

COMMUNITY FUTURES YELLOWHEAD EAST
MINUTES OF THE July 26th, 2018
GENERAL BOARD MEETING
COMMUNITY FUTURES YELLOWHEAD EAST OFFICE
WHITECOURT, ALBERTA

PRESENT: Dennis Nanninga, County of Barrhead
Nick, Gelych, Lac Ste. Anne County
Leslie Penny, Town of Barrhead
John Burrows, Woodlands County
Jim Hailes, Town of Fox Creek
Daryl Weber- Village of Alberta Beach
Judy Tracy – Town of Onoway
Carol Webster – Town of Swan Hills
Ray Hilts – Town of Whitecourt

Michelle Jones, Manager

ABSENT: Pat Burns, Mayerthorpe

I. CALL TO ORDER

Chairman Dennis Nanninga called the meeting to order at 1:35 P.M.

II. ADDITIONS TO THE AGENDA

There were no additions to the agenda

III. ADOPTION OF THE AGENDA

MOTION #44/18

Moved by Ray Hilts

That the agenda be adopted as presented

MOTION CARRIED

IV. ADOPTION OF THE MINUTES

1. Minutes of the July 26th, 2018 General Board Meeting

A copy of the May 24, 2018 General Board Meeting Minutes were provided for the Board Members' review.

MOTION #45/18

Moved by John Burrows

That the Minutes of the 2018 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.

2. Executive Committee – General Manager Performance Review Date Set for – August 28th,
At 10:00 a.m. Michelle to send date reminder and provide self-evaluation report, prior to meeting.

3. Bank Signing Authorities Review – Michelle presented information on the progress of having all banking accounts switched over to the CIBC in Whitecourt.
Michelle to check with Service Alberta for a copy of the old by-laws.

MOTION #46/18

Moved by Ray Hilts

That we have board member John Burrows added to the bank signing authority profile to provide an additional easier local access signature when required.

MOTION CARRIED

4. Business Investment Suggestions: I.E., Equity Loans, Individual Community suggestions/recommendations.

Discussion ensued around different options and was agreed that a sub-committee be formed to review options available for investment dollars available.

Board agreed that the subcommittee will meet to discuss options and to develop a formal letter to be sent to each council explaining the funds available and to request ideas to be forwarded for review that are regional in nature and that would benefit the region in a business manner that fits within the CFYE mandate.

Committee consisting of: Daryl Weber, Carol Webster and Ray Hilts will meet September 13th, 2018 at 10:00 a.m. to develop material to present to the board at large regarding investment options.

VI. NEW BUSINESS

1. Managers' Report

The Managers Report was presented and reviewed. Resulting from information provided in the Managers Report, John Burrows, will check with one of the mills who may be selling off computers to see if they would be of benefit to the CFYE office.

Manager presented idea of having the staff also attend board meetings, board accepting recommendation, knowing that in camera sessions could still be conducted as required.

Manager also shared information on the new Loan Portal through CFNA and agreed to this would be of great benefit moving forward for IRC meetings. Angela will look at getting us set up on the system.

2. Community/CFYE Video Project

Video campaign will commence with the on-boarding of new Business Advisor/Marketing Specialist Ellen MacCormac, starting July 30, 2018.

Board members are to provide information back to the manager if they would like to see any additional content added to the coverage taken in their communities.

3. Fall Symposium Training

Information provided on the Fall Symposium. Manager to forward training information to the board to review and decide on their availability for attendance. Manager will book any board members wishing to attend. Nick and Daryl expressed an interest to date.

4. Financial Statement Review – Quarterly Report April – June/2018

Board reviewed and agreed that they would prefer a condensed financial report moving forward at the next general board meeting.

Michelle and Ray to review and develop a new report format.

5. Business Advisor Position Update

New Business Advisor – Ellen MacCormac introduced to the board and provided an update on the position start date and goals. Position to commence July 30, 2018

6. Doubtful/Difficult Loan Account Review – Board reviewed the current loans that were currently in arrears or delinquent in nature and what practices need to be put into place to avoid similar issues in the future as well to determine the best way to clear up the current difficult loan accounts.

Board made the decision to form a sub committee to meet with the CFYE lawyer to review these accounts as well as to determine best practices that may help alleviate some of the issues from arising in the future. Manager will set up an apt with the committee members consisting of: Michelle, Nick, Leslie, Daryl, the business analyst and the CFYE lawyer. Tentative Date set for: September 13th, at 1:00 P.M.

7. Office Expenditure Requests: Discussion around possible developing one of the offices into a Business Training Centre for clients and that fact that this may need additional funds not allocated for in the budget. Directed to provide information on the costs involved and bring back to the board to determine if a request for funds will be necessary.

8. Small Business Gala – Sponsorship/Award Suggestion.

Board discussed idea of starting a CFYE loan client award that could be presented to one CFYE client each year at either a Business Excellence Award ceremony or other public event that would allow for recognition of clients who are successful in the operation of their business, under the CFYE guidelines.

Michelle and Angela to develop the guidelines around such an award and present back to the board.

VII. COMMUNITY REPORTS

Tabled until next meeting

2018 MEETING DATES & TIMES:

That the Board Meeting dates for 2018 have been re-scheduled as follows:

- 1. September 20, 2018
- 2. November 15th, 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 #47/18

Moved by Leslie Penny

That the meeting be adjourned at 3:34 p.m.

MOTION CARRIED

Chairman

Secretary