

**COMMUNITY FUTURES YELLOWHEAD EAST**  
**MINUTES OF THE JANUARY 25, 2018**  
**GENERAL BOARD MEETING**  
**COMMUNITY FUTURES YELLOWHEAD EAST OFFICE**  
**WHITECOURT, ALBERTA**

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**PRESENT:** Ray Hilts (Designate), Town of Whitecourt  
Dennis Nanninga (Designate), County of Barrhead  
Daryl Weber (Designate), Village of Alberta Beach  
Leslie Penny (Designate), Town of Barrhead  
Jim Hailes (Designate), Town of Fox Creek  
Pat Burns (Designate), Town of Mayerthorpe  
Carol Webster (Designate), Town of Swan Hills  
  
Roxanne Harper, Manager

**REGRETS:** John Burrows (Designate), Woodlands County  
Judy Tracy (Designate), Town of Onoway  
Nick Gelych (Designate), Lac Ste. Anne County

**I. CALL TO ORDER**

Chairman Dennis Nanninga called the meeting to order at 1:00 p.m.

**II. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**III. ADOPTION OF THE AGENDA**

**MOTION #01/18**

*Moved by Leslie Penny*

*That the Agenda be adopted as presented.*

**MOTION CARRIED**

**IV. ADOPTION OF THE MINUTES**

1. Minutes of the November 30, 2017 General Board Meeting

A copy of the November 30, 2017 General Board Meeting Minutes was provided for the Board Members' review.

**MOTION #02/18**

*Moved by Carol Webster*

*That the Minutes of the November 30, 2017 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 #03/18**

*Moved by Ray Hilts*

*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 #04/18**

*Moved by Leslie Penny*

*To accept for information.*

**MOTION CARRIED**

2. Financial Statement Review – December 31, 2017

The Community Futures Yellowhead East (CFYE) financial statements dated December 31, 2017 were presented and reviewed.

**MOTION #05/18**

*Moved by Ray Hilts*

*To accept the CFYE Financial Statements as presented.*

**MOTION CARRIED**

3. Draft Operational Plan 2018/2019

The draft 2018/2019 Operational Plan was provided to the Board Members for their information and review.

**MOTION #06/18**

*Moved by Leslie Penny*

*Moved to accept the 2018 – 2019 Operating Plan as presented.*

**MOTION CARRIED**

4. Draft Budget 2018/2019

The draft 2018/2019 Operating Budget was provided to the Board Members for their information and review.

**MOTION #07/18**

*Moved by Jim Hailes*

*Moved to accept the 2018 – 2019 Operating Budget as presented.*

**MOTION CARRIED**

5. Lending Training – Potential Training Dates

Management updated the Board Members on the potential training dates provided by the trainer. None of these dates were available for the majority of the Board Members present. Management also informed the Board Members that the Board Training Modules were now “on sale” (2 for the price of 1) until the end of March 2018. Discussion ensued regarding booking a second module and thus having a full day of training.

**MOTION #08/18**

*Moved by Dennis Nanninga*

*That Management discuss alternate training dates available with the trainer and then email a Doodle Poll to all the Board Members seeking consensus on a date.*

**MOTION CARRIED**

6. Community Futures Petition

Correspondence received from the Community Futures Network of Canada regarding the petition currently being circulated in support of contract negotiations was provided to the Board Members for their review. All Board Members were encouraged to sign the petition.

**MOTION #09/18**

*Moved by Pat Burns*

*To accept for information.*

**MOTION CARRIED**

7. Whitecourt Economic Forum Sponsorship

Information on the upcoming 2018 Economic Forum scheduled for March 8, 2018 and the sponsorship opportunities available was provided to the Board Members for their information and review.

**MOTION #10/18**

*Moved by Leslie Penny*

*That CFYE sponsor this event at the Diamond Sponsorship level.*

**MOTION CARRIED**

8. Staff Discussion

Chairman Nanninga informed the Board Members present that CFYE General Manager Harper has tendered her resignation. Discussion ensued on how to proceed regarding recruiting and hiring a new General Manager.

**MOTION #11/18**

*Moved by Jim Hailes*

*That Management draft an employment ad and email it to the Executive Committee Members for their review and approval prior to posting the ad. That the closing date on the ad be February 26<sup>th</sup> and that the Executive Committee meet on either February 27 or 28, if possible, to short list the candidates.*

**MOTION CARRIED**

**MOTION #12/18**

*Moved by Ray Hilts*

*That the hiring committee be composed of the members of the Executive Committee, as available, and one (1) other Board Member (to be determined) for a maximum of five (5) members.*

**MOTION CARRIED**

**VII. COMMUNITY REPORTS**

**MOTION #13/18**

*Moved by Leslie Penny*

*That the Community Reports be tabled to the next meeting.*

**MOTION CARRIED**

**2018 MEETING DATES & TIMES:**

That the Board Meeting dates for 2018 be scheduled as follows:

1. March 22, 2018
2. May 24, 2018
3. July 26, 2018
4. September 27, 2018
5. November 22, 2018

All meetings will be held at the CFYE office in Whitecourt.

**PLEASE NOTE CHANGE – LUNCH** will be provided at **12:30 p.m.** The **meeting** will commence at **1:00 p.m.**

**ADJOURNMENT:**

**MOTION #14/18**

*Moved by Carol Webster*

*That the meeting be adjourned at 3:50 p.m.*

**MOTION CARRIED**

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Chairman

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Secretary