

BOARD OF DIRECTORS MEETING MINUTES
10:00 am Thursday, October 3, 2019
Town of Edson Council Chambers, Edson AB

PRESENT:

Helen Kelleher-Empey	Chair, Municipality of Jasper
Anthony Giezen	Vice Chair, Yellowhead County
Trevor Bevan	IRC Chair, Town of Edson
Dewly Nelson	Director, Town of Hinton
Tyler Olsen	Director, MD of Greenview
Scott Wilson	Director, Municipality of Jasper
Jacqui Currie	Director, Town of Edson
Duane Didow	Director, MD of Greenview
Marcel Michaels	Alternate Director, Town of Hinton

STAFF PRESENT:

Nancy Robbins	General Manager
Tim Shain	Business Analyst (arrived at 10:55am)
Deanne Fabrick	H&S Business Advisor / Youth Coordinator (left at 11:29 am)
Jax Delisle	Community Liaison (left at 11:29 am)

APOLOGIES:

Wade Williams	Director, Yellowhead County
Tyler Waugh	Secretary/Treasurer, Town of Hinton

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:06 am

2. ADDITIONS TO THE AGENDA

6.4 CFLIP Investments Follow up – moved to November agenda

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting Minutes May 16, 2019

NELSON Motion to approve Board of Directors meeting minutes for May 16, 2019 as amended
(CARRIED)
(Unanimous)

4.2. Executive Committee Meeting June 20, 2019

BEVAN Motion to approve Executive Committee meeting Minutes for June 20, 2019
(CARRIED)
(Unanimous)

4.3. Board of Directors Meeting Minutes June 20, 2019

DIDOW Motion to approve Board of Directors meeting minutes for June 20, 2019
(CARRIED)
(Unanimous)

4.4. Investment Review Committee Meeting Minutes July 4, 2019

DIDOW Motion to approve Investment Review Committee meeting minutes for July 4, 2019
(CARRIED)
(Unanimous)

4.5. Investment Review Committee Meeting Minutes August 9, 2019

BEVAN Motion to approve Investment Review Committee meeting minutes for August 9, 2019
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. Audit Management Letter – Nancy Robbins, General Manager

General Manager Nancy Robbins addressed the Audit Management Letter which focused on (1) e-transfers and (2) subledger reconciliation. Both issues were addressed by the Office Manager and bookkeeper and the auditors' recommendations were put in place over the summer months.

5.2. Christmas Closure – Nancy Robbins, General Manager

WILSON Motion to approve the closure of the office for Christmas from Monday, December 23rd, 2019 to reopen on Thursday, January 2, 2020.
(CARRIED)
(Unanimous)

5.3. Strategic Planning and Christmas Party – December 6, 2019 – Nancy Robbins, General Manager

The strategic planning session for December was discussed. An agenda will be presented at the November meeting for further discussion.

5.4. Overtime Policy Changes – Nancy Robbins, General Manager

Recent changes to the Open for Business Act mean that the overtime policy needs to change in CFYW Policies and Procedures manual.

NELSON Motion to make appropriate changes regarding overtime for employees in the CFYW Policies and Procedures Manual to reflect recent changes to Employment Standards.
(CARRIED)
(Unanimous)

6. OLD BUSINESS

6.1. Lemonade Day 2019 Debrief – Deanne Fabrick, Youth Coordinator

Youth Coordinator Deanne Fabrick reviewed Lemonade Day 2019 that was held in Jasper and Hinton in June. The event was very successful, and we are looking to hold the event in all five communities next year. Deanne also briefly discussed plans for HeadStart in Business that is expected to be launched this fall.

6.2. Alberta Open Farm Days 2019 and Yellowhead Local Food Initiative Debrief – Jax Delisle, Community Liaison

Community Liaison Jax Delisle presented two videos on the Grow Yellowhead and Alberta Open Farm Days events from the past summer. Both events were very successful. Much discussion ensued and the board asked that the project be revisited during strategic planning in December for further discussion.

Tim Shain, Business Analyst joined the meeting.

6.3. CFNA Symposium Debrief – Nancy Robbins, General Manager, Tim Shain, Business Analyst and Duane Didow, Director, MD of Greenview

CFNA Symposium was held in Grande Prairie from September 18th to 20th and was a very enjoyable event. There were activities and professional development for boards, managers and staff and lots of information regarding CFLIP investments were shared with participants.

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from June 17, 2019 to September 27, 2019

Monthly updates to the General Manager's activities from the summer of 2019 were shared with the board. The focus over the summer months was ensuring basic service delivery was consistent while staff took breaks and wrapping up several projects.

7.2. Quarter 1 Update on WD requirements / MPS – April 2019 to June 2019

WD requirements and Minimum Performance Standards (MPS) remain on track for CFWY. As of June 30, 2019, three loans were dispersed for \$240,000 in total, resulting in \$806,500 leveraged. In business development services, 59 businesses were created, maintained, or expanded through coaching; 207 business training participants and 230 business advisory services offered in the first quarter of the fiscal year. Ten new and ongoing community-based projects are underway with \$48,006 invested and \$24,763 leveraged.

7.3. Quarter 1 Update on BOD priorities – April 2019 to June 2019

The four BOD strategic priorities of (1) tourism entrepreneurship; (2) agricultural and forestry production and processing; (3) youth entrepreneurship and (4) preparing for alternative energy initiatives were highlighted in the first quarter through the start of the Hinton TIBRE (Tourism Industry Business Retention and Expansion), Alberta Open Farm Days, Grow Yellowhead initiatives, Lemonade Day and preparing for the Energy Futures Road Show in November.

Deanne Fabrick, Youth Coordinator and Jax Delisle, Community Liaison, left the meeting

8. IN CAMERA

BEVAN Motion to go in-camera at 11:29 am
(CARRIED)
(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – June 2019, July 2019, August 2019 and September 2019

8.2. Collections Discussion on REG18/19-11 and REG15/16-10T

8.3. Request for Write Off Motion for REG15/16-11T

CURRIE Motion to leave in-camera at 11:40 am
(CARRIED)
(Unanimous)

NELSON Motion to pursue collections on loan REG15/16-10T within loan policy and procedures
BEVAN 2nd
(CARRIED)
(Unanimous)

CURRIE Motion to write off REG15/16-11T in the amount of \$100,261.77 consisting of \$88,381.23 principal, \$7496.67 interest, and \$3,664.72 fees.
WILSON (2nd)
(CARRIED)
(Unanimous)

9. FINANCIAL REPORTS

9.1. Financial Statements and Cheque Log – May 2019, June 2019, July 2019 and August 2019

BEVAN Motion to approve the financial statements and cheque logs as presented for May 2019, June 2019, July 2019, and August 2019
DIDOW (2nd)
(CARRIED)
(Unanimous)

9.2. Budget update as of August 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, October 17, 2019
BOD meeting: Wednesday, November 6th in Hinton at CFWY office

12. ADJOURNMENT

OLSEN Motion to adjourn at 12:21 pm
(CARRIED)
(Unanimous)



Chair



Secretary/Treasurer