

Community FUTURES YELLOWHEAD EAST
REGULAR Board Meeting Minutes
Thursday December 2, 2021
Re-schedule of November Meeting

PRESENT: **IN PERSON:** CAROL WEBSTER, DARYL WEBER, ANNA GREENWOOD, TY ASSAF, MARVIN SCHATZ, NICK GELYCH, JIM HAILES, LIZ KRAWIEC, MICHELLE JONES, LANA MILLER
VIRTUAL: SERENA LAPOINTE, ROBIN MURRAY, ELLEN MACCORMAC, MATTEW HARTNEY

REGRETS:	John Burrows
1) CALL TO ORDER:	Chair: Carol Webster Meeting was called to order by outgoing chair, Carol Webster at 1:06 pm
2) ADOPTION OF AGENDA:	<u>Motion# 37 Moved by Daryl Weber</u> That the Agenda be accepted as presented <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 38 Moved by Marvin Schatz</u> <i>That the minutes of the October 7, 2021 be accepted as presented</i> <p style="text-align: right;">CARRIED</p>
4) SWEARING IN OF NEW BOARD MEMBERS	Chair: Carol Webster pass the meeting over to Vice Chair Daryl Weber to proceed with new officer election.
5) ELECTION OF OFFICERS	Election of Officers performed by Chair; Carol Webster Position of Board Chair: Marvin Schatz nominated Nick Gelych for position of Chairperson Nick Gelych Indicated he would accept the nomination. <u>Motion # 39 Moved by: Carol Webster</u> <i>That the nominations for the position of Chairperson cease.</i> <p style="text-align: right;">CARRIED</p> Nick Gelych was declared Chairperson by: Acclamation Position of Vice Chair: Nick Gelych nominated Daryl Weber to continue in the position of Vice Chair . Daryl Weber Indicated he would accept the nomination <u>Motion # 40 Moved by: Carol Webster</u> <i>That the nomination for the position of Vice Chair cease.</i> <p style="text-align: right;">CARRIED</p> Daryl Weber was declared vice chair by: Acclamation. Position of Treasurer:

Daryl Weber Nominated **Liz Krawiec** for position of **Treasurer**
Liz Krawiec Indicated she would accept the nomination.

Motion # 41 Moved by: Carol Webster

That nominations for position of Treasurer cease.

CARRIED

Liz Krawiec Was declared Treasurer by: Acclamation

Position of Secretary:

Daryl Weber Nominated **Serena Lapointe** for position of **Secretary**
Serena Lapointe Indicated they would accept the nomination.

Motion # 42 Moved by: Carol Webster

That the nomination for the position of Secretary Cease.

CARRIED

Serena Lapointe was declared Secretary by: Acclamation

Chair was turned over by outgoing Chair: Carol Webster, to incoming Chair Nick Gelych.

**6) APPOINTMENT
OF COMMITTEE
MEMBERS:**

IRC Committee Members

IRC Chair:

Ty Assaf nominated **Daryl Weber** to continue in position of IRC Chairperson.
Daryl Weber Indicated he would accept the nomination.

Motion# 43 Moved by: Chair Nick Gelych

That the nominations for the position of IRC Committee Chair cease.

CARRIED

Daryl Weber Was declared IRC Committee Chair by: Acclamation

IRC Vice Chair:

Daryl Weber Nominated **Marvin Schatz** for position of IRC Vice Chair
Marvin Schatz Indicated he would accept the nomination.

Motion # 44 Moved by: Chair: Nick Gelych

That the nominations for the position of IRC Vice Chair cease.

CARRIED

Marvin Schatz was declared IRC Committee Vice Chair by: Acclamation

**7) CONFIRMATION
OF SIGNING
AUTHORITIES**

Motion# 45 Moved by: Daryl Weber

That the signing authorities for all bank accounts shall be any two of the following:

Chairperson, Nick Gelych, Vice Chair Person, Daryl Weber — ,
Treasurer Position Liz Krawiec , Secretary Position Serena Lapointe, Whitecourt Board Director or Woodlands Board Director, John burrows and Executive Director Michelle Jones.

CARRIED

Signing Arrangements will be made with CIBC for execution by the December 16th, meeting.

8) STAFF REPORTS:

Executive Director: - Welcome, Monthly Report, As presented

CED Coordinator: Introduction, Position Overview, Monthly Report, As presented

Business Analyst: Formal Introduction, Position Overview, Monthly Report, As presented

Admin/Project Assistant: Introduction, Position Overview, Update as presented

- Question arose from director Serena Lapointe, to determine what information we had from RRRF clients around their ability to re-pay the partially forgivable loans.
- Feedback was provided by the Executive Director, with a decision made by the board to have this topic put on the agenda for next meeting to discuss further.

