

BOARD OF DIRECTORS MEETING MINUTES
Green Square Working Space, CFWY Office, Hinton AB
9:30 am Wednesday, September 17, 2020

PRESENT:

Helen Kelleher-Empey	Chair, Municipality of Jasper
Jacqui Currie	Vice Chair, Town of Edson (by phone for in camera session only)
Wade Williams	Director, Yellowhead County
Trevor Bevan	IRC Chair, Town of Edson
Anthony Giezen	Director, Yellowhead County
Duane Didow	Director, MD of Greenview
Tyler Olsen	Director, MD of Greenview
Tyler Waugh	Secretary/Treasurer, Town of Hinton
Dewly Nelson	Director, Town of Hinton (attended by zoom)

STAFF PRESENT:

Nancy Robbins	General Manager
Heather Cokes	Business Liaison (Edson)
Tim Shain	Business Analyst (in camera session only)

APOLOGIES:

Scott Wilson	Director, Municipality of Jasper
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1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 9:35 am

2. ADDITIONS TO THE AGENDA

There were 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 June 17, 2020

BEVAN Motion to approve the Board of Directors Meeting Minutes for June 17, 2020
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting Minutes July 9, 2020

BEVAN Motion to approve the Investment Review Committee Meeting Minutes for July 19, 2020
(CARRIED)
(Unanimous)

4.3. Investment Review Committee Meeting Minutes July 23, 2020

GIEZEN Motion to approve the Investment Review Committee Meeting Minutes for July 23, 2020
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. Audit Management Letter

General Manager, Nancy Robbins, addressed the concerns raised in the Audit Management Letter and discussed the amendments to procedures at the 2019-2020 fiscal year end as required. Due to shutdown under COVID-19, there were a few small errors with the audit that will be corrected in the future operations for accounting and the 2020-2021 audit.

5.2. CF National Conference in Ottawa April 27 to 29, 2021

Chair **KELLEHER-EMPEY** and General Manager Nancy Robbins discussed the national Community Futures conference in Ottawa in April 2021. Board members are asked to let the General Manager know of their interested in attending this conference.

5.3. Virtual CF Provincial Symposium September 29 to October 1, 2020

This year the CF Symposium will be held virtually September 29 to October 1st. Chair **KELLEHER-EMPEY** will attend the CFNA AGM on behalf of the CFWY Board of Directors. Interested participants are encouraged to let the General Manager know for registration.

5.4. Strategic Planning Session and CFWY Christmas Party December 4, 2020

General Manager Nancy Robbins presented suggestions and plans for the December meeting. It was recommended that CFWY obtain three quotes for the location and present it for the board decision at the next meeting or sooner by email if required.

DIDOW Motion to approve Glenys Reeves from Reeves-Coleman Consulting to work with the CFWY board of directors on strategic planning on December 4, 2020.
BEVAN (2nd)
(CARRIED)
(Unanimous)

GIEZEN Motion to purchase and complete the Core Capacity Assessment Tool (CCAT) in preparation of strategic planning in December.
OLSEN (2nd)
(CARRIED)
(Unanimous)

5.5. Policy Amendments related to Health and Safety

General Manager Nancy Robbins discussed a need to update CFWY Health and Safety policy due to the increase in employees, staff working in home offices and changes to work due to COVID-19.

OLSEN Motion to support the quote and proposal submitted by Sicurica Inc. to develop new health and safety policy for Community Futures West Yellowhead.
WAUGH (2nd)
(CARRIED)
(Unanimous)

6. OLD BUSINESS

6.1. Loans over \$150,000 policy discussion

General Manager Nancy Robbins revitalized the conversation on the loans over \$150,000 policy. General discussion ensued and the General Manager will present a policy amended at the next CFWY Board of Directors meeting.

6.2. Town of Edson Loan Partnership

General Manager Nancy Robbins presented the eligibility requirements and application process for the Town of Edson partnership loan. This loan would be Town of Edson funds to lend to Edson businesses in the next three years.

OLSEN Motion to accept the Town of Edson loan requirements as presented
DIDOW (2nd)
(CARRIED)
(Unanimous)

A borrowing resolution by the Board of Directors was presented as follows:

WHEREAS for the purpose of carrying out its objects, the Company wishes to borrow from the Town of Edson of 605-50th Street, PO Box 6300, Edson, AB, T7E 1T7, the sum of up to Three Hundred Thousand (\$300,000) Dollars repayable together with interest, costs and charges as hereinafter set out.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. THAT the Company borrow from the Town of Edson the sum of up to Three Hundred Thousand (\$300,000) Dollars on the terms of the Town of Edson Loan Program
2. THAT THE Chair and Secretary/Treasurer of the Corporation be, and are hereby, authorized instructed and empowered on behalf of the Corporation to execute and deliver on behalf of the Corporation or otherwise the foregoing security and all other such instruments or documents as may be required generally to perform all such acts and do all such things necessary to effect this resolution.

