

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
11:30 am Thursday, June 15, 2017
CFWY Office, Hinton AB**

PRESENT:

Dawn Mitchell	Secretary/Treasurer, Yellowhead County
Rob Staples	Director, Town of Grande Cache
Trevor Bevan	IRC Chair, Town of Edson
Shawn Moulun	Director, Town of Grande Cache
Anthony Giezen	Vice Chair, Yellowhead County
Stuart Taylor	Director, Town of Hinton
Helen Kelleher-Empey	Director, Municipality of Jasper
Tammy Strang	Director, Town of Edson

STAFF PRESENT:

Nancy Robbins	General Manager
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APOLOGIES:

Gilbert Wall	Chair, Municipality of Jasper
Marcel Michaels	Director, Town of Hinton

1. CALL TO ORDER

Vice Chair **GIEZEN** called the meeting to order at 11:30 am.

2. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

3. APPROVAL OF THE AGENDA

Motion to approve the agenda.

KELLEHER-EMPEY
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting April 27, 2017

Motion to approve the Board of Directors Meeting Minutes for April 27, 2017

MITCHELL
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting Minutes May 4, 2017

Motion to approve the Investment Review Committee meeting minutes from May 4, 2017

STAPLES
(CARRIED)
(Unanimous)

4.3. Investment Review Committee Meeting Minutes May 18, 2017

Motion to approve the Investment Review Committee meeting minutes from May 18, 2017

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

5. NEW BUSINESS

5.1. 2016/2017 Annual Performance Report

BEVAN Motion to approve the Annual Performance Report for 2016/2017 with changes recommended by the Board of Directors

MOULUN (2nd)

(CARRIED)

(Unanimous)

5.2. Debrief on 30th Anniversary Events

General Manager Nancy Robbins discussed the 30th Anniversary events held by CF West Yellowhead around the region and the Board of Directors offered feedback.

5.3. In Camera

Motion to go in-camera at 11:55 am

KELLEHER-EMPEY

STRANG (2nd)

(CARRIED)

(Unanimous)

5.3.1. 2017 Performance Evaluation of the General Manager

General Manager Nancy Robbins left the room at 11:55 am

Motion to leave in-camera at 12:30 pm

MITCHELL

TAYLOR (2nd)

(CARRIED)

(Unanimous)

STRANG Motion for the Chair, Gilbert Wall, to discuss the performance evaluation with the General Manager

KELLEHER-EMPEY (2nd)

(CARRIED)

(1 opposed)

5.4. 2017 Board Evaluation - Discussion

The idea of a board evaluation was discussed. It was decided that the current Board of Directors would make it a recommendation to discuss for the upcoming new Board of Directors after the October Municipal election.

5.5. 2017 Board Orientation and Retreat - Discussion

The Board of Directors Orientation and Retreat will be held in Jasper on November 16 and 17. As there will be many new members joining the Board of Directors, there was a discussion about ideas on what to include on the agenda for the orientation. General Manager Nancy Robbins will plan an agenda and hold a discussion at the September meeting.

6. OLD BUSINESS

6.1. CFNA Provincial Symposium Registration

Registration for the CFNA Provincial Symposium was discussed. CF West Yellowhead will pay all registration and related expenses; municipalities will pay for accommodations.

6.2. Edson Business Visitation Study

General Manager Nancy Robbins presented the results of the 2016 Edson Business Visitation Study.

6.3. Alberta Open Farm Days and Yellowhead Local Food Initiative

General Manager Nancy Robbins presented the plans for Alberta Open Farm Days in Yellowhead County and an update on the Yellowhead Local Food Initiative.

6.4. In Camera

STAPLES Motion to go in camera at 1:05 pm
BEVAN (2nd)
(CARRIED)
(Unanimous)

6.4.1. Review of Collections files and related policies

KELLEHER-EMPEY Motion to leave in camera at 1:17 pm
MITCHELL (2nd)
(CARRIED)
(Unanimous)

It was recommended that the General Manager review the current policies and procedures for collections management and bring it back to the Board of Directors for further discussion at the September meeting.

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from April 17, 2017 to June 9, 2017

The focus for the past months has been the 30th anniversary celebrations and various project meetings for 2017/2018 throughout the region.

8 IN CAMERA

KELLEHER-EMPEY Motion to go in-camera at 1:25 pm
BEVAN (2nd)
(CARRIED)
(Unanimous)

8.1 Delinquency Report and Loan Portfolio Review – April 2017 and May 2017

8.2 Loan Approval under \$10,000 – REG16/17-23T

TAYLOR Motion to leave in-camera at 1:30 pm
STRANG (2nd)
(CARRIED)
(Unanimous)

STRANG Motion to accept approval of loan REG16/17-23T as information
MITCHELL (2nd)
(CARRIED)
(Unanimous)

9 REGIONAL ROUND TABLE

Due to time constraints, regional issues were discussed at a later time.

10 FINANCIAL REPORTS

10.1 Financial Statements for March 2017

STRANG Motion to accept the financial statements for March 2017 as presented
KELLEHER-EMPEY (2nd)
(CARRIED)
(Unanimous)

10.2 Cheque Log for March 2017

STRANG Motion to accept the cheque log for March 2017 as presented.
STAPLES (2nd)
(CARRIED)
(Unanimous)

10.3 Budget Update as of March 31, 2017

The 2016/2017 Budget Update as of March 31, 2017, was presented and discussed.

11 NEXT MEETING DATES:

IRC Teleconference: Thursday, July 6, 2017

BOD meeting: Thursday, September 21 at 10:00 am in Grande Cache

30th Anniversary events: Tuesday, June 20 at Tipple Park Museum in Evansburg and Tuesday, June 27 at Galloway Museum in Edson

CFNA Conference: Wednesday, September 27 to Saturday, September 30 at West Edmonton Mall, Edmonton

Alberta Open Farm Days: Saturday, August 19 to Sunday, August 20 in Yellowhead County

12 ADJOURNMENT

MITCHELL Motion to adjourn at 1:37 pm
(CARRIED)
(Unanimous)


Chair


Secretary/ Treasurer