



Community Futures Tawatinaw Region

REGULAR BOARD MEETING

Minutes

December 15, 2021

10611-100 Ave, Westlock, AB

In Person

CALL TO ORDER:

Chair Kneller called the meeting to order at 10:03 am.

DIRECTORS PRESENT:

Barbara Smith Frances Cloutier
Lawrence Giffin Sandra Melzer
Randy Wold Blair Kneller
Paul Ponich Stan Brooks

Joe Gerlach

Frances Cloutier joined the meeting at noon

GUESTS:

STAFF PRESENT:

Kelly Harris-Martin, Amanda Robinson, Lesa Mueller, Jayme Baxter

ABSENT:

Loretta Prosser, Amber Harris, Ron Rogers

ACCEPTANCE OF AGENDA:

Director Smith **moved** acceptance of the agenda as amended.

MOTION CARRIED

ACCEPTANCE OF MINUTES:

Director Brooks **moved** that the minutes of the September 15, 2021 meeting be accepted as presented.

MOTION CARRIED

DISCLOSURE OF MATERIAL INTERESTES:

None at this time.

GENERAL MANAGERS REPORT:

- Financial Statements
- Loan/MPS Status Report
- RRRF Loans
- PORPL Loans
- New Hire
- CFTR Capacity Building/
Networking/Marketing
- CFNA Business

Director Melzer **moved** acceptance of the Financial Statements as presented.

MOTION CARRIED

Amendment to the RRRF Loan report to show 2 making payments.

- Office Renovations
- CFTR Course Offerings
- Power Up North Conference 2022
- Landing Valley Destination Region
- SMARTstart Women in Business
- Digital Support Squad
- Fall Symposium
- CF National Conference
- CFTR Name Change
- Policy and Procedures Manual Review
- RRRF Contracts

Director Smith **moved** to accept the General Managers Report as presented.

MOTION CARRIED

COMMUNICATIONS & MARKETING REPORT:

Facebook/Instagram/Lemonade Day

Director Brooks **moved** to accept the Communications and Marketing Report as presented.

MOTION CARRIED

YOUTH IN BUSINESS REPORT:

-Bizkids, Adulting, Lemonade Day

Director Smith **moved** to accept the Youth in Business report as presented.

MOTION CARRIED

OTHER BUSINESS:

- Holiday Hours
- Remaining Interest Transfer 21/22
- Operations Plan 22/23
- Interest Transfer 22/23
- Exceptional Interest Transfer LVR
- Exceptional Interest Transfer SMARTstart Women in Business
- Board Meeting Dates 2022

Director Melzer moved to approve the holiday hours as presented Closure of the office from Dec 22-Jan 4, 2022

MOTION CARRIED

Meeting adjourned for lunch at 11:22 am

Meeting called to order by Chair Kneller at 12:21 pm

Chair Kneller **moved** to go in camera at 1:12 pm

MOTION CARRIED

Director Gerlach **moved** to come out of Camera 1:22 pm

MOTION CARRIED

Director Giffin **moved** to approve the remaining interest transfer for 2021/22 in the amount of \$29,371. Chair Kneller seconded the motion.

MOTION CARRIED

Director Melzer **moved** to approve the maximum interest transfer for 2022/23 year as requested \$109,108. Seconded by Director Brooks

MOTION CARRIED

Director Gerlach **moved** to approve the Operations Plan as presented. Seconded by Chair Kneller.

MOTION CARRIED

Director Giffin **moved** to approve the exceptional interest transfer for the SMARTstart Women in Business program of up to \$115,000. Seconded by Director Brooks.

MOTION CARRIED

Director Smith moved to approve the exceptional interest transfer for the Landing Valley Region Program up to \$115,000. Seconded by Director Ponich.

MOTION CARRIED

Director Wold moved to accept the Operations Plan Budget for 2022/23 as presented. Seconded by Director Gerlach.

MOTION CARRIED

Chair Knellar moved to go back In Camera at 1:36 pm

MOTION CARRIED

Director Melzer **moved** to come out of camera at 1:54 pm

MOTION CARRIED

Chair Kneller **moved** to approve Christmas Bonuses as discussed.

IN CAMERA:

- Christmas Bonuses
- CFLIP Withdrawal
- Vacation Allotment
- Board Vacancy

MOTION CARRIED

Director Smith **moved** to approve accumulation of vacation time for Kelly Harris-Martin for use with her Masters placement in the future.

MOTION CARRIED

Director Brooks **moved** to approve the withdrawal of Community Futures Tawatinaw Region funds from the CFLIP. Seconded by Director Cloutier.

MOTION CARRIED

Director Melzer moved to approve Peggy Laing as a new Board Member at Large.

MOTION CARRIED

BUSINESS ARISING:

Nothing at this time.

CHAIR'S REPORT:

Nothing at this time.

NEXT MEETING:

Next Regular Board Meeting will be on Feb 9, 2022 @10:00am.

ADJOURNMENT:

Chair Knellar **moved** adjournment of the meeting at 1:11 pm

MOTION CARRIED

RECORDING SECRETARY

SIGNATURE OF CHAIR

DATE

