead County

STAFF PRESENT:

Nancy Robbins	General Manager
Tim Shain	Business Analyst
Benita Smit	Small Business Coach
Deanne Fabrick	Health & Safety Business Advisor / Youth Coordinator

APOLOGIES:

Scott Wilson Director, Municipality of Jasper

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:03 am

2. ADDITIONS TO THE AGENDA

There are 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 February 18, 2021

OLSEN Motion to approve the Board of Directors Meeting Minutes for February 18, 2021
(CARRIED)
(Unanimous)

4.2. Board of Directors Meeting Minutes March 15, 2021

NELSON Motion to approve the Board of Directors Meeting Minutes for March 15, 2021
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. Multiculturalism, Indigenous and Inclusion Grant Program Proposal “Iskwew Tipiyickiw: Strengthening Indigenous and Women owned Home Based Businesses in Grande Cache and surrounding cooperatives.”

General Manager Nancy Robbins discussed a proposal submitted to the Government of Alberta under the Multiculturalism, Indigenous and Inclusion Grant Proposal entitled “Iskwew Tipiyickiw: Strengthening Indigenous and Women owned Home Based Businesses in Grande Cache and surrounding cooperatives.” Discussion ensued and a decision on the funding proposal will be made in August 2021.

5.2. Lemonade Day 2021

Youth Coordinator Deanne Fabrick shared the plans for Lemonade Day 2021 for Jasper, Hinton, Edson, Grande Cache, Wildwood and Evansburg. Lemonade Day is scheduled for June 19, 2021 and support for volunteering was encouraged from the Board of Directors.

5.3. Cybersecurity Discussion

Small Business Coach, Benita Smit, and General Manager, Nancy Robbins, discussed plans to work on the issue of cybersecurity in the office and requested board assistance if it was needed in help in understanding this complex issue. Director NELSON and Chair KELLEHER-EMPEY volunteered to assist with the discussion with the staff.

Small Business Coach Business Smit left the meeting

6. OLD BUSINESS

6.1. CFWY Health and Safety Management Plan

Health and Safety Business Advisor Deanne Fabrick reviewed the Health and Safety plan after meeting with the staff for training. There will be a second session scheduled with staff to continue the training soon.

BEVAN Motion to accept the Health and Safety Policy as presented
OLSEN (2nd)
(Motion carried)
(Unanimous)

6.2. Strategic Planning 2021

Strategic planning is tentatively scheduled for June 23rd. Location to be determined depending on COVID-19 restrictions.

6.3. RRRF Operating Funds Budget 2020/2021

The board was updated by General Manager Nancy Robbins on the current balance of the RRRF Operating funds for 2020/2021.

Business Analyst Tim Shain joined the meeting

7. IN CAMERA

NELSON Motion to go in camera at 10:45 am
(CARRIED)
(Unanimous)

7.1. Delinquency Report and Loan Portfolio Review – February 2021

7.2. Update on RRRF Loans

7.3. Allowance for Doubtful Accounts

CURRIE Motion to leave in camera at 11:38 am
(CARRIED)
(Unanimous)

WAUGH Motion to confirm the Loans Loss Provision for 2020-2021 as follows for the Repayable Loan Fund: REG 12/13-010T at \$40,000 and REG14/15-19T at \$85,000 for a total of \$125,000 and for the Non-Repayable Loan Fund as follows: REG14/15-07T for \$40,000.

DIDOW (2nd)
(CARRIED)
(Unanimous)

BEVAN Motion to approve the following Phase 2 Regional Relief and Recovery Loans all for \$40,000 each as information only:

- RRRF098
- RRRF099
- RRRF102
- RRRF108

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

- RRRF093XP
- RRRF094XP
- RRRF095XP
- RRRF096XP
- RRRF100XP
- RRRF101XP
- RRRF103XP
- RRRF104XP
- RRRF106XP
- RRRF109XP
- RRRF110XP

(WILLIAMS)
(CARRIED)
(Unanimous)

Director NELSON and Business Analyst Tim Shain left the meeting

8. GENERAL MANAGER UPDATES

8.1. Monthly Update from February 15th to March 15th, 2021

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.

9. FINANCIAL STATEMENTS

9.1. Financial Reports YTD to February 28, 2021

WILLIAMS Motion to approve Financial Reports YTD up to February 28, 2021
(BEVAN)
(CARRIED)
(Unanimous)

9.2. Cheque Log from January 2021 to February 2021

OLSEN Motion to approve the cheque log for January 2021 and February 2021
(DIDOW)
(CARRIED)
(Unanimous)

9.3. Budget Update as of February 28, 2021

Budget for 2020/2021 was discussed and reviewed as information.

10. REGIONAL ROUND TABLE

Regional issues around the West Yellowhead were shared and discussed.

11. ADJOURNMENT

BEVAN Motion to adjourn at 12:04 pm
(CARRIED)
(Unanimous)



CHAIR

