

BOARD OF DIRECTORS MEETING MINUTES
10:00 am Thursday, May 16, 2019
CFWY Office, Hinton AB

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Nathalie Hahn	Office Manager / SMARTstart Coordinator

APOLOGIES:

Duane Didow	Director, MD of Greenview
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1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:01 am

2. ADDITIONS TO THE AGENDA

5.7. CFLIP Investments Discussion

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes April 11, 2019

OLSEN Motion to approve Board of Directors Meeting Minutes for April 11, 2019
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. SMARTstart Presentation – Nathalie Hahn, Office Manager / SMARTstart Coordinator

Office Manager / SMARTstart Coordinator Nathalie Hahn presented the SMARTstart program to the BOD. SMARTstart is an eight-month entrepreneurial program which offers entrepreneurs and young business tools, mentorship, and business planning. The program will start in Hinton in October and applications open May 15th.

5.2. Annual Performance Evaluation 2018/2019 Report to WD

General Manager Nancy Robbins presented the Annual Performance Report Evaluation for 2018/2019 Report to WD. This report will be posted to the website and available to the public for review.

WILSON Motion to approve the Annual Performance Evaluation Report for 2018/2019
BEVAN (2nd)
(CARRIED)
(Unanimous)

5.3. Review of CFWY Policies and Procedures

As noted in the self-evaluation of the Board of Directors, there was a discussion about orientation on the CFWY policies and procedures. The policies and procedures were reviewed and discussed with the GM and the BOD.

5.4. Audit Debrief

General Manager Nancy Robbins discussed the recent Audit and shared with the board the expected results for the Annual General Meeting

5.5. Response required – Letter from Town of Edson

A letter was received from Infrastructure and Planning with the Town of Edson to the CFWY Board of Directors regarding a discussion on Regional Economic Development Opportunities. The Town of Edson is asking for clarification as to the Board's position on the following:

1. The role and mandate of Community Futures West Yellowhead in relation to economic development;
2. Whether Community Futures would potentially be able to fill the role of a champion for regional economic development; and
3. What would be the best path for Community Futures and the Town of Edson to move forward with economic growth initiatives in the future.

The response to the letter was discussed and will be drafted on behalf of the Board by General Manager Nancy Robbins and approved by Chair, KELLEHER-EMPEY.

5.6. Lease for 221 Pembina Avenue

General Manager Nancy Robbins discussed the lease renewal for 221 Pembina Avenue. Discussion ensued.

5.7. CFLIP Investments

CFWY Investments into CFLIP were discussed by the General Manager Nancy Robbins as there is some confusion on the issue of documentation with the CFNA that was raised by the auditor. The General Manager will follow up and report back to the board on the issue in June.

6. OLD BUSINESS

6.1. Board Evaluation

General Manager Nancy Robbins presented the results of the board self-evaluation . It was decided that policies and procedures would be reviewed at the next board meeting in May and Chair **KELLEHER-EMPEY** was to lead the executive committee on the discussion of the role of the General Manager as part of the annual evaluation process. Overall, the evaluation completed by the board was good and healthy.

6.2. Approval of Updated 2019/2020 Budget with Approved Interest Transfer

The request for an interest transfer for 2019/2020 was approved by WD and General Manager Nancy Robbins presented a new budget to reflect the changes.

NELSON Motion to approve the new budget for 2019/2020 with the changes to reflect the approved interest transfer as presented

OLSEN (2nd)

(CARRIED)

(Unanimous)

6.3. Economic Developers of Alberta Conference debrief

General Manager Nancy Robbins, Director **CURRIE**, Director **NELSON**, and Chair **KELLEHER-EMPEY** attended the 2019 EDA Conference in Banff in early April 2019. Those present at the board meeting discussed the conference at its highlights. From this conversation, a review of the former REDA and plans for economic development in the region were additionally discussed. Direction was given to administration to explore engagement sessions in the fall for (1) CAOs and councils and (2) economic development partners and chambers.

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from February 25, 2019 to April 5, 2019

Monthly updates to the General Manager's activities from the end of February to early April were presented to the Board of Directors. Highlights included presentations to councils and attending various partner meetings as well as preparation for the upcoming audit and new projects in a new fiscal year.

8. IN CAMERA

BEVAN Motion to go in-camera at 11:00 am

(CARRIED)

(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – March 2019

8.2. Performance Evaluation of GM

General Manager Nancy Robbins left the meeting at 11:37 am and returned at 11:40 am

WILLIAMS Motion to leave in-camera at 11:40 am

(CARRIED)

(Unanimous)

9. FINANCIAL REPORTS

9.1. Financial Statements – March 2019

CURRIE

WILSON (2nd) Motion to approve the financial statements as presented for March 2019

(CARRIED)

(Unanimous)

9.2. Cheque Log – March 2019

WILLIAMS

WILSON (2nd) Motion to approve the cheque logs as presented for March 2019

(CARRIED)

(Unanimous)

9.3. Budget update as of March 31, 2019

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, June 13, 2019

BOD meeting: Thursday, June 20, 2019 in Wildwood at the Yellowhead County office

AGM: Thursday, June 20th in Wildwood at the Yellowhead County office

12. ADJOURNMENT

CURRIE Motion to adjourn at 12:15 pm

(CARRIED)

(Unanimous)



Chair



Secretary/Treasurer