

## Regular Board Meeting

### Agenda

June 18 & 11:00am

#### In Attendance:

1. **Call to Order:** 11:41am
2. **Adoption of Agenda:** Motion to approve as amended by Leslie. All in favor.
3. **Adoption of Previous Meeting Minutes:** Motion to approve as presented by Daryl. All in favor.
4. **Chairman's Report:** No report
5. **Manager's Report:** (as attached)  
Introduced Jody Collin and Charity Vollmann. Recapped LMP and Mental Health Grant  
Motioned by Leslie to accept the managers report as information. All in favor.
6. **IRC Report/Update:** (as attached)  
Michelle and Stacy met with all other loans and all took advantage of 3 additional  
month of deferred payments beginning April 1<sup>st</sup>, most payments to resume October 1<sup>st</sup>.  
Recapped highlights as attached in report. Motion to approve IRC report as information  
by Daryl. All in favor.
7. **CED Report/Update:** (as attached)  
Recapped hourly reporting as presented to WD. Motion to approve as presented by  
John Burrows. All in favor.
8. **Old Business**
  - 8.1 RRRF Loan Program update:
    - a. Loan Agreement – as attached (motion required)  
  
- We have received the half of the money (\$500K). Michelle, Jody and Stacy to meet  
tomorrow to review applications. Estimated to distribute money on Monday or Tuesday.  
Approx. 12 applications have been approved for disbursements. Discussion regarding client  
contact and marketing and explanation of the product.

- Pat Burns motioned to approve the RRRF loan agreement with CFNA as presented as signed by Carol and Leslie. All in favor.

b. Resolution of Directors – as attached (motion required)

- Pat Burns motioned to accept the signing of the resolution. All in favor

c. RRRF Loan applications ready for approval

- as discussed and presented.

#### 8.2 HR Policy

- Discussion regarding the presented policy

Leslie Penny motioned to approve the HR Policy as presented. All in favor.

#### 8.3 COVID-19 Re-open for business policy

- discussion regarding the full reopening of the office. Discussion regarding the installation of the plastic shield for reception as well as an extended counter. Jody will be implementing a counter shield. Executive will discuss when board meetings will resume in person.

John Burrows left the meeting.

#### 8.4 Computer Update

- Discussion regarding information from previous meetings and new information received. Backup had not happened since October. Uploading to cloud had not been happening. Backup system was upgraded. All other equipment will be upgraded in upcoming months.

### 9. New Business

9.1 Interest transfer policy –motion to accept as per WD requirement

- discussion in regards to reduced interest rates until September 15<sup>th</sup>.

- Daryl motioned to accept the interest transfers policy as presented. All in favor.

9.2 LMP Grant – Town of Whitecourt – RFD Attached

- Discussion regarding the grant itself and the outcomes and benefits. Discussion regarding the RRRF financial standing and expenditures.

- Daryl Weber motioned to provide the financial assistance of \$4000 and in-kind labor of \$4000 for the Whitecourt Woodlands LMP Grant. All in favor

#### 9.3 Mental Health Grant

- As discussed at beginning of meeting during introductions.

- Discussion regarding funding required and approval time frames.

#### 9.4 EFT Payments – RFD Attached

- Discussion regarding advancing funds through EFT rather than signing cheques. Will use dual signatures on a bill listing rather than each payment. Discussion around monthly expenditure listing provided at board meetings.

- Discussion to happen with auditor and treasurer as suggested by Jim.

- Daryl motioned to accept the recommendation from administration of EFT payments as presented to the board, as well as forwarding of the RRRF Loan advances via EFT, pending the support of the treasurer and auditor and the address of any concerns brought to light. Motion defeated. All opposed.

#### 9.5 Renumeration

- Discussion regarding the payment of board members for meeting attendance. Tabled to discussion with treasurer and auditor and special meeting.

#### 9.6 Loan Project

- Discussion regarding possible loan programs as developed by other CF offices. Request to municipalities regarding partnership. IRC has approved and is recommending the programs to the board.

- Start-up loans from \$1k-15K with similar criteria to RRRF from now until Sept 15<sup>th</sup>, 2020 with no interest or payments for 6 months. Require monthly financials, coaching, business plan.



- Business Recovery Loan with prime plus 2% offered over next 2-3 years, no interest or payments for 6 months. Idea to approach municipalities to be liable for 6 months interest for each business loan approved. Between \$1k-\$15K.

- Leslie motioned to approve under the recommendation of the IRC committee the loan programs as presented. All in favor. Approved.

## **10. Round Table**

Pat – prefers a cheque for remuneration. Update on community of Mayerthorpe.

Daryl – Discussed concerning rising water levels and paving.

Jim – nothing to report

Marvin – Barrhead County is really wet, moved road construction program. Neighboring communities (Athabasca and Thorhild) announced agricultural disaster due to water levels.

Leslie – Businesses are reopening. Theatre is reopening. Infrastructure is moving ahead

Carol – Notice from Big Lakes they are in hardship and will not be paying to capital fund.

New businesses opening. Select current businesses reported increase in business levels.

**Next Meeting:** September 17<sup>th</sup>, 2020

**Meeting Adjourned:** Marvin motioned to adjourn at 1:35pm. All in favor.



Growing communities one idea at a time.