

**BOARD OF DIRECTORS MEETING MINUTES**  
**10:00 am Wednesday, January 29, 2020**  
**Town of Hinton Committee Room, Hinton AB**

**PRESENT:**

Dewly Nelson	Director, Town of Hinton
Tyler Olsen	Director, MD of Greenview
Duane Didow	Director, MD of Greenview
Anthony Giezen	Director, Yellowhead County
Helen Kelleher-Empey	Chair, Municipality of Jasper
Scott Wilson	Director, Municipality of Jasper
Trevor Bevan	IRC Chair, Town of Edson
Wade Williams	Director, Yellowhead County

**STAFF PRESENT:**

Nancy Robbins	General Manager
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**APOLOGIES:**

Jacqui Currie	Vice Chair, Town of Edson
Tyler Waugh	Secretary/Treasurer, Town of Hinton

**1. CALL TO ORDER**

Chair **KELLEHER-EMPEY** called the meeting to order at 10:15 am

**2. ADDITIONS TO THE AGENDA**

5.1. Letter to the Board of Directors

**3. APPROVAL OF THE AGENDA**

**WILSON** Motion to approve the agenda as amended  
**(CARRIED)**  
(Unanimous)

**4. APPROVAL OF MINUTES**

**4.1. Board of Directors Meeting Minutes December 6, 2019**

**DIDOW** Motion to approve Board of Directors meeting minutes for December 6, 2019  
**(CARRIED)**  
(Unanimous)

**4.2. Investment Review Committee Meeting Minutes December 19, 2019**

**GIEZEN** Motion to approve Investment Review Committee Meeting Minutes for December 19, 2019  
**(CARRIED)**  
(Unanimous)

## **5. NEW BUSINESS**

**GIEZEN** Motion to go in camera at 10:17 am  
**(CARRIED)**  
**(Unanimous)**

### **5.1. Letter to Board of Directors**

**BEVAN** Motion to leave in camera at 10:43 am  
**(CARRIED)**  
**(Unanimous)**

### **5.2. Draft Operating Budget 2020-2021**

The budget for 2020-2021 for \$473,890.74 was presented by General Manager, Nancy Robbins.

**WILLIAMS** Motion to approve the 2020-2021 Operating Budget  
**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
**(Unanimous)**

### **5.3. Draft Interest Transfer 2020-2021**

A request for Interest Transfer in the amount of \$78,676.00 was presented by General Manager, Nancy Robbins

**OLSEN** Motion to approve the 2020-2021 Interest Transfer request  
**GIEZEN (2<sup>nd</sup>)**  
**(CARRIED)**  
**(Unanimous)**

### **5.4. Draft Operating Plan 2020-2021**

The operating plan to be submitted to WD was presented by General Manager, Nancy Robbins

**WILSON** Motion to approve the 2020-2021 Operating Plan  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
**(Unanimous)**

## **6. OLD BUSINESS**

### **6.1. Strategic Planning Process debrief**

General Manager Nancy Robbins reviewed the strategic planning session held in December 2019 with the board. It was decided that the BOD would create a new strategic plan in December 2020 and would look at bringing in a facilitator to work on this process.

## **7. GENERAL MANAGER'S UPDATES**

### **7.1. Monthly Update from December 2, 2019 to January 10, 2020**

Monthly updates to the General Manager's activities from December 2019 shared with the board.

## **7.2. PanWest ROF Proposal “Economic Diversification and Transition in Coal Affected Communities”**

This request for funds to Community Futures PanWest Rural Opportunities Fund for \$103,908.90 for the “Economic Diversification and Transition in Coal Affected Communities” Project was discussed.

## **7.3. CARES Proposal “Building Tourism Entrepreneurship in the West Yellowhead”**

This request for funds to CARES through Alberta Economic Development, Tourism and Trade for \$28,324.00 for the “Building Tourism Entrepreneurship in the West Yellowhead” project was discussed

## **7.4. Cybersecurity Letter from Community Futures PanWest**

Cybersecurity information from CF PanWest and CFNA was shared with the board of directors.

## **8. IN CAMERA**

**WILLIAMS** Motion to go in-camera at 11:43 am  
**(CARRIED)**  
(Unanimous)

### **8.1. Delinquency Report and Loan Portfolio Review – December 2019**

### **8.2. Request for Decision on REG10/11-002**

**DIDOW** Motion to leave in-camera at 10:29 am  
**(CARRIED)**  
(Unanimous)

**WILLIAMS** Motion to cease recovery payments on March 2020 and no longer request outstanding interest recovery payments from REG10/11-002

**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
(1 opposed)

## **9. FINANCIAL REPORTS**

### **9.1. Financial Statements – October and November 2019**

**NELSON** Motion to approve financial statement for October and November 2019 as presented  
**WILLIAMS (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **9.2. Cheque Logs – October and November 2019**

**GIEZEN** Motion to approve cheque logs for October and November 2019 as presented  
**DIDOW (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

### **9.3. Budget Update as of November 30, 2019**

The update to the budget was presented and discussed for information only

**10. REGIONAL ROUND TABLE**

Issues around the West Yellowhead region were shared and discussed.

**11. NEXT MEETING DATES:**

- 11.1. IRC: Thursday, February 6<sup>th</sup> by teleconference at 9:30 am
- 11.2. BOD: Thursday, March 12<sup>th</sup> in Hinton at 10:00 am

**12. ADJOURNMENT**

**NELSON** Motion to adjourn at 12:56 pm  
(CARRIED)  
(Unanimous)



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**Chair**



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**Secretary / Treasurer**