



## Board of Directors Meeting

**Date:** October 11, 2018  
**Time:** 11:30 a.m.  
**Location:** CFBC Boardroom  
**Minutes Prepared by:** Alison Roppel

**Present:** Sharel Shoff (Chair), Jason Blanke, Chris Curtis, Howard Helton, Tony Lacher, Twyla Palmquist, Don Rosgen, Joe Rowbottom, Roger Stevenson  
**Regrets:** Dawn Bancroft, Bob Davidson, Steve Wannstrom  
**Guests:** Coleen Gordon (Ascend Financial)  
**Staff Present:** Brock Harrington, Alison Roppel

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### 1. CALL TO ORDER

Sharel Shoff called the meeting to order at 11:35 a.m.

### 2. ADDITIONS TO AGENDA

### 3. APPROVAL OF MINUTES OF LAST MEETINGS

<b>MOTION</b>
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To ratify email approval of the September 13, 2018 minutes of the Special Meeting of the Members.  
ROSGEN / CURTIS

CARRIED

<b>MOTION</b>
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To ratify email approval of the September 13, 2018 Board Meeting minutes.  
PALMQUIST / ROWBOTTOM

CARRIED

### 4. SIGNING OF MINUTES

### 5. NEW INFORMATION AND UPDATES

**REVIEW Monthly Financial Statements** – Coleen Gordon (Ascend Financial) presented the financial statements to the Board.

<b>MOTION</b>
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To accept the September 30, 2018 financial statements as presented, for submission to WD.  
ROWBOTTOM / PALMQUIST

CARRIED

**Board Recruitment / Loan Review Committee Recruitment** – nothing to report.

**General Manager Report** – Brock presented his report, including confidential client updates.

**Loan Portfolio Analysis (September 30, 2018)** and **Target Tracking Report (September 30, 2018)** - presented as information, followed by discussion.

### 6. OLD BUSINESS

7. **NEW BUSINESS**

**REVIEW loan recommendations from LRC and approved micro-loans (standing item)**

Micro-loan approval presented as information → Loan #2018-014 and #2018-015 (total \$10,000 at 7% for 36 month term) approved by Brock Harrington and reviewed with Twyla Palmquist September 19, 2018.

Roger Stevenson left the meeting for another appointment at 12:10 p.m.

**Updates from Board Representatives** – Howard (Village of Morrin), Tony (Town of Drumheller) and Twyla (Economic Development Advisory Committee) shared updates about their municipalities / organizations, followed by discussion.

**CF Alberta Symposium Report** – Board and staff who attended the Symposium found the speakers and presentations very informative and enjoyed valuable networking opportunities.

**Executive / Role of Past Chair** – there was consensus that Twyla Palmquist serve as Past Chair on the Executive.

**Loan Portfolio Review Report**

**MOTION**

**To approve management report and recommendations, as presented in Board Report - Loan Portfolio Review at September 30, 2018 (attached).  
BLANKE / CURTIS CARRIED**

**Strategic Planning Session** – Sharel would like to hold a Strategic Planning Session in November. Judy McMillan-Evans (CFNA) has been approached to facilitate. Board members would prefer a weekday session, possibly the same day as our regularly scheduled November 8 Board meeting.

**Board Tablets** – Alison will setup a secure area on our website which Board members can access to view Board meeting packages. This option could be viewed on Board tablets or other devices.

**Board Development Training Modules** – Sharel proposed the “Legal Responsibilities of Boards” module for Board Development training early in 2019.

8. **IN CAMERA SESSION** – the Board met in camera from 1:00 – 1:30 p.m.

9. **ADJOURNMENT / NEXT MEETING**

The meeting was adjourned at 1:30 p.m.

The next scheduled Board meeting will be Thursday, November 8, 2018 at 11:30 a.m.

Signed:

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Sharel Shoff, Board Co-Chair