

**COMMUNITY FUTURES YELLOWHEAD EAST**  
**MINUTES OF THE NOVEMBER 24, 2016**  
**GENERAL BOARD MEETING**  
**COMMUNITY FUTURES YELLOWHEAD EAST OFFICE**  
**WHITECOURT, ALBERTA**

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**PRESENT:** Chad Merrifield (Designate), Woodlands County  
Glen Wilcox (Designate), Town of Mayerthorpe  
Jim Ahn (Alternate), Town of Fox Creek  
Judy Tracy (Designate), Town of Onoway  
Eris Moncur (Designate), Town of Whitecourt  
Dennis Nanninga (Designate) County of Barrhead  
Angela Duncan (Designate), Village of Alberta Beach  
Tricia Dekort, Western Economic Diversification

Roxanne Harper, Manager

**REGRETS:** Carol Webster (Designate), Town of Swan Hills  
Leslie Penny (Designate), Town of Barrhead  
Wayne Borle, (Designate), Lac Ste. Anne County

**I. CALL TO ORDER**

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

**II. ADDITIONS TO THE AGENDA**

VIII. NEW BUSINESS

7. Operational Plan 2017/2018

**III. ADOPTION OF THE AGENDA**

**MOTION #70/16**

*Moved by Dennis Nanninga*

*That the Agenda be adopted as amended.*

**MOTION CARRIED**

**IV. ADOPTION OF THE MINUTES**

1. Minutes of the September 22, 2016 General Board Meeting

A copy of the September 22, 2016 General Board Meeting Minutes was provided for the Board Members' review.

**MOTION #71/16**

*Moved by Eris Moncur*

*That the Minutes of the September 22, 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 #72/16**

*Moved by Jim Ahn*

*To accept the Board Member Attendance Record as presented.*

**MOTION CARRIED**

**VI. ELECTION OF OFFICERS**

**CHAIRMAN:**

Dennis Nanninga nominated Chad Merrifield for the position of Chairman.  
Chad Merrifield accepted the nomination.

**MOTION #73/16**

*Moved by Jim Ahn*

*That the nominations for the position of Chairman cease.*

**MOTION CARRIED**

***Chad Merrifield was declared Chairman by acclamation.***

**VICE CHAIRMAN:**

Judy Tracy nominated Glen Wilcox for the position of Vice Chairman.  
Glen Wilcox accepted the nomination.

**MOTION #74/16**

*Moved by Eris Moncur*

*That the nominations for the position of Vice Chairman cease.*

**MOTION CARRIED**

***Glen Wilcox was declared Vice Chairman by acclamation.***

**SECRETARY**

Glen Wilcox nominated Eris Moncur for the position of Secretary.  
Eris Moncur accepted the nomination.

**MOTION #75/16**

*Moved by Judy Tracy*

*That the nominations for the position of Secretary cease.*

**MOTION CARRIED**

***Eris Moncur was declared Secretary by acclamation.***

**TREASURER**

Jim Ahn nominated Carol Webster for the position of Treasurer.  
Carol Webster accepted the nomination.

**MOTION #76/16**

*Moved by Eris Moncur*

*That the nominations for the position of Treasurer cease.*

**MOTION CARRIED**

***Carol Webster was declared Treasurer by acclamation.***

**MOTION #77/16**

*Moved by Jim Ahn*

*That the signing authorities for all bank accounts shall be any two of the following: Chairman Chad Merrifield, Vice Chairman Glen Wilcox, Treasurer Carol Webster, Secretary Eris Moncur and Manager Roxanne Harper.*

**MOTION CARRIED**

**VII. APPOINTMENT OF COMMITTEE MEMBERS:**

**IRC COMMITTEE MEMBERS**

Eris Moncur nominated Dennis Nanninga for the position of IRC Committee Member.  
Dennis Nanninga accepted the nomination.

Judy Tracy nominated Glen Wilcox for the position of IRC Committee Member.  
Glen Wilcox accepted the nomination.

**MOTION #78/16**

*Moved by Angela Duncan*

*That the nominations for the position of IRC Committee Member cease.*

**MOTION CARRIED**

***Dennis Nanninga and Glen Wilcox were declared IRC Committee Members by acclamation.***

VIII. **NEW BUSINESS**1. WED Update – Tricia Dekort

Tricia Dekort, Business Officer, Western Economic Diversification, provided a brief history of the Community Futures Program and some additional information on recent WED initiatives.

