

**BOARD OF DIRECTORS MEETING MINUTES**  
**10:00 am Thursday, April 11, 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
Wade Williams	Director, Yellowhead County
Dewly Nelson	Director, Town of Hinton
Duane Didow	Director, MD of Greenview
Tyler Olsen	Director, MD of Greenview

**STAFF PRESENT:**

Nancy Robbins	General Manager
Tim Shain	Business Analyst

**APOLOGIES:**

Tyler Waugh	Secretary/Treasurer, Town of Hinton
Scott Wilson	Director, Municipality of Jasper
Jacqui Currie	Director, Town of Edson

**1. CALL TO ORDER**

Chair **KELLEHER-EMPEY** called the meeting to order at 10:01 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 March 4, 2019**

**NELSON** Motion to approve Board of Directors Meeting Minutes for March 4, 2019  
**(CARRIED)**  
(Unanimous)

**5. NEW BUSINESS**

**5.1. Loan Portfolio Presentation by Tim Shain, Business Analyst**

Business Analyst Tim Shain presented loan portfolio statistics from 2010 to present based on Minimum Performance Standards and indicators.

## **5.2. Loan Fees for 2019/2020**

Loan fees for 2019/2020 were presented and discussed

**DIDOW** Motion to approve the loan fees for 2019/2020 as presented  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **5.3. Interest Rate for 2019/2020**

The current interested rate was presented and discussed for 2019/2020

**WILLIAMS** Motion to approve the 2019/2020 interest rate at 8%  
**GIEZEN**  
**(CARRIED)**  
(Unanimous)

## **5.4. Audit**

The upcoming visit from the auditors for May 9 and 10 was discussed and shared with the Board.

## **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 (2<sup>nd</sup>)**  
**(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. Allowance for Doubtful Accounts**

**OLSEN** Motion to leave in-camera at 11:25 am  
**(CARRIED)**  
(Unanimous)

**DIDOW** Motion to recommend the following loans and amounts to the Allowance for Doubtful Accounts for the 2018/2019 financial statements:  
Entrepreneurs with Disabilities fund: \$60,000 with \$40,000 allocated to REG15/16-10T and \$20,000 allocated to REG18/19-11;  
Repayable fund: \$40,000 with \$10,000 allocated to REG15/16-11T and \$30,000 allocated to REG12/13-010T; and  
Non-Repayable fund: \$25,000 allocated to REG16/17-06T  
For a total amount of \$125,000 for the Allowance for Doubtful Accounts for 2018/2019  
**BEVAN (2<sup>nd</sup>)**  
**(CARRIED)**  
(Unanimous)

## **9. FINANCIAL REPORTS**

### **9.1. Financial Statements – December 2018, January 2019 and February 2019**

**BEVAN**  
**DIDOW (2<sup>nd</sup>)** Motion to approve the financial statements as presented for December 2018, January 2019 and February 2019  
**(CARRIED)**  
(Unanimous)

### **9.2. Cheque Log – December 2018, January 2019 and February 2019**

**BEVAN**  
**DIDOW (2<sup>nd</sup>)** Motion to approve the cheque logs as presented for December 2018, January 2019 and February 2019  
**(CARRIED)**  
(Unanimous)

### **9.3. Budget update as of February 28, 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, April 18, 2019 is cancelled with the next meeting on Thursday, May 2, 2019

BOD meeting: Thursday, May 16, 2019 at CFWY Office in Hinton

AGM: Thursday, June 20<sup>th</sup> in Wildwood, Location TBD

**12. ADJOURNMENT**

**NELSON** Motion to adjourn at 12:14 pm

**(CARRIED)**

(Unanimous)



---

**Chair**



**Secretary / Treasurer**