

BOARD OF DIRECTORS MEETING MINUTES
10:00 am Thursday, January 17, 2019
CFWY Office, Hinton AB

PRESENT:

Helen Kelleher-Empey	Chair, Municipality of Jasper
Anthony Giezen	Vice Chair, Yellowhead County
Tyler Waugh	Secretary/Treasurer, Town of Hinton
Wade Williams	Director, Yellowhead County
Scott Wilson	Director, Municipality of Jasper
Marcel Michaels	Alternate Director, Town of Hinton

STAFF PRESENT:

Nancy Robbins	General Manager
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GUESTS:

David Filiplic	Business Officer, Western Economic Diversification
Duane Didow	Councilor, Municipal District of Greenview

APOLOGIES:

Trevor Bevan	IRC Chair, Town of Edson
Jacqui Currie	Director, Town of Edson
Dewly Nelson	Director, Town of Hinton

1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 1:01 pm.

2. INTRODUCTION OF GUESTS

3. ADDITIONS TO THE AGENDA

Decision to move 6.8. Energy Futures Road Show Debrief and Energy Efficiency Grant update was moved to March 2019 meeting and the addition of 9.3. Loan Portfolio Collections

4. APPROVAL OF THE AGENDA

Motion to approve the agenda as amended

WILLIAMS
(CARRIED)
(Unanimous)

5. APPROVAL OF MINUTES

5.1. Board of Director Minutes Meeting October 25, 2018

WILSON Motion to approve the Board of Directors Meeting Minutes for October 25, 2018
(CARRIED)
(Unanimous)

5.2. Investment Review Committee Meeting Minutes November 8, 2018

GIEZEN
(CARRIED)
(Unanimous)

Motion to approve Investment Review Committee Meeting Minutes for November 8, 2018

5.3. Strategic Planning Session Notes November 30, 2018

WAUGH
(CARRIED)
(Unanimous)

Motion to approve the Strategic Planning Session Notes for November 30, 2018

6. NEW BUSINESS

6.1. Update from Western Economic Diversification – David Filiplic , Business Officer, WD

David Filiplic, Business Officer, is the new WD officer for CF West Yellowhead and David shared some updates from Western Economic Diversification on the Community Futures program include:

- New streams of funding with Business Scale up and productivity stream that closes January 25, 2019 and women's entrepreneurship strategy
- Canada Coal Transition initiative for Alberta, Saskatchewan, New Brunswick and Nova Scotia.

6.2. Appointment of Secretary/Treasurer

As Director Rob Staples is no longer part of the Board of Directors due to the dissolution of Grande Cache, a new Secretary/Treasurer is required.

Chair **KELLEHER-EMPEY** called for nominations.

Director **WILSON** nominated Director **WAUGH** for the position of Secretary/Treasurer. **WAUGH** accepted the nomination.

KELLEHER-EMPEY called three times for further nominations from the floor for the position of Secretary/Treasurer.

None were forwarded.

WILLIAMS

Motion that nominations for the position of Secretary/Treasurer cease.

Director Tyler **WAUGH** was named to the position Secretary/Treasurer.

6.3. Signing Authority

WILLIAMS

Motion to approve Secretary/Treasurer **WAUGH** for signing authority for Community Futures West Yellowhead and to remove Director Rob Staples.

WILSON (2nd)
(APPROVED)
(Unanimous)

6.4. Approval of Revised Board of Directors Strategic Plan for 2017-2021

Revisions, mostly wording, were presented to the Board of Directors by the General Manager for the CFWY Board of Directors Strategic Plan for 2017-2021. The strategic vision of the board for the 2017-2021 period remains the same as the previous fiscal year.

GIEZEN
presented
WILSON (2nd)
(APPROVED)
(Unanimous)

Motion to approve the revised CFWY Board of Directors Strategic Plan 2017-2021 as

6.5. Approval of the 2019-2020 Operational Budget

General Manager Nancy Robbins presented the 2019-2020 Operational Budget and answered questions from the Board of Directors.

