



**Board of Directors Regular Meeting
Thursday November 15, 2018 at 12:30 PM
Minutes of Meeting**

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

1. Call To Order

Meeting was called to order by Chairman Dennis Nanninga at 12:42, and that we proceed right into, In Camera Session.

MOTION #54/18

Moved by Jim Hailes

That we go In Camera to discuss employee request for holiday payout.

MOTION CARRIED

MOTION #55/18

Moved by Leslie Penny

That we come back out of In Camera discussion.

MOTION CARRIED

2. Approval to the Agenda:

MOTION #56/18

Moved by Nick Gelych

That Agenda be accepted as presented.

MOTION CARRIED

3. Adoption of the Minutes

Minutes of the September 20, 2018 Regular Board Meeting

MOTION #57/18

Moved by Jim Hailes

That the Minutes of the September 20th meeting, be accepted as presented.

MOTION CARRIED

4. **Chair – Executive Update:** Discussed in Camera Session
5. **Old Business:**
 1. **Staff Training update** – Manager provided for Information Only
 2. **Regular Bookkeeping** – Manager advised the bookkeeper should be caught up early next week, in time for reporting to WD.
 3. **File Audit** – as per attached Manager gave an overview of the audit
 4. **Small Business Week** – Manager provided for Information Only
 5. **Career Expo** – Manager provided for Information Only
 6. **Fall Symposium** – Vice Chair Carol Webster provided her comments regarding the symposium, in addition to Board member in attendance Nick Gelych.
 7. **Doubtful Loan Account** Update provided as per attached information
 8. **CARES Grant Application** – application profile attached.
 9. **WD PMT** – Business Number Report Oct 20, 2018- For Information Only
 10. **Elected Officials Training** – Carol Webster provided feedback from her town, as well as other board members discussed their experience with the training. Manager provided information on a complaint they received that the course was not suited for all communities and level of experience.
 11. **Sunlife Investment Fund** –tabled for next meeting
 12. **Investment Fund Projects:**
 - a) **CARES Grant \$44K-** provided information on the CARES Grant Applied for and that our contribution if grant is successful will be approx. Forty Four Thousand Dollars.
 - b) **Convention Centre** –received information for possible loan request or Regional Investment opportunity, to be discussed at a later date.
 - c) **Investment Policy** – Ray will review and provide at next meeting
6. **New Business:**
 1. **Quarterly Report** – Manager provided information that a 1month extension has been provided to allow for new manager training.
 2. **Semi Annual Financial Statements** – Manager was able to get a report deadline extension to allow time for bookkeeper to complete their work.
 3. **Policy & Procedures Manuals Committee**

MOTION #58/18

Moved by Jim Hailes

That we form a Policy & Procedures Committee to review the HR Policy and Loan Process Policy to start with. Nick Gelych, Leslie Penny, Carol Webster, John Burrows all agreed to sit on the committee along with the manager to develop new Policy & Procedures.

MOTION CARRIED

Manager will forward the frame work for the first two Policy's to be reviewed along with examples from other CF offices as a starting point. Much of the work to finalize will be done through email.

4. **New Projects:** Women In Business – Conference 2019, 40 over 40
-Indigenous Role Model Project – Schools – Manager provided information regarding some new projects the office will be working on.
5. **Proposed Executive Meeting** - Chair provided board with information regarding the request to have Executive Meetings on the same day as the regular board meetings.

MOTION #59/18

Moved by Jim Hailes

That for the interim we conduct regular monthly board meetings with executive meetings to also be held on the same day prior to the regular meetings. Meetings are to be held on the 3rd Thursday of every month with the Executive meeting to run from 12:00 – 12:30 PM and the Regular board meeting to be held from 12:30 for lunch and meeting start at 1:00 PM

6. **Proposed Regularly Scheduled IRC meetings** – Discussed the suggestion of having a regularly scheduled IRC meeting on the same days at the other board meetings. Meeting would be cancelled if not needed. Board was in favour.
 7. **Christmas Office Closure** – Office will be closed as per other years from Dec. 24th – January 2nd.
 8. **Loan Numbers and Value** – tabled until next meeting
 9. **WED Officer Update** – Manager advised board that we have a new WD Reporting Officer, David Filipic, however Tricia would continue to work with manager through her first quarterly reporting's.
 10. **Western Canada Growth Strategy Questions** – Information attached, and board agreed they would review the questions individually and provide feedback to the manager to forward to CFNA
7. **Loan Numbers** – Previously discussed with File Audit Review.
 8. **Manager Report – Monthly Activities attached.** Manager also discussed the request to provide the Manager and Business Analyst with an additional phone/internet allowance, due to the amount of business that was being conducted on their phones and at home using internet data.

MOTION #60/18

Moved by Jim Hailes

That the Manager and Business Analyst be provided with a \$50 monthly communications allowance, effective Dec. 1, 2018.

MOTION CARRIED

9. **Board Round Table:**
Leslie Penny – provided update on the opening of the New Co-Op Store.
Judy Tracy – provided update on Onoway Christmas Light Up & Keystone Open Houses being held on Nov. 21st and Nov. 28th.

10. **Next Meeting** – December 20th , 2018 with executive meeting starting at 12:00 – 12:30, and regular board meeting lunch to start at 12:30. IRC meeting will be held prior or after regular meeting depending on need.

11. Adjournment

MOTION #61/18

Moved by John Burrows

That the meeting be adjourned at 3:10 PM

MOTION CARRIED

Chairman, Dennis Nanninga

Secretary, Leslie Penny