Motion # 46 Moved by: Ty Assaf

To accept Staff reports as presented for information purposes.

CARRIED

9) OLD BUSINESS:

9.1 Annual Reporting Requirements to Date:

- As attached: 2nd Quarterly Report Submitted
- RRRF Sector Reports submitted
- Semi Annual Financials submitted – as attached
- Business Number Report submitted – as attached

Motion# 47 Moved by: Ty Assaf

To accept information as presented by Executive Director, for information purposes.

CARRIED

9.2 Board Per Diems/Travel Rates:

Motion # Moved by: Ty Assaf

To continue providing per diems of \$150/per person, per in person meeting \$75/per person, per virtual meeting in addition to providing \$0.58/per kilometer for travel allowance to and from regular board meetings. Decision will remain for the interim. Topic to be re-addressed in the spring.

CARRIED

9.3 Project Update: Co-working Space, Travelling Incubator, Digital Economy Program

Motion # Moved by: Daryl Weber

To accept material presented for information purposes.

10) NEW BUSINESS:

10.1 Board Orientation – Forms Signed, Training Etc.

- Board was advised forms need to be completed and returned prior to Dec. 16th, 2021 meeting and will remain on board members file.
- Discussion ensued regarding request for criminal records checks, if this request is technically allowable.
- Executive Director agreed to research and present back to board at next meeting.

10.2 Board Calendar - Directors were requested to populate their calendars for their year to reflect regular CFYE monthly meetings will be held on the third Thursday of every month, beginning at 1:00 pm – 4:00 pm.

10.3 Christmas Hours- RFD to come

10.4 Staff Bonus – RFD to Come

Motion # 50 Moved by: Ty Assaf

To move meeting into Camera at 3:35

CARRIED

Motion # 51 Moved by: Jim Hailes

To move meeting out of Camera at 3:40

CARRIED

Motion# 52 Moved by: Ty Assaf

Motion made to provide approval for the CFYE office to be closed over Christmas as per Christmas Hours RFD, as well as to provide staff with a Christmas Bonus of \$100 in Whitecourt Bucks per staff member, to be taken from the remaining \$500 in Whitecourt Bucks currently available.

CARRIED

11) ROUND TABLE:

Robin Murray – Town of Onoway:

- Annual Light up held, Children’s Christmas Party to be held.

Daryl Weber – Village of Alberta Beach

- Light up the Park held

Anna Greenwood – Town of Mayerthorpe:

- Town Light Up on Friday, Business Survey has been conducted, another one expected
- New Business Openings in Town
- Tim Hortons on Schedule to Open

Ty Assaf – Town of Barrhead:

- Council attended AMA
- Xmas Light
- Champion Feeds building has been purchased by a Book Publishing Company
- Alberta Distance Learning Building have been in discussions between council and province.

Marvin Schatz – County of Barrhead

- Nothing formal to report
- Marvin indicated he had visited one of the CFYE clients establishments in the region and provided very positive feedback from his visit.

Jim Hailes – Town of Fox Creek

- Information shared around the 10 days of Christmas Promotion put on by the town.
- Christmas Light Up
- Provided feedback that the Fox Creek Chamber, still seeking active board members

Liz Krawieck – Town of Swan Hills:

- Swan Hills Light Up information shared
- Sadly reported the passing of former Fire Chief and the event to celebrate his service.
- Swan Hills moving forward with their Re-Branding Project, website should be ready soon.

Nick Gelych – County of Lac Ste Anne

- Announced that the county has successfully hired a full time Economic Development Officer

- Advised that more property sales have gone through in the past year than have for probably the past 10 years. Definitely seeing an increase in people moving from urban to rural areas.

Serena Lapointe – Town of Whitecourt

- Had to leave meeting prior to round table session.

ADJOURNMENT:

Motion # Moved by

Moved to adjourn at 4:05

NEXT MEETING:

Thursday December 16, 2021

In Person – 1:00 – 4:00 pm

Virtual Zoom Link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82723917678?pwd=QW5GZzZCVEJPRIRDczliQ0h5ZXpkZz09>

Meeting ID: 827 2391 7678

Passcode: 016100

One tap mobile

+12042727920,,82723917678#,,,,*016100# Canada

+14388097799,,82723917678#,,,,*016100# Canada

SIGNING AUTHORITY

Nick Gelych

Nick Gelych (Jan 13, 2022 18:22 MST)

Chair, Nick Gelych

SW

Serena Lapointe (Jan 13, 2022 19:32 MST)

Secretary, Sererna Lapointe









Sign off on Approved Board Minutes

Final Audit Report

2022-01-14

Created:	2021-12-17
By:	Michelle Jones (mjones@cfyellowheadeast.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqcBhjP5-OYqnb7_-E77pH9B6bsjENVf0

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