WILSON Motion to approve the 2019-2020 Operational Budget as presented
WAUGH (2nd)
(APPROVED)
(Unanimous)

6.6. Approval of 2019-2020 Interest Transfer

General Manager Nancy Robbins presented a request for an interest transfer in the amount of \$50,000. Interest transfers were discussed, and it was decided to explore accessing the full amount of the interest transfer allocation. Nancy will follow up with WD and share the information with the board in future meetings.

WILLIAMS Motion to approve \$50,000 interest transfer to be used for programming, marketing and Government of Canada priorities as follows: SMARTStart program (\$18,000), Community Futures Training Program (\$3,000), Health and Safety program (\$5,000), Women in the West Yellowhead conference (\$2,000), Marketing of loan portfolio (\$6,000), Yellowhead Local Food Initiative (\$2,000), Alberta Open Farm Days (\$2,000), and youth programming specifically Lemonade Day 2019 and HeadStart in Business (\$7,500)
WAUGH (2nd)
(Approved)
(Unanimous)

6.7. Approval of Operational Plan for 2019-2020

General Manager Nancy Robbins presented the 2019-2020 Operational Plan.

WAUGH Motion to approve the 2019-2020 Operational Plan as presented
WILLIAMS (2nd)
(Approved)
(Unanimous)

6.8. Women's Conference Debrief

Chair **KELLEHER-EMPEY** and General Manager Nancy Robbins discussed the success of the Women in the West Yellowhead Women's Conference in November 2018.

7. OLD BUSINESS

7.1. Grande Cache representation

General Manager Nancy Robbins reviewed the changes recommended by the lawyer on removing the Town of Grande Cache as a Member and adding the Municipal District of Greenview.

It was decided that a Special Meeting would be scheduled for March 7th in Grande Cache with notice given to the municipalities on the changes to the Articles of Association. Direction was given to administration to advise councils and work on the Special Meeting for March.

Break at 11:20 am

Reconvene at 11:28 am

8. GENERAL MANAGER'S UPDATES

8.1. Monthly Update from October 22, 2018 to January 4, 2019

Monthly updates to the General Manager's activities over the months of October to January. Activities during this time focused on administrative duties, wrapping up CED projects and reporting to WD for the next fiscal year.

8.2. Quarter 3 Update – October, November, December 2018

All Minimum Performance Standards for fiscal year 2017-2018 are met by the end of the third quarter. CFWY has had a very successful year and signs of the economy are improving in the region. This is very different from other areas of the province.

8.3. New Position – Office Manager and SMARTStart Coordinator

General Manager Nancy Robbins reviewed the job description for the new position and said interviews were underway. It is hoped that there will be someone in place by February or March.

9. IN CAMERA

WILSON Motion to go in-camera at 11:35 am
(CARRIED)
(Unanimous)

Business Analyst Tim Shain joined the Board for the In Camera discussion

9.1. Delinquency Report and Loan Portfolio Review – October, November, December 2018

9.2. Board Evaluation Plans and Schedule

9.3. Loan Portfolio Collections

WAUGH Motion to leave in-camera at 12:05 pm
(CARRIED)
(Unanimous)

WILSON Motion to go into collections on REG15/16-11T and REG16/17-06T
WAUGH (2nd)
(Approved)
(Unanimous)

WILLIAMS Motion to go into collections on REG18/19-11
WILSON (2nd)
(Approved)
(Unanimous)

10. FINANCIAL REPORTS – Nothing to report

11. REGIONAL ROUND TABLE

Issues around the West Yellowhead region were shared and discussed.

12. NEXT MEETING DATES:

IRC teleconference: January 24, 2019

BOD meeting: March 7, 2019 in Grande Cache

Special Meeting of the Members: March 7, 2019 in Grande Cache

13. ADJOURNMENT

KELLEHER-EMPEY Motion to adjourn at 12:25 pm
(CARRIED)
(Unanimous)



Secretary/Treasurer



Chair

