

BOARD OF DIRECTORS MEETING MINUTES
10:00 am Thursday, March 12, 2020
Green Square Working Space, CFWY Office, Hinton AB

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Tim Shain	Business Analyst

APOLOGIES:

Duane Didow	Director, MD of Greenview
Trevor Bevan	IRC Chair, Town of Edson
Anthony Giezen	Director, Yellowhead County

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 11:02 am

2. ADDITIONS TO THE AGENDA

5.3. COVID-19 Discussion

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF MINUTES

4.1. Investment Review Committee Meeting Minutes January 16, 2020

KELLEHER-EMPEY Motion to approve Investment Review Committee Meeting Minutes for January 16, 2020
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting Minutes January 23, 2020

WAUGH Motion to approve Investment Review Committee Meeting Minutes for January 23, 2020
(CARRIED)
(Unanimous)

4.3. Board of Directors Meeting Minutes January 29, 2020

OLSEN Motion to approve Board of Directors Meeting Minutes January 29, 2020
(CARRIED)
(Unanimous)

5. NEW BUSINESS

CURRIE Motion to go in camera at 11:04 am
(CARRIED)
(Unanimous)

5.1. Allowance for Doubtful Accounts – Tim Shain, Business Analyst

WILSON Motion to leave in camera at 11:22 am
(CARRIED)
(Unanimous)

NELSON Motion to approve the Allowance for Doubtful Accounts for 2019/2020 as follows:

- Repayable Loan Fund for \$45,000 for REG12/13-10T
- Entrepreneurs for Disabilities Loan Fund for \$70,000 for REG15/16-10T and \$30,000 for REG18/19-11 for a total of \$100,000

WILSON (2nd)
(CARRIED)
(Unanimous)

5.2. Loans over \$150,000 Policy Discussion

Direction was given to the General Manager to bring a sample loans over \$150,000 policy change as well as an interest transfer policy back to the April board meeting for discussion.

5.3. COVID-19 Discussion

A brief discussion was held with board and staff regarding the current situation regarding COVID-19.

6. NEW BUSINESS

6.1. 2020/2021 Operating Budget Update

Direction was given to the General Manager to bring the operating budget back to the Board of Directors for further discussion in April.

6.2. 2020/2021 Interest Transfer Update

Direction was given to the General Manager to bring the interest transfer request back to the Board of Directors for further discussion in April.

7. GENERAL MANAGER'S UPDATE

7.1. Monthly Update – January 13, 2020 to February 28, 2020

The General Manager's monthly update focused on activities throughout the West Yellowhead region, preparation for the new fiscal year and project updates

7.2. Quarter 3 Update on MPS – October 2019 to December 2019

The Minimum Performance Standards for WD reporting were shared with the Board of Directors as of the end of quarter 3 on December 31, 2019. CFYW is expected to meet all MPS by the end of the fiscal year.

7.3. Quarter 3 Update on Board of Directors Strategic Planning – October 2019 to December 2019

An update to the Board of Directors' Strategic Plan as of December 2019 was given for the current fiscal year.

8. IN CAMERA

OLSEN Motion to go in camera at 12:08 pm
(CARRIED)
(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – February 2020 – Tim Shain, Business Analyst

8.2. Request for Decision for Write Off REG16/17-06T

WAUGH Motion to leave in camera at 12:14 pm
(CARRIED)
(Unanimous)

OLSEN Motion to write off REG16/17-06T in the amount of \$26,416.65 (\$21,389.35 principal, \$2,393.15 interest, and \$2,571.03 fees)

WAUGH (2nd)
(CARRIED)
(Unanimous)

9. FINANCIAL REPORTS

9.1. Financial Statements – December 2019 and January 2020

CURRIE Motion to approve the financial statements as presented for December 2019 and January 2020

WILLIAMS (2nd)
(CARRIED)
(Unanimous)

9.2. Cheque Log – December 2019 and January 2020

WILLIAMS Motion to approve the cheque logs as presented for March 2019

WILSON (2nd)
(CARRIED)
(Unanimous)

9.3. Budget update as of January 31, 2020

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 9, 2020 by teleconference at 10:00 am

BOD meeting: Thursday, April 9, 2020 in Grande Cache at Municipal District of Greenview offices at 10:30 am

7. ADJOURNMENT

WAUGH Motion to adjourn at 9:27 am
(CARRIED)
(Unanimous)

CHAIR



SECRETARY-TREASURER