**MOTION #79/16**

*Moved by Glen Wilcox*

*To accept for information.*

**MOTION CARRIED**

2. Investment Review Committee Report

The Investment Review Committee Report was presented and reviewed.

**MOTION #80/16**

*Moved by Glen Wilcox*

*To accept the Investment Review Committee Report as presented.*

**MOTION CARRIED**

3. Financial Statement Review – October 31, 2016

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

**MOTION #81/16**

*Moved by Jim Ahn*

*To accept the CFYE Financial Statements as presented.*

**MOTION CARRIED**

4. Northern Alberta Broadband Preparedness Project

Chad Merrifield provided an update on this project.

**MOTION #82/16**

*Moved by Chad Merrifield*

*To accept as information.*

**MOTION CARRIED**

5. Christmas Office Hours

The Board Members discussed scheduled office hours for the 2016 Holiday Season.

**MOTION #83/16**

*Moved by Glen Wilcox*

*That the CFYE office will be closed from December 23, 2016 to January 2, 2017 inclusive, re-opening at 8:30 a.m. on January 3, 2017.*

**MOTION CARRIED**

## 6. Youth Industry Boot Camps

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 #84/16**

*Moved by Jim Ahn*

*To table a decision on this agenda item to the next General Board meeting.*

**MOTION CARRIED**

## 7. Operation Plan 2017/2018

Management advised that the template for the 2017/2018 Operational Plan had arrived. Possible projects and potential target numbers for the coming fiscal year were briefly discussed. A draft of the operational plan will be presented and reviewed at the Board meeting in January 2017.

## **IX. COMMUNITY REPORTS**

### **Chad Merrifield – Woodlands County**

- Pembina Pipeline has been having difficulty getting pipe in the ground. They have destroyed some of the area roads in the process. They have been asked to provide a \$500,000 bond against repair of these roads next spring.
- The Provincial Government is looking at changing the existing FMA’s in the province.
- A new Inter Municipal framework will be forthcoming in the next year.

### **Jim Ahn – Town of Fox Creek**

- The Town held a by-election in October – Louis Beloin and Kim Caouette were both elected.
- The Town will be holding a strategic planning session this coming weekend.
- The Town has completed a comprehensive community plan.
- The land has been cleared for the new fire hall and for the new Multiplex.

### **Glen Wilcox – Town of Mayerthorpe**

- Christmas Light Up is scheduled for December 2<sup>nd</sup> beginning at 6:00.
- The development across the highway is ongoing.

### **Judy Tracy – Town of Onoway**

- A couple of new speed signs are up in Town.
- The Mutual Aid agreement between the Town and Lac Ste. Anne County has been signed.
- The Chamber along with 2 high school students is working on a promotional video for the Town.

**Angela Duncan - Village of Alberta Beach**

- The new hotel is scheduled to be open before the New Year.
- Held a successful Volunteer Appreciation night with over 200 people in attendance.

**Dennis Nanninga – County of Barrhead**

- The County CAO is retiring in December 2016. A new CAO has been hired and she will be able to work alongside the current CAO prior to her official start date in January.
- Approximately 1/2 of the area crops are still out in the field; mostly canola. The County has declared an agricultural disaster.

**Carol Webster - Town of Swan Hills**

- No report was available.

**Eris Moncur – Town of Whitecourt**

- There has been a slowdown in the forestry industry due to the weather.
- The Chamber and the Town are working together on a number of projects. One is exploring the idea of a “Business Revitalization Zone” for the downtown.
- Whitecourt in partnership with Woodlands County are exploring initiating a DMF for the area.
- Hotels are filling up which is a positive sign for the local economy.
- The Town and County are having a joint retreat next week.

**Wayne Borle - Lac Ste. Anne County**

- No report is available.

**Leslie Penny – Town of Barrhead**

- No report is available.

**MOTION #85/16**

*Moved by Judy Tracy*

*To accept for information.*

**MOTION CARRIED**

**2017 MEETING DATES & TIMES:**

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

1. January 12, 2017
2. March 23, 2017
3. May 25, 2017
4. July 27, 2017
5. September 28, 2017
6. 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 #86/16**

*Moved by Glen Wilcox*

*To accept for information.*

**MOTION CARRIED**

**ADJOURNMENT:**

**MOTION #87/16**

*Moved by Dennis Nanninga*

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

**MOTION CARRIED**

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Chairman

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Secretary