

COMMUNITY FUTURES YELLOWHEAD EAST
MINUTES OF THE JANUARY 12, 2017
GENERAL BOARD MEETING
COMMUNITY FUTURES YELLOWHEAD EAST OFFICE
WHITECOURT, ALBERTA

PRESENT: Chad Merrifield (Designate), Woodlands County
 Glen Wilcox (Designate), Town of Mayerthorpe
 Louis Beloin (Designate), Town of Fox Creek
 Judy Tracy (Designate), Town of Onoway
 Eris Moncur (Designate), Town of Whitecourt
 Angela Duncan (Designate), Village of Alberta Beach
 Carol Webster (Designate), Town of Swan Hills
 Leslie Penny (Designate), Town of Barrhead
 Wayne Borle, (Designate), Lac Ste. Anne County

 Roxanne Harper, Manager

REGRETS: Dennis Nanninga (Designate) County of Barrhead

I. CALL TO ORDER

Chairman Chad Merrifield called the meeting to order at 6:30 p.m.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

III. ADOPTION OF THE AGENDA

MOTION #01/17

Moved by Judy Tracy

That the Agenda be adopted as presented.

MOTION CARRIED

IV. ADOPTION OF THE MINUTES

1. Minutes of the November 24, 2016 General Board Meeting

A copy of the November 24, 2016 General Board Meeting Minutes was provided for the Board Members' review.

MOTION #02/17

Moved by Eris Moncur

That the Minutes of the November 24, 2016 General Board Meeting be accepted as presented.

MOTION CARRIED

V. **BUSINESS ARISING FROM THE MINUTES**

1. Attendance Record Review

A copy of the Board Member Attendance Record was provided for the Members' review.

MOTION #03/17

Moved by Angela Duncan

To accept the Board Member Attendance Record as presented.

MOTION CARRIED

VI. **NEW BUSINESS**

1. Investment Review Committee Report

The Investment Review Committee Report was presented and reviewed.

MOTION #04/17

Moved by Glen Wilcox

To accept for information.

MOTION CARRIED

2. Financial Statement Review – December 31, 2016

The Community Futures Yellowhead East (CFYE) financial statements dated December 31, 2016 were presented and reviewed.

MOTION #05/17

Moved by Carol Webster

To accept the CFYE Financial Statements as presented.

MOTION CARRIED

3. Youth Industry Boot Camps Project

A copy of a proposal entitled "Northern Gateway and Living Waters School Divisions Career Exposure Camps for High School Credit" was distributed for the Board Members' review. Chairman Merrifield provided additional information on the project and the possible involvement of Woodlands County and the Town of Whitecourt. Mr. Merrifield suggested that CFYE consider allocating \$5,000.00 towards the project.

MOTION #06/17

Moved by Glen Wilcox

That Community Futures Yellowhead East offer \$5,000.00 to the Project organizers on the condition that the Youth Industry Boot Camps be opened to all eligible students in the Yellowhead East region.

MOTION CARRIED

4. Draft Operational Plan 2017/2018

The draft 2017/2018 Operational Plan was provided to the Board Members for their information and review.

MOTION #07/17

Moved by Leslie Penny

To accept the 2017 – 2018 Operational Plan as presented.

MOTION CARRIED

MOTION #08/17

Moved by Leslie Penny

That the Regular Board of Directors meeting go in camera at 7:30 p.m.

MOTION CARRIED

MOTION #09/17

Moved by Leslie Penny

That the Regular Board of Directors meeting come out of camera at 7:45 p.m.

MOTION CARRIED

MOTION #10/17

Moved by Leslie Penny

That the Community Futures Yellowhead East Manager receive a pay increase of 1.5% effective April 1, 2017.

MOTION CARRIED

MOTION #11/17

Moved by Glen Wilcox

That the annual salaries for the current Business Analyst and Business Advisor be adjusted over the next two (2) fiscal years (50% of the difference in each of the 2 years) so that they equal the average salary for that position as reported in the 2016/2017 Alberta Community Futures Wage & Compensation Survey – Revised.

MOTION CARRIED

5. Draft 2017/2018 Budget

The draft 2017/2018 Operating Budget was provided to the Board Members for their information and review.

MOTION #12/17

Moved by Wayne Borle

To accept the draft 2017 – 2018 Operating Budget as an interim budget.

MOTION CARRIED

6. Economic Forum 2017 - Whitecourt

Information on the upcoming 2017 Economic Forum scheduled for March 2, 2017 and the sponsorship opportunities available was provided to the Board Members for their information and review.

MOTION #13/17

Moved by Leslie Penny

That CFYE sponsor this event at the Diamond Sponsorship level, provided that we are included on the agenda for the evening so as to give a short presentation to the audience.

MOTION CARRIED

VII. COMMUNITY REPORTS

Chad Merrifield – Woodlands County

- Council continues to work on finalizing their budget. The linear assessment for the coming year has decreased 14.67% which will have an approximate impact of a \$2 million decrease in revenues in the coming year.

Louis Beloin – Town of Fox Creek

- There is a Poker Rally scheduled for March 4th.
- It is the Town's 50th Anniversary this year. Plans are underway to celebrate on the July long weekend.
- The land has been cleared for the new fire hall and for the new Multiplex.

Glen Wilcox – Town of Mayerthorpe

- Town Council has finalized their budget for the coming year. They have also started a three (3) year budgeting process.
- The installation of the pipeline for the new water wells has started.
- The development across the highway is ongoing.

Judy Tracy – Town of Onoway

- The Chamber of Commerce has chosen their annual business of the year.
- The Chamber along with 2 high school students is working on a promotional video for the Town.

Angela Duncan - Village of Alberta Beach

- Sno Mo Days is scheduled for the long weekend in February.
- The Village is implementing a blue bag program.
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Dennis Nanninga – County of Barrhead

- No report was available.

Carol Webster - Town of Swan Hills

- Swancicle Days is scheduled for March 10-12.
- The Oilman's Bonspiel is scheduled for March 19th.
- It is the Town's 50th Anniversary this year. Planning the celebration for May 27th.

Eris Moncur – Town of Whitecourt

- Budgeting process is ongoing.

Wayne Borle - Lac Ste. Anne County

- Construction on the new County office is ongoing. Hoping for it to be completed by the end of March.
- A low pressure sewer system is under construction.

Leslie Penny – Town of Barrhead

- There is a pool fundraiser scheduled for February 11th.
- The Town’s interim budget is done.
- The pool is scheduled for completion in June.

MOTION #14/17

Moved by Louis Beloin

To accept for information.

MOTION CARRIED

2017 MEETING DATES & TIMES:

That the Board Meeting dates for 2017 be scheduled as follows:

1. March 23, 2017
2. May 25, 2017
3. July 27, 2017
4. September 28, 2017
5. November 23, 2017

All meetings will be held at the CFYE office in Whitecourt. Supper will be provided at 6:00 p.m. The meeting will commence at 6:30 p.m.

MOTION #15/17

Moved by Glen Wilcox

To accept for information.

MOTION CARRIED

ADJOURNMENT:

MOTION #16/17

Moved by Eris Moncur

That the meeting be adjourned at 8:25 p.m.

MOTION CARRIED

Chairman

Secretary