

BOARD OF DIRECTORS MEETING MINUTES
10:30 am Thursday, March 7, 2019
Eagles' Nest, MD of Greenview, Grande Cache, AB

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Deanne Fabrick	Health and Safety Business Advisor / Youth Coordinator
Nathalie Hahn	Office Manager / SMARTstart Coordinator

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:21 am

2. ADDITIONS TO THE AGENDA

6.6 Scheduling of Board meetings for 2019

3. APPROVAL OF THE AGENDA

NELSON Motion to approve the agenda as amended
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Investment Review Committee Minutes Meeting January 17, 2019

WAUGH

GIEZEN (2nd) Motion to approve the Investment Review Committee Meeting Minutes for January 17, 2019
(CARRIED)
(Unanimous)

4.2. Board of Directors Meeting Minutes January 17, 2019

BEVAN

CURRIE (2nd) Motion to approve Board of Directors Meeting Minutes for January 17, 2019
(CARRIED)
(Unanimous)

4.3. Investment Review Committee Meeting Minutes January 31, 2019

WAUGH

BEVAN (2nd) Motion to approve the Investment Review Committee Meeting Minutes for January 31, 2019

(CARRIED)
(Unanimous)

4.4. Investment Review Committee Meeting Minutes February 21, 2019

BEVAN

KELLEHER-EMPEY (2nd) Motion to approve the Investment Review Committee Meeting Minutes for February 21, 2019

(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. Energy Futures Road Show Debrief and Energy Efficiency Grant update

Director NELSON and General Manager Nancy Robbins updated the board on the Energy Futures Road Show held in Hinton in November 2018. This was one of the events featured by the Energy Efficiency Grant received by Community Futures West Yellowhead in 2018/2019.

5.2. HeadStart in Business and Lemonade Day 2019 presentation by Youth Coordinator, Deanne Fabrick

Youth Coordinator Deanne Fabrick presented on the HeadStart in Business and Lemonade Day programs. HeadStart in Business is a program originally from northern Ontario that is now offered in Alberta with 13 northern offices. This is a curriculum-based program from age kindergarten to age 34. Workshops include: Be A Business Bee (ages k to grade 2), Create a Logo (grades 3 to 6), Market your thoughts (grade 7 to 8), Gen E (ages 16-34), and The Amazing Entrepreneurial Race (grades 8 to 12). Our goal is to host one workshop in each of the five communities where we work in the West Yellowhead.

Lemonade Day 2019 will take place on June 22, 2019 in Jasper and Hinton. Kids will have an opportunity to set up a lemonade stand in their community with assistance from the program to understand elements of business such as product development, business licensing, health and safety, marketing and location.

5.3. Request for Expanded Interest Transfer Motion

General Manager Nancy Robbins presented a revised interest transfer motion for \$50,000 and for an additional interest transfer for \$37,975 for a total of \$87,975 for the 2019/2020 fiscal year.

CURRIE

BEVAN (2nd) Motion to replace the January 17, 2019 motion and approve \$50,000 interest transfer to be used for programming, marketing and Government of Canada priorities as follows: SMARTStart Program (\$18,000), Community Futures Training Program (\$3,000), Health and Safety Program (\$5,000), Marketing of the loan portfolio (\$6,000), Yellowhead Local Food Initiative (\$2,000), Alberta Open Farm Days (\$2,000), and Youth Programming specifically Lemonade Day 2019 and HeadStart in Business (\$9,500)

(CARRIED)
(Unanimous)

BEVAN

WAUGH (2nd) Motion to support an additional interest transfer of \$37,975.00 for programming, coaching and training as follows: Youth Programming (\$3,987.50), Health and Safety Program (\$10,000), Grande Cache Marketing and Outreach Project (\$10,000), Tourism Sector Business Visitation Program (\$10,000) and Entrepreneurs with Disabilities Program (\$3,987.50)

(CARRIED)
(Unanimous)

5.4. Update to 2019/2020 Budget

The 2019/2020 budget was updated to reflect the change in motion to the original \$50,000 interest transfer approved by the board. The budget will be revised pending approval of the requested interest transfer for \$37,975.

WILLIAMS

OLSEN (2nd) Motion to approve the updated 2019/2020 Operating budget as presented

(CARRIED)
(Unanimous)

5.5. Scheduling of 2019/2020 Board and IRC meetings

A discussion of locations and times of the 2019/2020 board meetings were discussed. General Manager Nancy Robbins will reconfirm with the Board for dates.

6. OLD BUSINESS

6.1. Board Evaluation Plans

General Manager Nancy Robbins presented a plan for board evaluation. It was decided that the evaluation would be completed by survey with the results coming back to the General Manager. The manager would then present the results for further discussion at the April meeting

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from January 7, 2019 to February 22, 2019

Monthly updates to the General Manager's activities over the months of January and February. Reporting and budgeting to WD were submitted in the past month and there was a lot of activities wrapping up projects from the fiscal year.

8. IN CAMERA

BEVAN Motion to go in-camera at 11:37 am
(CARRIED)
(Unanimous)

Staff members Deanne Fabrick and Nathalie Hahn left the meeting

8.1. Delinquency Report and Loan Portfolio Review – January 2019 and February 2019

OLSEN Motion to leave in-camera at 12:02 pm
(CARRIED)
(Unanimous)

Staff members Deanne Fabrick and Nathalie Hahn returned to the meeting

9. FINANCIAL REPORTS

9.1. Financial Statements – October and November 2018

DIDOW

WILLIAMS (2nd) Motion to approve the financial statements as presented for October and November 2018

(CARRIED)

(unanimous)

9.2. Cheque Log – October and November 2018

CURRIE

OLSEN (2nd) Motion to approve the cheque logs as presented for October and November 2018

(CARRIED)

(Unanimous)

9.3. Budget update as of November 30, 2018

Presented to the board for information

10. REGIONAL ROUND TABLE

Issues around the West Yellowhead region were shared and discussed.

11. NEXT MEETING DATES:

IRC teleconference: Thursday, April 4, 2019

BOD meeting: Thursday, April 11, 2019 in Hinton at CFWY office

12. ADJOURNMENT

NELSON Motion to adjourn at 12:43 pm

(CARRIED)

(Unanimous)

Chair

Secretary / Treasurer