

**COMMUNITY FUTURES WEST YELLOWHEAD
BOARD OF DIRECTORS MEETING MINUTES
10:30 am Thursday, September 13, 2018
CFWY Office, Hinton AB**

PRESENT:

Helen Kelleher-Empey	Chair, Municipality of Jasper
Anthony Giezen	Vice Chair, Yellowhead County
Trevor Bevan	IRC Chair, Town of Edson
Tyler Waugh	Director, Town of Hinton
Wade Williams	Director, Yellowhead County
Gean Chouinard	Director, Town of Edson (arrived at 10:55 am)
Dewly Nelson	Director, Town of Hinton
Scott Wilson	Director, Municipality of Jasper
Johannes Zwart	Director, Town of Grande Cache
Yvonne Rempel	Alternate, Town of Grande Cache

STAFF PRESENT:

Nancy Robbins	General Manager
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APOLOGIES:

Rob Staples	Secretary-Treasurer, Town of Grande Cache
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1. CALL TO ORDER

Chair **KELLEHER-EMPEY** called the meeting to order at 10:10 am.

2. ADDITIONS TO THE AGENDA

Removal of 6.1 General Policy and Procedures Update: Review and Discussion and 8.2 General Manager Performance Evaluation to October meeting

3. APPROVAL OF THE AGENDA

Motion to approve the agenda as amended

CHOUINARD
(CARRIED)
(Unanimous)

4. APPROVAL OF MINUTES

4.1. Board of Directors Meeting June 21, 2018

BEVAN Motion to approve the Board of Directors Meeting Minutes for June 21, 2018
(CARRIED)
(Unanimous)

4.2. Investment Review Committee Meeting June 29, 2018

BEVAN Motion to approve Investment Review Committee Meeting Minutes for June 29, 2018
(CARRIED)
(Unanimous)

4.3. Investment Review Committee Meeting Minutes July 5, 2018

GIEZEN Motion to approve the Investment Review Committee Meeting Minutes for July 5, 2018
(CARRIED)
(Unanimous)

4.4. Investment Review Committee Meeting Minutes August 16, 2018

NELSON Motion to approve the Investment Review Committee Meeting Minutes for August 16, 2018
(CARRIED)
(Unanimous)

4.5. Investment Review Committee Meeting Minutes August 30, 2018

BEVAN Motion to approve the Investment Review Committee Meeting Minutes for August 30, 2018
(CARRIED)
(Unanimous)

5. NEW BUSINESS

5.1. Office Co-Sharing Space Project – Presentation by Michelle Vander-Velden, Office and Special Projects Coordinator

Michelle Vander-Velden, Office and Special Projects Coordinator, joined the meeting to present on the Office Co-Sharing Space Project. The focus group from June was discussed and results were shared with the Board of Directors. The project will be a pilot for one year as a possible source of additional revenue for the organization.

5.2. Grande Cache Viability Study and Board representation

Chair Kelleher-Empey discussed the upcoming vote in Grande Cache on viability and the governance role of CFYW. It was decided that there would be a discussion at an executive committee meeting in October and followed up by a governance discussion at strategic planning in November.

5.3. Audit Management Letter

General Manager Nancy Robbins shared the auditor's management letter with the Board of Directors. The comments regarding accounting procedures in the letter were issues with our previous accounting firm and these comments were reviewed with the new accounting contractor. New procedures are implemented to ensure that there are positive changes moving forward in the new fiscal year.

5.4. Christmas Closure Request for Decision

ZWART Motion to approve office closure from Monday, December 24, 2018 to Wednesday, January 2, 2019
BEVAN (2nd)
(CARRIED)
(Unanimous)

5.5. Christmas Party and Board Retreat

A date was decided for the Christmas party and board strategic planning session. The Christmas party will take place at the Overlander Lodge on November 29 and the strategic planning session will take place during the day on November 30.

5.6. Economic Resiliency Training on October 24

A reminder to everyone for the Economic Resiliency Training on October 24 at the Holiday Inn in Hinton starting at 8am. There will be additional invites sent out to those working in economic development in the region to fill all 30 available seats.

5.7. Surplus Fund – Review and Discussion

General Manager Nancy Robbins reviewed the history of the surplus fund since 2014. It was decided to move the discussion to the strategic planning session for November.

5.8. RRSP program – Review and Discussion

General Manager Nancy Robbins shared the findings of other offices in the province who offer RRSP programs to their staff. There are two other offices who offer programs. It was decided that this discussion would continue at the executive committee meeting in October and at strategic planning in November.

6. OLD BUSINESS

6.1. Alberta Open Farm Days and Bus Tour Debrief

General Manager Nancy Robbins reviewed the success of Alberta Open Farm Days and the bus tour. Five farms participated in the bus tour with six farms open to the public during the day. 34 people participated in the bus tour. Chair Kelleher-Empey extended congratulations to the hard work of the staff for this event.

6.2. Community Futures Network of Alberta Symposium in Drumheller in October

General Manager Nancy Robbins reviewed the agenda for the Community Futures Network of Alberta Symposium in Drumheller in early October. Chair Kelleher-Empey discussed the Chairs' Meeting and the Board of Directors discussed a response to the questions asked by the CFNA Chair of the Board regarding this meeting. General Manager Robbins will submit the answers to the CFNA Chair on behalf of the CFWY Board of Directors.

Break in meeting for 10 minutes

7. GENERAL MANAGER'S UPDATES

7.1. Monthly Update from June 18, 2018 to September 7, 2018

Monthly updates to the General Manager's activities over the summer months with most of the summer work focusing on Alberta Open Farm Days.

7.2. Quarter 1 Update – April, May, June 2018

Two Minimum Performance Standards (MPS) were achieved in quarter 1: Amount leveraged in new and on-going community-based projects and number of loans linked to WD / Government of Canada priorities. Loan applications are very busy in Quarter 1 with 4 loans issued between April 1 and June 30, 2018.

8. IN CAMERA

ZWART Motion to go in-camera at 11:50 am
(CARRIED)
(Unanimous)

8.1. Delinquency Report and Loan Portfolio Review – June, July and August 2018

8.2. Internal Loan Declined under \$20,000 REG18/19-13

CHOUINARD Motion to leave in-camera at 12:10 pm
(CARRIED)
(Unanimous)

9. FINANCIAL REPORTS

9.1. Financial Statements for April, May, June 2018

WILSON Motion to accept the financial statements of April, May and June 2018 as presented
WAUGH (2nd)
(CARRIED)
(Unanimous)

9.2. Cheque Log for April, May, June 2018

BEVAN Motion to accept the cheque log for April, May and June 2018 as presented
CHOUINARD (2nd)
(CARRIED)
(Unanimous)

9.3. Budget Update as of June 30, 2018

The budget update as of June 30, 2018 was presented and discussed.

10. NEXT MEETING DATES:

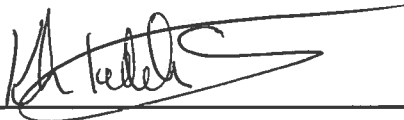
IRC teleconference: September 27, 2018 at 9:30 am

IRC face to face: October 25, 2018 at 1:00 pm

Board of Directors meeting in Hinton at CFVY office: October 25, 2018 at 1:30 pm

11. ADJOURNMENT

ZWART Motion to adjourn at 12:50 pm
(CARRIED)
(Unanimous)



Chair



Secretary/Treasurer