

COMMUNITY FUTURES YELLOWHEAD EAST
MINUTES OF Regular Board Meeting
November 21, 2019

Present:	Interim-Chair Carol Webster, Interim Vice Chair Daryl Weber, Secretary Leslie Penny, Treasurer Ray Hilts; Board Members; Judy Tracy, Jim Hailes, John Burrows, Marvin Schatz - Alternates; Janet Jabush, Staff; Manager Michelle Jones
Regrets:	Board Members: Pat Burns, Nick Gelych
Call to Order:	The Meeting was called to order with Interim Chair Carol Webster presiding. 12:56 PM
Adoption of Agenda:	<u>73/19 Moved by Daryl Weber</u> That the Agenda be adopted with the addition of 9.4 Printer Options. <p style="text-align: right;">CARRIED.</p>
Minutes from the October 17 th , 2019 Regular Board Meeting	<u>74/19 Moved by Jim Hailes</u> That the Minutes of the October 17, 2019 regular board meeting be accepted as presented. <p style="text-align: right;">CARRIED</p>
Chairman's Report	<u>75/19 Moved by Ray Hilts</u> That Carol Webster be elected to hold the interim Chair position until the next AGM, and that Daryl Weber be elected to hold the interim Vice Chair position until the next AGM. <p style="text-align: right;">CARRIED</p>
Manager's Report	<u>76/19 Moved by Leslie Penny</u> That the managers' report be accepted as presented for information <p style="text-align: right;">CARRIED</p>
CED Report	<u>77/19 Moved by Janet Jabush</u> That the Community Economic Development Coordinator report be accepted as information. <p style="text-align: right;">CARRIED</p>
IRC Report	<u>78/19 Moved by Ray Hilts</u> That the IRC report be accepted for information as presented. With the topics of Equifax Reporting and Risk Analysis be conducted by the IRC Committee. <p style="text-align: right;">CARRIED</p>
Old Business:	8.1 Finalized Strat Plan <u>79/19 Moved by Daryl Weber</u> That the Finalized Strategic Plan be accepted and included for public viewing on the CFYE website. <p style="text-align: right;">CARRIED</p> 8.2 Approval of Operational Plan Additional information required by the board before Operational Plan Approval

8.3 Review & Recommendations of CARES Grant Action Plan

80/19 Moved by Janet Jabush

Moved that we apply for Cares Grant part II of the Regional Diversification Strategy, that will allow for further research and development of regional diversification dashboard

CARRIED

8.4 Separation of BSN Bookkeeping from CFYE Bookkeeping & Audit Process
Further information presented to the board that would create a hardship for community stakeholder partners, if CFYE were to remove their commitment to handling the books and grants for the BSN Committee.

Board recommendation that BSN be advised CFYE would continue with the previous commitment for an administration fee of Four hundred dollars a month to provide bookkeeping, grant administration and Adobe Subscription required for the in-kind marketing services provided.

Manager to bring back decision from the BSN committee for a formal motion to be made.

8.5 Computer Safety Update

More Information required for Board to make final decision. Manager to continue researching necessary equipment required.

New Business

9.1 Christmas Holidays, Get Togethers, Staff Recognition, Cost of Living Raise

Board went In Camera to discuss: 3:10 pm

Board came out of Camera: 3:21 PM

81/19 Moved by Janet Jabush

Moved that staff be provided with paid Christmas leave from December 23, 2019 to January 6th a. Cost of Living Raise will be considered in New Year, once the government rate has been announced. 9 members in favor, 1 opposed (RH)

CARRIED

9.2 Budget Review

Budget reviewed as presented, recommendation by the board to come back with additional budget options, looking at reducing the presented budget, as well as an increased budget that would allow the development work that staff would like to administer. Budgets should include the limitations of each on presented along with the pro's and cons of each. Previous years budget should also be included with the next budget review.

9.3 Articles of Association

Manager advised board that the Articles of Association revisions have never been formally submitted in the past. Manager has forwarded them to the lawyer for final approval and filing. Manager to provide board with a copy of the revised Articles and then have the submitted for approval at the next AGM.

9.4 Printer Cost Reduction

Options to reduce costs discussed, manager to review additional options.

Round Table

Time constraints limited Round Table Opportunity

Marvin Schatz Director – County of Barrhead Councilor
Advised that Barrhead County declared a state of Agriculture Disaster

Judy Tracy Director – Town of Onoway Mayor
Advised of upcoming Community and Chamber Christmas Events

Adjournment

Meeting adjourned at 4:04 pm

Next Meeting

December 19, 2019

Interim Chair, Carol Webster

Secretary, Leslie Penny

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