

COMMUNITY FUTURES YELLOWHEAD EAST
MINUTES OF THE September 20, 2018
GENERAL BOARD MEETING
COMMUNITY FUTURES YELLOWHEAD EAST OFFICE
WHITECOURT, ALBERTA

PRESENT: Dennis Nanninga, County of Barrhead
 Leslie Penny, Town of Barrhead
 Daryl Weber- Village of Alberta Beach
 Judy Tracy – Town of Onoway
 Carol Webster – Town of Swan Hills
 Ray Hilts – Town of Whitecourt
 Pat Burns – Town of Mayerthorpe
 Michelle Jones, Manager

Regrets: Nick Gleych, Lac Ste. Anne County
 John Burrows, Woodlands County
 Jim Hailes, Town of Fox Creek

I. CALL TO ORDER

Chairman Dennis Nanninga called the meeting to order at 12:58.M.

II. ADDITIONS TO THE AGENDA

Additions to the Agenda
 New Business – 7. Fall Symposium – Chair Meeting

Moved by Carol Webster

MOTION CARRIED

III. ADOPTION OF THE AGENDA

MOTION #47/18

Moved by Dennis Nanninga

That the agenda be adopted as amended

MOTION CARRIED

IV. ADOPTION OF THE MINUTES

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

A copy of the July 26th, General Board Meeting Minutes were provided for the Board Members' review.

A copy of the July 26th, Annual General Meeting were provided for review.

MOTION #48/18

*Moved by Ray Hilts
Moved by Leslie Penny*

That the Minutes of the July 26th, 2018 Regular Board Meeting be accepted as presented.
That the Minutes of the July 26th, Annual General Meeting be accepted as presented.

MOTION CARRIED

V. BUSINESS ARISING FROM THE MINUTES1. Attendance Record Review

A copy of the Board Member Attendance Record was provided for the Members' review.

Discussion ensued around the use of alternate board members to make quorum. Policy to be reviewed and updated in regard to alternates. Only those directors who have registered an alternate will be called upon and only if necessary to make quorum.

MOTION 49/18

Moved by Pat Burns

Motion made requiring manager to provide board members with the meeting package a minimum of seven days prior to regular board meeting for review by directors. Mandatory attendance response required to go directly to manager only, to allow for responsible lunch ordering as well as determining quorum. Minutes to now be sent to town councils as well.

MOTION CARRIED

VI. NEW BUSINESS1. Managers' Report

The Managers Report was presented, reviewed and attached. Several items from the business arising from last meetings minutes were covered off in the manager's report.

MOTION 50/18

Moved by Carol Webster

Motion made for funding approval for the following training by staff, manager and board members; Leading Strategic Planning - manager \$750 +travel, Train the Trainer/Business Coaching – Staff \$2700 plus travel, TEA training – all staff \$1400, Board Elected Official Training – board training – Approx. \$7000, Video Editing – Staff \$1195 plus travel. For a total approved allowance of sixteen thousand dollars to date, to be spent on training, with initial funding to come from operational budget training monies and the remainder to be provided from the investment money.

MOTION CARRIED

2. IRC Report –

Report provided as attached – Accepted as updated information

Discussed – Cheap Smokes Client’s request to have his partners name removed from the file, as he has made all the payments to date on the loan, as well provided final payment on his line of credit. In addition, Jeremy has increased his loan payment to the amount required as well as the additional amount he had been paying monthly to his line of credit. He has agreed to pay out owner Rob, the amount of his initial investment in order to have clear title of the business and have Rob removed from the loan. Rob is in agreeance.

Board disapproved the request, based on the fact that Security for the loan is held in means of a lien on Rob’s home. Discussed the need to have partnership agreement as part of our new loan policy to be developed.

3. Sunlife Investment Fund – Ray Hilts

Ray provided board with information on our investment fund and options for future investment. Based on information to be provided from the Investment Fund Committee, Treasurer and Manager will look at options for re-investing a minimum of \$700k and what best options available, to be presented to the board for next meeting.

4. Investment Fund Committee Report – Carol, Ray, Daryl , Michelle

Committee Member Ray Hilts provided board with an overview of the discussion that took place the committee regarding possible investments with invested funds.

Motion 51/18

Moved by Ray Hilts

Motion was made that the board support the committee’s idea of managing the invested dollars under a granting program based on the direction of the board. While keeping a minimum of Seven Hundred Thousand Dollars in an investment portfolio and utilize the remaining investment of One Hundred and Nine Thousand dollars on grant projects that conform to the new Investment Policy that will be drafted by Ray Hilts for review by the board. Draft Policy to be brought forward for next general board meeting.

MOTION CARRIED

5. Doubtful Loan Committee Report: Daryl, Leslie, Carol, Michelle

Committee member Leslie Penny provided an overview of the committee meeting with CFYE lawyer. The previously discussed doubtful loans were reviewed individually and provided legal feedback from the lawyer as to how to best proceed.

Lawyer provided Information on several new options we can put into policy that would help with difficult situations; forbearance agreements, the option to put security agreements on clients who move provinces, etc.. Overall the committee felt the exercise was very valuable and provided several solutions and options for new Loan Policy.

6. Small Business Gala – Whitecourt/Barrhead

Board discussed the different SBG events and who would attend which community. Leslie and Dennis would look at attending Barrhead Gala if possible. Whitecourt/Woodlands Board members felt they may be attending already on behalf of their councils. Staff will attend both where possible.

VII. COMMUNITY REPORTS

Pat Burns – Town of Mayerthorpe: Crockett House newest restaurant receiving rave reviews. Herb Store moved a block over onto mains street and has seen a tremendous improvement in business. Other businesses have noticed increased business with updated signage. Hwy lights going ahead as scheduled. Possibility of Athabasca Minerals opening up office.

Daryl Webber – Alberta Beach : Four Plex stop work order removed and work is resuming. Frost damaged roads being repaired – partial funding from reserves.

Leslie Penny – Town of Barrhead – The Year of Change – Garbage Pickup out Front now, Parade Route Change, Developer interested in developing land around the swimming pool, that would affect the community garden. Discussion around road repair work being done in downtown and the difficulty the delays are causing.

Carol Webster – Town of SwanHills - Downtown Northern Lakes building, now housing new medical Mobil facility – looking for 2 more renters for this building. Swan Hills Ec Dev working with Doug Griffiths and will be hosting a town hall meeting.

Ray Hilts – Town of Whitecourt - Town conducting Public Open House on Town Marijuana Consumption By-Law as well as A Budget Open House.

Judy Tracy – Town of Onoway – Star Inn Motel – Sold and being re-done
Possibility of investors building a youth drop in center.
Marijuana Consumption Bylaw under review.
Starting a business license program.

2018 MEETING DATES & TIMES:

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

1. November 15th, 2018

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

ADJOURNMENT:

MOTION #52/18

Moved by Ray Hilts

That the meeting be adjourned at 3:39 p.m.

MOTION CARRIED

Chairman

Secretary