

Community FUTURES YELLOWHEAD EAST

Re-Scheduled ZOOM BOARD Meeting Minutes

October 7, 2021

IN ATTENDANCE

CAROL WEBSTER, DARYL WEBER, LESLIE PENNY, RAY HILTS,
JUDY TRACY, JIM HAILES, NICK GELYCH, MARVIN SCHATZ,
MICHELLE JONES, MATTHEW HARTNEY, ELLEN MACCORMAC,
LANA MILLER

**MISSING:
REGRETS:**

John Burrows

1) CALL TO ORDER:

Call to Order by Chair Carol Webster at 1:06

**2) ADOPTION OF
AGENDA:**

Motion# 24 / 21 Moved by Daryl Weber
That the Agenda be accepted as amended to move item 11.3 to in-camera discussion.

CARRIED

**3) MINUTES OF
PREVIOUS MEETING:**

Motion # 25 / 21 Moved by Leslie Penny
That the minutes of the June 17th regular board meeting, be accepted as attached.

CARRIED

Items discussed –

Virtual Open House – Well received, recommend doing again

Response from CFNA - COVID-19 Supports to Small Business – Carol will follow up with final request for response by CFNA.

CCAT Survey Results Report discussed as well as facilitation session with facilitator.

**4) CHAIRPERSON'S
REPORT:**

Motion # 26 / 21 Moved by Leslie Penny
That the chairpersons report be accepted as presented.

Development of Elevator Pitch for Board Members – staff to create the pitch.

Executive Meeting to be held soon to discuss meeting with other MLA's & MPs within the region to discuss the COVID-19 Impacts to Small Business.

**5) TREASURERS
REPORT/
COVID-19 IMPACT TO
SMALL BUSINESS
COMMITTEE REPORT**

Treasurer Report- Budget Variance Report April 1- Sept 30, 2021, Reviewed EFT Payable Invoice Listing Reviewed June – Sept 30, 2021

Motion # 27 / 21 Moved by Ray Hilts
That the Treasurers Report be accepted as presented

CARRIED

**6) EXECUTIVE DIRECTOR
REPORT:**

Motion # 28 / 21 Moved by Leslie Penny
Motion to accept report as information.

CARRIED

7) IRC REPORT:

Motion # 29 / 21 Moved by: Daryl Weber
Motion to accept report as presented.

CARRIED

8) CED REPORT:

Motion # 30 / 21 Moved by: Daryl Weber
Motion to accept as presented.

		CARRIED
9) ADMIN/PROJECT ASSISTANT REPORT	9.1 Introduction of New Admin/Project Assistant Newly hired Admin/Project Assistant, Lana Miller was introduced virtually to the board.	
10) OLD BUSINESS:	10.1 Co-Working Space Proposal Update – Motion # 31 / 21 Moved by Leslie Penny To approve the partnership proposal with the Town of Whitecourt in the development and implementation of the Regional Co-working Space one year pilot project in Whitecourt. 10.2 CFYE Mobile Incubator Proposal Update – Board advised that initial consideration for approval of the proposal has been received from the following municipalities: Town of Barrhead, Swan Hills Onoway and Fox Creek have been received or continue to be in discussions to date. 10.3 Whitecourt Indigenous Friends Society Update – following Executive Recommendations: Board has made the decision that they would like to see some Policy Frameworks be developed regarding the request to provide any funding supports to the Whitecourt Indigenous Friends Society prior to being able to make an informed decision around whether or not to grant partnership funding to the WIFS. 10.4 CFYE Board Selection Criteria provided to Municipalities – ED shared the documentation that has been shared with each municipality, for use in considering the most suitable candidates when electing committee members for CFYE board. 10.5 RRRF Operational Funding Update – ED advised board members that we would be receiving approx. \$1088 for every \$40K RRRF Loan approved and an additional \$500 for every top up loan of \$20 K approved. We should receive approx. \$66K for managing the additional workload for the RRRF clients. Ed also advised that staff would be creating a communication with RRRF clients to advise them of their repayment options and to encourage clients to start preparing for repayment. 10.6 CFYE Symposium Cancellation – Board updated on cancellation of event. 10.7 Strategic Planning Session Completed – Onoway Chamber of Commerce Strat Plan Session completed. Board Member Judy Tracy was in attendance and provided positive feedback of the event.	
11) NEW BUSINESS	11.1 Business Link/CFYE Contract Agreement – ED provided information regarding the new partnership agreement around course material we now have access to providing for clients etc. 11.2 North West Managers Meeting Update – ED provided information regarding the recent Northwest Managers meeting in September. 11.3 Staffing Update – item to be moved to in-camera at the end of New Business 11.4 New Loan Client Challenges – ED shared with board some recent challenges that staff are facing in being able to work with clients on their current business plans and still meet the CFNA requirements. Board provided feedback to staff and approval to continue working with clients that currently reside in the CFYE region where the main business plan was developed. 11.5 New Operating Plans Developed: Information provided to board around current core training plans, survey, and evaluations additions to current processes. 11.6 Strata Building Improvements discussed with board and financial costs discussed. Motion # 32 / 21 Moved by Ray Hilts Motion to go in camera at 3:04 pm	
	Motion # 33 / 21 Moved by Daryl Weber moved to come out of In Camera at 3:20pm.	CARRIED CARRIED

12 ROUND TABLE

Motion # 34 / 21 Moved by Carol Webster

to postpone roundtable until next meeting.

13 CORRESPONDENCE

Motion # 35 / 21 Moved by Nick Gelych

To accept the attached correspondence for information

ADJOURNMENT:

Motion # 36 / 21 Moved by Ray Hilts

Moved to adjourn meeting

NEXT MEETING:

November 18th, 2021

SIGNING AUTHORITY

Carol Webster

~~Carol Webster (Nov 3, 2021 11:01 AM EDT)~~

Chair, Carol Webster

Secretary, Leslie Penny