

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD MEETING MINUTES
10:00 am Thursday, January 21, 2016
CFWY Office, Hinton**

PRESENT:

Gilbert Wall	Chair, Municipality of Jasper
Marcel Michaels	Vice-Chair, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper
Trevor Bevan	Director, Town of Edson
Stuart Taylor	Director, Town of Hinton
Anthony Giezen	Director, Yellowhead County
Rob Staples	Director, Town of Grande Cache
Dawn Mitchell	Director, Yellowhead County
Shawn Moulun	Director, Town of Grande Cache

STAFF PRESENT:

Nancy Robbins	General Manager
Morgan Roberts	Business Advisor

APOLOGIES:

Tammy Strang	Secretary/Treasurer, Town of Edson
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1. CALL TO ORDER:

Chair **WALL** called the meeting to order at 10:50 am

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda

3. APPROVAL OF THE AGENDA

BEVAN Motion to approve the agenda as presented
(CARRIED)

4. APPROVAL OF MINUTES

4.1 Board Minutes November 20, 2015

KELLEHER-EMPEY Motion to accept the minutes as presented
(CARRIED)

4.2 IRC Minutes December 17, 2015

GIEZEN Motion to accept the minutes as presented
(CARRIED)

4.3 IRC Minutes January 14, 2016

STAPLES Motion to accept the minutes as amended
(CARRIED)

5. NEW BUSINESS

5.1 2016-2017 Operational Plan

The 2016-2017 Operational Plan was presented and discussed.

BEVAN Motion to approve the 2016-2017 Operational Plan as presented
MOULUN (2nd)
(CARRIED)
(Unanimous)

5.2 2016-2017 Operational Budget

KELLEHER-EMPEY Motion to approve the 2016-2017 Operational Budget as presented
STAPLES (2nd)
(CARRIED)
(Unanimous)

5.3 Spring Board Training – March 4 and 5

Board Training for the North will occur Friday March 4 and Saturday March 5. Modules 1, 2 and 8 will be offered.

GIEZEN Motion for CFWY to cover the expenses and accommodations for spring training for March 4 and 5 for board members who are interested
MOULUN (2nd)
(CARRIED)
(Unanimous)

5.4 Presentation by Morgan Roberts on the Hinton Business Visitation Program for 2016

Morgan joined the meeting at 11:15 am

Morgan presented the results and final report of the Hinton Business Visitation Program. Questions and discussion ensued.

Morgan left the meeting at 11:45 am

TAYLOR left the meeting at 11:45 am

5.5 Leadership West Yellowhead – Information and Discussion

Nancy shared an overview of the Leadership West Yellowhead program. It was accepted for information by the current board

6. OLD BUSINESS

6.1 WD Audit on Loan Compliance

The WD Audit on Loan Compliance was conducted in December 2015. Nancy shared the observations and the next step is to await the report from WD for board approval.

7. GENERAL MANAGER'S UPDATE

7.1 November and December 2015 Monthly updates

Nancy reviewed the office activities of the past month with the focus being preparation of the operating plan and budget for 2016-2017.

7.2 Quarter 3 Update

Nancy reviewed an update of the 2015-2016 Operational Plan as of December 31, 2015. Loans will remain a concern in the upcoming months.

8. IN CAMERA

BEVAN Motion to go in camera at 12:05 pm
(CARRIED)

8.1 Delinquency Report and Loan Portfolio Review – November 2015 and December 2015

MICHAELS Motion to leave in camera at 12:15 pm
(CARRIED)

9. REGIONAL ROUND TABLE

Issues around the region were discussed.

10. FINANCIAL REPORTS

9.1 Financial Statements for November and December 2015

KELLEHER-EMPEY Motion to accept financial statements for November and December 2015 as presented
BEVAN (2nd)
(CARRIED)

9.2 Cheque Log for November and December 2015

MICHAELS Motion to accept the cheque log for November and December 2015 as presented
MITCHELL (2nd)
(CARRIED)

9.3. 2015-2016 Budget Updates as of December 31, 2015

The 2015-2016 Budget as of December 31, 2015 was presented as information

11. ADJOURNMENT

STAPLES Motion to adjourn at 12:40 pm
(CARRIED)

Chair

Secretary/Treasurer