

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:00 am Thursday, January 25, 2018
CFWY Office, Hinton AB**

PRESENT:

Helen Kelleher-Empey	Chair, Municipality of Jasper
Rob Staples	Secretary-Treasurer, Town of Grande Cache
Trevor Bevan	IRC Chair, Town of Edson
Scott Wilson	Director, Municipality of Jasper
Dewly Nelson	Director, Town of Hinton
Tyler Waugh	Director, Town of Hinton
Anthony Giezen	Vice Chair, Yellowhead County
Wade Williams	Director, Yellowhead County
Yvonne Remple	Alternate, Town of Grande Cache

STAFF PRESENT:

Nancy Robbins	General Manager
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APOLOGIES:

Gean Chouinard	Director, Town of Edson
Johannes Zwart	Director, Town of Grande Cache

GUESTS:

Stephane Labonne	CAO, Town of Hinton
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1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:03 am.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda

3. APPROVAL OF THE AGENDA

Motion to approve the agenda.

BEVAN

(CARRIED)

(Unanimous)

4. INTRODUCTIONS

Introductions of the new Board members were made, and special guests were welcomed.

5. APPROVAL OF MINUTES

5.1. Board of Directors Meeting November 16, 2017

Motion to approve the Board of Directors Meeting Minutes for November 16, 2017

NELSON

(CARRIED)

(Unanimous)

5.2. Investment Review Committee Meeting Minutes November 16, 2017

Motion to approve the Investment Review Committee meeting minutes from November 16, 2017

STAPLES

(CARRIED)

(Unanimous)

5.3. Investment Review Committee Meeting Minutes, January 3, 2018

Motion to approve the Investment Review Committee meeting minutes from January 3, 2018.

BEVAN

(CARRIED)

(Unanimous)

6. NEW BUSINESS

6.1. Review of Board of Directors Strategic Planning Session

Discussion ensued with feedback on the Board of Directors Strategic Planning Session. General Manager Nancy Robbins discussed with the Board their thoughts on the process and how the staff were involved in a similar process after the board discussions. Feedback was generated on how to improve the process for next year.

6.2. 2018-2022 Board of Directors Strategic Plan

The Community Futures West Yellowhead draft 2018-2022 Board of Directors Strategic Plan was presented to the Board of Directors by General Manager, Nancy Robbins.

The Board of Directors goals for 2018-2022 were finalized as follows:

1. To increase and promote tourism entrepreneurship in the region;
2. To increase and promote agricultural and forestry production and processing in the region;
3. To increase youth entrepreneurship within our communities; and
4. To prepare entrepreneurs for alternative energy initiatives and explore opportunities and partnerships for advancement in new technologies and industries.

This strategic plan will be for four years and will be reviewed at each annual retreat by the Board of Directors.

WILSON

Strategic Plan

(CARRIED)

(Unanimous)

Motion to accept the 2018-2022 Community Futures West Yellowhead Board of Directors

6.3. 2018-2019 CFWY Operational Plan

The 2018-2019 Operational Plan to be submitted to Western Economic Diversification (WD) was discussed and reviewed for the Board by the General Manager.

NELSON Motion to approve the 2018-2019 operating plan as presented
WAUGH (2nd)
(CARRIED)
(Unanimous)

6.4. 2018-2019 CFWY Interim Operational Budget

The 2018-2019 Budget was presented as an interim budget with the understanding that minor changes would be made and that some revenue was tentative based on funding proposals. The budget will be brought back to the Board of Directors at the next general meeting on March 8th in Edson

REMPEL Motion to approve the 2018-2019 interim operating budget as presented with a final budget to be approved in March 2018.
WILSON (2nd)
(CARRIED)
(Unanimous)

6.5. Legal Documentation for Articles of Association

As a result of a review process of the Community Futures West Yellowhead minute book and corporation documents with our legal counsel, we received notice regarding the interchangeable use of "Member" and "Shareholder" in our Memorandum of Association and our Articles of Association. To clarify the terminology in our official documentation, our legal counsel recommends that Community Futures West Yellowhead request that specific resolutions be signed by our directors who represent our Shareholders/Members in recognition that the terms are interchangeable.

After much discussion, it was decided that the General Manager would write a letter to the municipal CAOs in the region to share with them the resolutions and the matter would be discussed at the next meeting of the Board of Directors on March 8th in Edson.

6.6. Community Futures petition

Contract negotiations are underway with the Government of Canada as the current Community Futures contract ends March 31, 2018. The Community Futures Network of Canada (CFNC) has prepared a petition for all volunteers, clients, community leaders and individuals who support the Community Futures program in Canada to sign as a measure of support for the program.

Discussion ensued, and it was decided at this time all directors would make an effort to sign the petition. The General Manager will send the petition to all directors as a reminder.

7. OLD BUSINESS

REMPEL Motion to go in camera at 11:08 am
(CARRIED)
(Unanimous)

7.1. RFP for Bookkeeper/Accountant

STAPLES Motion to leave in camera at 11:21 am
(CARRIED)
(Unanimous)

STAPLES left the meeting at 11:22 am

7.2. CFWY Participation in HREDC

A letter from the Chair of HREDC, Brian LaBerge, was shared with the Board of Directors regarding CFWY participation in the Hinton and Region Economic Development Coalition. Discussion ensued with CAO Stephane Labonne explaining HREDC to the Board. It was decided that CFWY would support HREDC by attending meetings when the General Manager was available to attend.

Meeting recess at 11:35 am

Town of Hinton CAO Stephane Labonne left the meeting at 11:35 am

The meeting resumed at 11:40 am

8. GENERAL MANAGER'S UPDATES

8.1. Monthly Update from November 3, 2017 to January 12, 2018

WD requirements for operational and strategic planning were the focus of the past few months as well as getting the new Board ready for governance through various board orientation activities.

8.2. Quarter 3 Update – October, November and December 2017

Minimum Performance Standards (MPS) as established by Western Economic Diversification were discussed and reviewed as of the end of quarter 3.

9. IN CAMERA

WILLIAMS Motion to go in-camera at 11:50 am
(CARRIED)
(Unanimous)

9.1. Delinquency Report and Loan Portfolio Review – November and December 2017

WAUGH Motion to leave in-camera at 12:00 pm
(CARRIED)
(Unanimous)

10. FINANCIAL REPORTS

10.1. Financial Statements for October, November, and December 2017

NELSON Motion to accept the financial statements for October, November, and December 2017 as presented
BEVAN (2nd)
(CARRIED)
(Unanimous)

10.2. Cheque Log for October, November, and December 2017

GIEZEN Motion to accept the cheque log for October, November, and December 2017 as presented.
WAUGH (2nd)
(CARRIED)
(Unanimous)

10.3. Budget Update as of December 31, 2017 (end of Quarter 3)

BEVAN WILSON (2nd) Motion to accept the budget update as of December 31, 2017 as presented
(CARRIED)
(Unanimous)

11. REGIONAL ROUND TABLE

Issues around the region were discussed and shared.

12. NEXT MEETING DATES:

IRC Teleconference: February 8th; BOD Meeting: March 8th

13. ADJOURNMENT

WILLIAMS Motion to adjourn at 12:40 pm
(CARRIED)
(Unanimous)



Chair



Secretary/Treasurer