

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
9:00 am Friday, November 18, 2016
The Crimson, Jasper**

PRESENT:

Gilbert Wall	Chair, Municipality of Jasper
Marcel Michaels	Vice-Chair, Town of Hinton
Anthony Giezen	IRC Chair, Yellowhead County
Tammy Strang	Secretary / Treasurer, Town of Edson
Helen Kelleher-Empey	Director, Municipality of Jasper
Stuart Taylor	Director, Town of Hinton
Dawn Mitchell	Director, Yellowhead County
Johannes Zwart	Alternate, Town of Grande Cache
Rob Staples	Director, Town of Grande Cache

STAFF PRESENT:

Nancy Robbins	General Manager
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GUESTS:

Tricia Dekort	WD Officer
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APOLOGIES:

Shawn Moulun	Director, Town of Grande Cache
Trevor Bevan	Director, Town of Edson

1. CALL TO ORDER

Chair **WALL** called the meeting to order at 9:15 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. Investment Review Committee Meeting Minutes October 27, 2016

Motion to approve the IRC minutes from October 27, 2016 as amended

STAPLES

(CARRIED)

(Unanimous)

4.2. Board of Director Meeting Minutes October 27, 2016

Motion to approve the BOD minutes from October 27, 2016 as amended

STAPLES

(CARRIED)

(Unanimous)

5. NEW BUSINESS

5.1. Performance Evaluation of General Manager Process and Procedures – Discussion

Discussion ensued with the Board of Directors on current policy and procedures relating to the General Manager position regarding annual performance evaluations and feedback from staff and third parties.

The current policy was reviewed and it was decided that there would be no changes to current policy with regards to the performance evaluation. Current policy states that the annual performance evaluation is conducted by the Board of Directors and will only contain feedback from the Board of Directors in the future. As per policy, the Board of Directors has one employee who is the General Manager; therefore, only the Board of Directors will evaluate the General Manager. Staff and third parties are not to be included in the feedback collected for the performance evaluation of the General Manager.

5.2 Alternative Revenue – Discussion

Discussed ensued with the Board of Directors on whether to pursue alternative revenue sources other than WD funding in the future. WD Office Tricia Dekort answered some questions from the Board of Directors on revenue streams other than WD funding and provided suggestions on what other offices are doing for alternative revenue and cost saving measures. GM Nancy Robbins will explore all suggestions for the operational budget for the next fiscal year and it was agreed that it should stay close to the current mandate while supplementing core services in the Community Futures program.

5.3 Interest Transfers – Discussion

GM Nancy Robbins and WD Officer Tricia Dekort discussed the meaning of an interest transfer, how it is referred to in the WD 3-year contract and how CFWY can use interest transfers in the future. The Board of Directors examined the current Interest Transfer Policy Guidelines from WD.

Break at 10:18 am

Meeting reconvened at 10:35 am

5.4 Questions for WD representative Tricia Dekort

WD Officer Tricia Dekort shared an update from Western Economic Diversification with the Board of Directors. Highlights include:

- All Regional Development Agencies are now in the Innovation, Science and Economic Development portfolio and report to Minister Bains. This means that all the CFs across Canada are now under the Minister of Innovation, Science and Economic Development allowing for more comparisons and similarities to be shared across the country. This will result in some changes in the next year and PanWest is in a great position as there have already been the revitalization discussions over the past few years.
- There is a new Deputy Minister who brings a wealth of experience to the department
- There will be a new call for proposals from WD for non-profits so watch for the RFP to share with partners
- The WCSBN (Western Canada Business Service Network) of programs that includes Community Futures was shared (i.e. WINN, AWE, Business Link, Momentum, Decixa, EDP, Aboriginal business Service Network) and discussed as partner programs to Community Futures
- Success stories are encouraged to be shared with Tricia who will share the stories with the department

- Several CFs will not meet their MPS because of the economy in Alberta, at the present time and WD understands that this is a difficult year. However, the past has shown that as the province moves out of the economy, CFs will have an opportunity to improve their communities and help businesses move out of the downturn
- Government of Canada priorities in relation to the operational plan for 2017/2018 were discussed. Skills is removed as a priority and Clean Technology is added as a sub-section of Innovation.

5.5 Operational Plan for 2017/2018 – Discussion

WD Officer Tricia Dekort shared the 2017/2018 Operational Plan Template with the Board of Directors and answered questions.

Discussion ensued on what should be included in the Operational Plan for 2017/2018 based on recommendations from GM Nancy Robbins that the discussion focus on individual community projects versus projects that are regional in focus. Discussion continued on how CFWY can move forward from the Business Visitation Program, how the surplus revenue should be allocated for the upcoming year, training ideas such as the difference between sole proprietorship and incorporation and different ideas for each community.

The operational plan for 2017/2018 will be presented by the General Manager at the January meeting for Board of Directors discussion and approval. The WD template is due January 31, 2017.

6 OLD BUSINESS

There is no Old Business to discuss.

7 GENERAL MANAGER'S UPDATES

7.2 Monthly Update for October and November 2016

The staff and manager focused on Small Business Week Activities in the region in late October and the EDP marketing campaign ran in the early part of November.

8 IN CAMERA

Motion to go in-camera at 11:33 am

TAYLOR

(CARRIED)

(Unanimous)

8.1 Delinquency Report and Loan Portfolio Review – October 2016

8.2 Loan Under \$10,000 Approval – REG 16/17-10T

Motion to leave in-camera at 11:42 am

STAPLES

(CARRIED)

(Unanimous)

Motion to accept the approval of REG16/17-10T for information

STAPLES

(CARRIED)

(Unanimous)

Break at 11:43 am

Meeting reconvened at 11:50 am

9 REGIONAL ROUND TABLE

Issues around the region were discussed.

10 FINANCIAL REPORT

There were no financial reports presented at the November meeting of the Board of Directors

11 NEXT MEETING DATES: Board of Directors meeting on Thursday, November 18 in Hinton at 10:00 am; IRC teleconference on Thursday, November 24 at 9:30 am

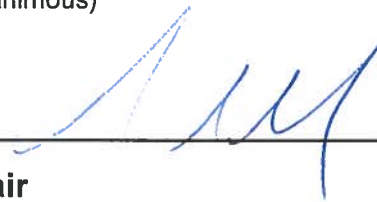
12 ADJOURNMENT

Motion to adjourn at 12:14 pm

ZWART

(CARRIED)

(Unanimous)



Chair



Secretary / Treasurer