IT IS HEREBY CERTIFIED by the undersigned that the foregoing Resolution was duly enacted by the Board of Directors of the Company and we certify that the said Resolution is in full force and effect this 18 day of September, A.D. 2020

Community Futures West Yellowhead
Per: Tyler Waugh (Secretary/Treasurer)
Per: Helen Kelleher-Empey (Chair)

DIDOW Motion to accept the Borrowing Resolution by the Board of Directors as presented
WILLIAMS (2nd)
(CARRIED)
(Unanimous)

BEVAN Motion to amend current policy for the Town of Edson loan program to allow internal approvals by the General Manager up to \$25,000
OLSEN (2nd)
(CARRIED)
(Unanimous)

7. IN CAMERA

OLSEN Motion to go in camera at 11:46 am
(CARRIED)
(Unanimous)

Vice Chair **CURRIE** joined the meeting by phone.

General Manager Nancy Robbins and Edson Business Liaison Heather Cokes left the meeting

7.1. General Manager's Annual Performance Evaluation

General Manager Nancy Robbins returned to the meeting at 12:06 pm

Vice Chair **CURRIE** left the meeting at 12:20

Break at 12:20

Edson Business Liaison Heather Cokes and Business Analyst Tim Shin joined the meeting at 12:25 pm

IRC Chair **DIDOW** left the meeting at 12:25 pm

7.2. Delinquency Report and Loan Portfolio Review for May 2020

7.3. Update on Regular Loan Clients

7.4. Update on RRRF Loans

7.5. Internal Loan Approval for Information – REG2021-03

Business Analyst Tim Shain left the meeting at 12:40 pm

OLSEN Motion to leave in camera at 1:05 pm
(CARRIED)
(Unanimous)

BEVAN Motion to accept the General Manager's performance evaluation and salary package as discussed in camera
WILLIAMS (2nd)
(CARRIED)
(Unanimous)

OLSEN Motion to accept REG2021-03 for information as approved by the General Manager for \$14,000
WAUGH (2nd)
(CARRIED)
(Unanimous)

BEVAN Motion to accept the following Regional Relief and Recovery Loans (RRRF) for information:

- RRRF002 in the amount of \$40,000
- RRRF003 in the amount of \$40,000
- RRRF008 in the amount of \$40,000
- RRRF016 in the amount of \$40,000
- RRRF017 in the amount of \$26,000
- RRRF018 in the amount of \$35,000
- RRRF020 in the amount of \$40,000
- RRRF021 in the amount of \$40,000
- RRRF024 in the amount of \$40,000
- RRRF029 in the amount of \$40,000
- RRRF030 in the amount of \$38,142.32
- RRRF033 in the amount of \$40,000
- RRRF034 in the amount of \$40,000
- RRRF035 in the amount of \$40,000
- RRRF036 in the amount of \$40,000
- RRRF041 in the amount of \$40,000
- RRRF042 in the amount of \$14,000
- RRRF043 in the amount of \$38,500

- RRRF048 in the amount of \$22,426.48
- RRRF049 in the amount of \$40,000
- RRRF051 in the amount of \$40,000
- RRRF052 in the amount of \$40,000
- RRRF053 in the amount of \$40,000

OLSEN (2nd)
(CARRIED)
(Unanimous)

8. GENERAL MANAGER'S UPDATES

8.1. Monthly Update from May 25 to August 21, 2020

The General Manager's monthly update focused on activities related to COVID-19 recovery, RRRF loans and Alberta Open Farm Days.

8.2. Quarter 1 Update as of June 30, 2020

The General Manager updated the Board of Directors on the WD Performance indicators and highlighted 26 loans, 467 business training participants and 93 businesses created, maintained, and expanded through businesses services in Quarter 1 from April 1 to June 30, 2020.

8.3. Quarter 1 Update on BOD Strategic Priorities as of June 30, 2020

The General Manager updated the Board of Directors on the CFWY BOD strategic priorities highlighting the completion of the TIBRE project in Hinton, Grow Yellowhead Phase 3, Alberta Open Farm Days and Panwest ROF project activities related to alternative energy initiatives.

9. FINANCIAL STATEMENTS

9.1. Financial Reports from April 2020 to June 2020

OLSEN Motion to accept the financial statements from April 2020 to June 2020 as presented
WAUGH (2nd)
(CARRIED)
(Unanimous)

9.2. Cheque Logs from April 2020 to June 2020

BEVAN Motion to accept the cheque logs from April 2020 to June 2020 as presented
GIEZEN (2nd)
(CARRIED)
(Unanimous)

9.3. Budget Update as of June 30, 2020

The 2020/2021 budget was discussed and presented for information.

10. REGIONAL ROUND TABLE

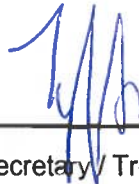
Regional issues around the West Yellowhead were shared and discussed.

11. NEXT MEETING

- 11.1. IRC – Thursday, October 1, 2020 by Zoom**
- 11.2. BOD – Thursday, October 15 in Grande Cache**

12. ADJOURNMENT

WAUGH Motion to adjourn at 1:50 pm
(CARRIED)
(Unanimous)



Chair

Secretary / Treasurer