

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:30 am November 16, 2017
Pyramid Lake Resort, Jasper 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
Gean Chouinard	Director, Town of Edson
Johannes Zwart	Director, Town of Grande Cache

STAFF PRESENT:

Nancy Robbins	General Manager
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APOLOGIES:

Anthony Giezen	Vice Chair, Yellowhead County
Wade Williams	Director, Yellowhead County

GUESTS:

Tony Stolz	Executive Director, Community Futures Network of Alberta
Tricia Dekort	Business Office, Operations, Western Economic Diversification
Judy McMillian-Evans	Facilitator, McMillian-Evans Consulting
Paul Butler	Alternate, Municipality of Jasper
Marcel Michaels	Alternate, Town of Hinton
Yvonne Rempel	Alternate, Town of Grande Cache

1. CALL TO ORDER

IRC Chair **BEVAN** called the meeting to order at 10:33 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. INTRODUCTIONS

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

5. APPROVAL OF MIINUTES

5.1. Board of Directors Meeting October 2, 2017

Motion to approve the Board of Directors Meeting Minutes for October 2, 2017

BEVAN

(CARRIED)

(Unanimous)

5.2. Investment Review Committee Meeting Minutes October 5, 2017

Motion to approve the Investment Review Committee meeting minutes from October 5, 2017

KELLEHER-EMPEY

(CARRIED)

(Unanimous)

5.3. Investment Review Committee Meeting Minutes, October 13, 2017

Motion to approve the Investment Review Committee meeting minutes from October 13, 2017.

STAPLES

(CARRIED)

(Unanimous)

6. NEW BUSINESS

6.1. Executive Committee Nominations and Appointments

The positions of Chair and Secretary-Treasurer are vacant after the Municipal election in October 2017. According to the Articles of Association, Article #56 states that "In the event that the office of Chair becomes vacant, the Vice-Chair shall automatically fill the balance of the Chair's term." Vice-Chair **GIEZEN** has requested to decline the position of Chair and remain in the position of Vice-Chair. IRC Chair **BEVAN** will remain as IRC Chair.

IRC Chair **BEVAN** passed the meeting over to the General Manager, Nancy Robbins, to conduct nominations for the vacant positions on the executive.

General Manager, Nancy Robbins, called for nominations for the position of Chair.

Rob Staples was nominated by IRC Chair **BEVAN**. **STAPLES** declined the nomination. Helen Kelleher-Empey was nominated by Director **STAPLES**. **KELLEHER-EMPEY** accepted the nomination.

General Manager, Nancy Robbins called three times for further nominations from the floor for the position of Chair.

None were forwarded

BEVAN Motion that the nominations for the position of Chair cease

Helen Kelleher-Empey was elected by acclamation and resumed control of the meeting.

Chair **KELLEHER-EMPEY** asked that General Manager, Nancy Robbins, continue with the nominations for Secretary-Treasurer.

General Manager, Nancy Robbins, called for nominations for the position of Secretary/Treasurer.

Rob Staples was nominated by Chair **KELLEHER-EMPEY**. **STAPLES** accepted the nomination. General Manager, Nancy Robbins, called three times for further nominations from the position of the position of Secretary-Treasurer.

None were forwarded.

CHOUINARD Motion that nominations for the position of Secretary-Treasurer cease

Rob Staples was elected by acclamation.

Chair **KELLEHER-EMPEY** resumed control of the meeting.

The Executive Committee consists of:

CHAIR – Helen Kelleher-Empey, Municipality of Jasper
VICE-CHAIR – Anthony Giezen, Yellowhead County
SECRETARY-TREASURER – Rob Staples, Town of Grande Cache
IRC Chair – Trevor Bevan, Town of Edson

6.2. Investment Review Committee Appointments

The Investment Review Committee Appointments are as follows:

Jasper – Helen Kelleher-Empey
Hinton – Tyler Waugh
Edson – Trevor Bevan
Yellowhead County – Anthony Giezen
Grande Cache – Rob Staples

6.3. Signing Authority

MICHAELS Motion to add Helen Kelleher-Empey and Rob Staples to the signing authority for Community Futures West Yellowhead and to remove Gilbert Wall and Dawn Mitchell.

BEVAN (2nd)
(Motion carried)
(Unanimous)

6.4. Code of Conduct, Conflict of Interest and Oath of Confidentiality

The new Board of Directors signed CFWY documentation for their term on the board.

6.5. Tricia Dekort, Business Office, Operations, Western Economic Diversification

Tricia Dekort explained how the Community Futures program is operated within the Government of Canada and reviewed the responsibilities of the Community Futures West Yellowhead relationship with Western Economic Diversification.

6.6. Tony Stolz, Executive Director, Community Futures Network of Alberta

Tony Stolz explained the role of the Community Futures program within the province of Alberta and the work of the Community Futures Network of Alberta.

6.7. Economic Developers of Alberta Annual Conference, March 21 to March 23, 2018 in Banff Alberta

STAPLES Motion to financially support five board of directors to attend the annual conference
WILSON (2nd)
(Motion carried)
(Unanimous)

6.8. Community Futures Network of Canada Conference, June 5 to June 9, 2018 in Winnipeg, Manitoba

ZWART Motion to financially support the General Manager and member of the Executive Committee to attend the conference in Winnipeg in June

STAPLES (2nd)
(Motion carried)
(Unanimous)

6.9. 2018 Meeting Calendar

The meeting schedule for Board of Directors and Investment Review Committee meetings was reviewed and discussed.

CHOUINARD Motion to accept the 2018 Meeting Calendar as presented
(Motion carried)
(Unanimous)

7. OLD BUSINESS

7.1. RFP for Bookkeeper

This was moved to the January 2018 meeting of the Board of Directors.

Break for Lunch at 12:00 pm
Meeting resumed at 12:48 pm

8. GENERAL MANAGER'S UPDATES

8.1. Monthly Update from September 18, 2017 to November 2, 2017

The Municipal Election and new board appointments in October were the focus of the past few months.

8.2. Quarter 2 Update – July, August, and September 2017

Minimum Performance Standards (MPS) as established by Western Economic Diversification were discussed and reviewed as of the end of quarter 2.

9. IN CAMERA

BEVAN Motion to go in-camera at 12:53 pm
(Motion carried)
(Unanimous)

9.1. Delinquency Report and Loan Portfolio Review – September and October 2017

CHOUINARD Motion to leave in-camera at 11:45 am
(Motion carried)
(Unanimous)

10. FINANCIAL REPORTS

10.1. Financial Statements for July, August and September 2017

NELSON Motion to accept the financial statements for July, August and September as presented
ZWART (2nd)
(Motion carried)
(Unanimous)

10.2. Cheque Log for July, August and September 2017

STAPLES BEVAN (2nd) Motion to accept the cheque log for July, August and September 2017 as presented.
(Motion carried)
(Unanimous)

10.3. Budget Update as of September 30, 2017

The 2016/2017 Budget Update as of September 30, 2017, was presented and discussed.

11. REGIONAL ROUND TABLE

Issues around the region were discussed and shared.

12. NEXT MEETING DATES:

IRC Teleconference: December 7th; BOD Meeting: January 18th

13. ADJOURNMENT

CHOUINARD Motion to adjourn at 1:36pm
(Motion carried)
(Unanimous)



Chair



Secretary/Treasurer