

**COMMUNITY FUTURES YELLOWHEAD EAST**  
**MINUTES OF THE SEPTEMBER 22, 2016**  
**GENERAL BOARD MEETING**  
**COMMUNITY FUTURES YELLOWHEAD EAST OFFICE**  
**WHITECOURT, ALBERTA**

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**PRESENT:** Dwight Davidson (Designate), Lac Ste. Anne County  
Glen Wilcox (Designate), Town of Mayerthorpe  
Jim Ahn (Designate), Town of Fox Creek  
Judy Tracy (Designate), Town of Onoway  
Eris Moncur (Designate), Town of Whitecourt  
Carol Webster (Designate), Town of Swan Hills  
Leslie Penny (Designate), Town of Barrhead  
Don McNair (Designate), Village of Alberta Beach

Roxanne Harper, Manager

**REGRETS:** Chad Merrifield (Designate), Woodlands County  
Dennis Nanninga (Designate) County of Barrhead

**I. CALL TO ORDER**

Chairman Dwight Davidson called the meeting to order at 6:35 p.m.

**II. ADDITIONS TO THE AGENDA**

There were no additions to the agenda.

**III. ADOPTION OF THE AGENDA**

**MOTION #56/16**

*Moved by Don McNair*

*That the Agenda be adopted as presented.*

**MOTION CARRIED**

**IV. ADOPTION OF THE MINUTES**

1. Minutes of the July 21, 2016 General Board Meeting

A copy of the July 21, 2016 General Board Meeting Minutes was provided for the Board Members' review.

**MOTION #57/16**

*Moved by Glen Wilcox*

*That the Minutes of the July 21, 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 #58/16**

*Moved by Judy Tracy*

*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 #59/16**

*Moved by Glen Wilcox*

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

**MOTION CARRIED**

2. Financial Statement Review – August 31, 2016

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

**MOTION #60/16**

*Moved by Don McNair*

*To accept the CFYE Financial Statements as presented.*

**MOTION CARRIED**

3. Roofing Estimates for Building - Update

The contractor who had been awarded the contract for the re-shingling of the condo building roof, Mathieson Roofing, has decided not to do the work. Based on the estimates received, the recommendation from the Condo Association is to proceed with the second lowest bidder, Malbeuf Roofing.

**MOTION #61/16**

*Moved by Jim Ahn*

*To agree with the recommendation to award the contract to Malbeuf Roofing for a total price of \$20,999.80; with the 27.0% cost share of CFYE being \$5,669.95.*

**MOTION CARRIED**

4. Building Tenant Signage

A request has been received from the Condo Association to reconsider the motion made at June 14, 2016 Board meeting regarding the placement of tenant signage. One of the condo tenants is requesting to place a sign in the parking lot and is hopeful everyone will agree.

**MOTION #62/16**

*Moved by Jim Ahn*

*To agree to the temporary placement of a sign in the parking lot adjacent to our building by Family Dental Health, providing that the sign itself and the placement of the sign meet the requirements set out in the Town of Whitecourt by-laws.*

**MOTION CARRIED**

**MOTION #63/16**

*Moved by Eris Moncur*

*That the issue of condo/tenant signage be formally addressed through the condo by-laws.*

**MOTION CARRIED**

5. Small Business Week Events – Barrhead & Whitecourt

Information on the events being planned for both Barrhead and Whitecourt during Small Business Week was provided to the Board Members for their information.

**MOTION #64/16**

*Moved by Leslie Penny*

*To accept for information.*

**MOTION CARRIED**

6. Board Member Appointee for Conference

**MOTION #65/16**

*Moved by Leslie Penny*

*That Judy Tracy be appointed as the Community Futures Yellowhead East Board Representative for the 2016 Annual Community Futures Conference.*

**MOTION CARRIED**

7. Staff Hours

**MOTION #66/16**

*Moved by Glen Wilcox*

*That the CFYE Manager, Roxanne Harper, be authorized to work a condensed four (4) day week effective October 1, 2016; with the days worked to be at her discretion.*

**MOTION CARRIED**

**VII. COMMUNITY REPORTS**

**Chad Merrifield – Woodlands County**

- No report available.

**Jim Ahn – Town of Fox Creek**

- The Town will be having a by-election in October.
- The Town has completed a comprehensive community plan which includes land use by-laws.

**Glen Wilcox – Town of Mayerthorpe**

- One of the Town Councilors has resigned but the decision has been made not to have a by-election.

**Judy Tracy – Town of Onoway**

- The new school is open!

**Don McNair - Village of Alberta Beach**

- Was a busy summer. Festivals were all well attended.

**Dennis Nanninga – County of Barrhead**

- No report available.

**Carol Webster - Town of Swan Hills**

- Has been very slow in town this summer.

**Eris Moncur – Town of Whitecourt**

- The Town will be sponsoring or co-sponsoring 3 resolutions at the upcoming AUMA convention.

**Dwight Davidson - Lac Ste. Anne County**

- The new County building is coming along, although it is approximately one month behind schedule. Should be complete by the end of January 2017.

**Leslie Penny – Town of Barrhead**

- A new Tim Hortons will be opening up in the drug store.

**MOTION #67/16**

*To accept for information.*

*Moved by Judy Tracy*

**MOTION CARRIED**

**2016 MEETING DATES & TIMES:**

That the Board Meeting dates for 2016 be scheduled as follows:

1. November 24, 2016

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 #68/16**

*Moved by Dwight Davidson*

*To accept for information.*

**MOTION CARRIED**

**ADJOURNMENT:**

**MOTION #69/16**

*Moved by Carol Webster*

*That the meeting be adjourned at 7:30 p.m.*

**MOTION CARRIED**

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Chairman

\_\_\_\_\_  
Secretary