

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTOR MINUTES
10:30 am Thursday, September 16, 2016
Grande Cache Tourism Center, Grande Cache**

PRESENT:

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

STAFF PRESENT:

Nancy Robbins	General Manager
Michelle Vander-Velden	Office and Special Projects Coordinator

1. CALL TO ORDER

Chair **WALL** called the meeting to order at 10:45 am and welcomed Michelle Vander-Velden, new Office and Special Projects Coordinator to the CFWY Team.

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 Director Meeting Minutes for June 16, 2016

Motion to approve the BOD minutes from June 16, 2016

BEVAN
(CARRIED)
(Unanimous)

4.2 IRC Meeting Minutes September 1, 2016

Motion to approve the IRC Meeting Minutes from September 1, 2016.

STRANG
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1 Christmas Closure Date

Motion to approve the closure of the CFWY office from noon on Friday, December 23, 2016 and re-open the office on Tuesday, January 3, 2017 at 8:30 am.

STAPLES

(CARRIED)

(1 opposed, 9 approved)

5.2 Christmas Party and Board Retreat

Three proposals were presented for the board retreat and Christmas party on November 18th. The Crimson Lodge was selected for the retreat.

Motion to accept the proposal for the Crimson Lodge and for CFWY to cover all expenses for board members except accommodations.

MITCHELL

(CARRIED)

(Unanimous)

A discussion of the content of the board retreat was held and it was requested to administration that the board retreat focus on loan training this year. Nancy suggested that in order to meet the requirements of the operational plan in January that she meet with all board members over the next few months to discuss community and regional needs and operational plans for 2017-2018.

5.3 CFNA AGM Agenda Package and Provincial Conference

The CFNA AGM Agenda Package was shared with the Board of Directors and Vice Chair **MICHAELS** will vote on behalf of CFWY at the AGM.

Secretary-Treasurer **STRANG** and Vice Chair **MICHAELS** will attend the CFNA conference in Medicine Hat on behalf of the board and will report back in October on the conference

5.4 CFLIP Renewal

The CFLIP Loan Renewal Application was discussed and will be return to the CFNA

Motion to accept the CFLIP Loan terms as presented

MOULUN

(CARRIED)

(Unanimous)

5.5 CARES Program

Nancy discussed the Community and Regional Economic Support (CARES) program announced by the Minister of Economic Development and Trade. Nancy will explore the possibility of applying for regional funding and bring it back for board discussion in October.

5.6 EDA Conference March 22- 24, 2017 in Banff

Nancy presented the EDA conference for the upcoming year and wondered if there was any interest in board members attending.

Motion to approve three spaces at the EDA conference in Banff in March 2017 for the Board of Directors

BEVAN

(CARRIED)

(Unanimous)

Director **MITCHELL** would like to attend and Nancy will email all other board members with the date. The two remaining spaces will be available on first come, first serve basis.

6 OLD BUSINESS

7 GENERAL MANAGER'S UPDATES

7.1 Monthly Update for June, July and August 2016

The main focus of the office for summer months was replacing the Office and Special Projects Coordinator and updating our new server and computer systems

7.2 Quarter 1 Update – April, May, June 2016

An update on the quarter 1 report on the operational plan was discussed

8 FINANCIAL REPORT

8.1 Financial Statements for April 2016 and May 2016

Motion to accept the financial statements for April 2016 and May 2016 as presented

STRANG

(CARRIED)

(Unanimous)

8.2 Cheque Log for April 2016 and May 2016

Motion to accept the cheque logs for April 2016 and May 2016 as presented

MITCHELL

(CARRIED)

(Unanimous)

8.3 Budget Update as of June 30, 2016

Motion to accept the budget update as of June 30, 2016 as presented

STRANG

(CARRIED)

(Unanimous)

Meeting break at 11:45 am

9 IN CAMERA

Motion to go in-camera at 11:55 am
KELLEHER-EMPEY
(CARRIED)
(Unanimous)

- 9.1 Delinquency Report and Loan Portfolio Review – June, July, August 2016**
- 9.2 Collections Review – REG13/14-004T**
- 9.3 General Manager Annual Performance Evaluation**

General Manager Nancy Robbins and Office and Special Projects Coordinator Michelle Vander-Velden left the room at 12:10 pm

General Manager Nancy Robbins returned to the room at 1:25 pm

Director **MOULUN** left the meeting at 1:25 pm

Motion to leave in-camera at 1:27 pm
BEVAN
(CARRIED)
(Unanimous)

Motion to accept the recommendations associated with the General Manager's Annual Performance Evaluation with the suggested increase in pay
STAPLES
(CARRIED)
(1 opposed, 8 approved)

10 NEXT MEETING DATES: IRC – Thursday, October 13, 2016 at 9:30 am by teleconference;
Board of Directors – Thursday, October 27, 2016 at 10:00 am in Hinton at the CFWY office

11 ADJOURNMENT

Motion to adjourn at 2:04 pm
STAPLES
(CARRIED)
(Unanimous)



Chair



Secretary / Treasurer