

Northeast Alberta Information HUB Board/Membership Meeting Minutes February 25, 2019 Portage College, St. Paul, Alberta

Attending: Bob Buckle/City of Cold Lake, Robert Pulyk/Town of Vermilion, Soren Odegard/County of Two Hills, Lorin Tkachuk/Lac La Biche County, Cheryle Eikeland/Marwayne, Ross Whitelaw/Smoky Lake, Greg Sparklingeyes/Whitefish Lake, Tim MacPhee/Vegreville, Katlin Ducherer/Lloydminster, Steve Upham/County of St. Paul, Don Ramanko/Vilna, Loni Leslie/Vilna, Judy Schueler/Bruderheim, Jocelyne Lanovaz/Mannville, Jason Kowal/Mundare, Ed Sosnowski/Myrnam Bev Lockett/Portage College, Jody Quickstad/Mannville, Mike Krywiak/M.D. Bonnyville, Murray Phillips/County of Two Hills, Ken Gowdz/Elk Point, Diane Jenkinson/M.D of Bonnyville, Don Ramanko/Vilna, Gary Ward/St. Paul, Jana Rowe/Lac La Biche County, Jim Newman/Lamont County, Richard Wagner/Minburn County, Heather Perryman/Kitscoty, Beth Kydd/Smoky Lake County, Mary Lee Prior/Vermilion, Lorne Halisky/Smoky Lake County, Mike Tartkowski/Two Hills, Brian McEvoy/Bonnyville, Kyle Attanasio/County of St. Paul, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB, Lisa Ford/RABC,

Regrets: Sherri Chissan/University at Blue Quills, **Caroline McAuley/Vermilion, Stan Delorme/Buffalo Lake Metis Settlement, Greg Sparklingeyes/Whitefish First Nation**, Lonnie Wolgien/County of Vermilion River, Sheila Lupul/Andrew, MLA David Hanson/Cold Lake – Bonnyville, Dayna Brosseau/NADC, Karyann Boychuk/Alberta Labour, James Tessier/ED&T

Special Guests: MLA Dr. Richard Starke Vermilion / Lloydminster
MLA Jessica Littlewood Fort Saskatchewan /Vegreville

- 1.0 Soren Odegard called the meeting to order at 10:10am
Soren welcomed everyone and stated that in the spirit of reconciliation, we recognize the traditional Indigenous territories within which our communities and the Alberta HUB region is located. We would like to recognize that our meeting is taking place on Treaty 6 territory and the homeland of the Metis People.

Soren began roundtable introductions.

- 1a: MLA Jessica Littlewood Fort Saskatchewan – Vegreville

Parliamentary Secretary to the Minister of Economic Development and Trade.

Soren welcomed and introduced MLA Littlewood.

Ms. Littlewood brought greetings on behalf of Minister Bilous and provided information on the many projects the Government of Alberta has introduced promoting investment in the province. These include the Petrochemical investment, the tax credit program, Loan guarantee, Community Renewable energy Program.

Soren thanked Jessica for her dedication and support for the Alberta HUB region.

- 2.0 Soren asked for a motion to adopt the Agenda –
Steve Upham moved adoption of the agenda with the addition of 1a. Carried
- 3.0 Soren asked for a motion to adopt the December 3, 2018 Alberta HUB Board meeting minutes.
Cheryle Eikeland moved the December 3, 2018 Alberta HUB Board meeting minutes be accepted Hearing no further discussion Carried
- 4.0 Soren called upon Jennifer Leroux to provide the Financial report as of January 31, 2019
Hearing no further discussion Soren asked for a motion to accept the financial report as Presented.
Tim MacPhee moved to accept the financial report as presented. Carried
- 5.0 **Executive Director Contract – ends June 30, 2019**
Soren asked Bob Bezpalko to leave the meeting so the membership/board can discuss his performance and direction moving forward regarding his contract.
Motion: Lorin Tkachuk moved to offer a 3 year contract beginning July 1, 2019 Carried
It was noted that this is contingent on the REDA program being funded by ED&T and should be stated in the contract.
- 6.0 Draft budget/operations plan for 2019-20 Bob
Bob reviewed the Alberta HUB business plan and highlighted the projects under the goal of Investment Attraction/Expansion/Retention. This focused on the Aerospace technology and Defense report/recommendations, the work in Agriculture regarding Industrial Hemp, Cannabis Agriculture Plastics Re-cycling/Processing.
Alberta HUB aligns its projects with Market demand as well as working closely with the Government of Alberta departments, I.e. Invest Alberta, Alberta Ag.
Business Support/entrepreneurship goal: Alberta HUB will provide “industry development” Information for businesses in expanding their markets as well as attracting investment. The core GOA funding for the RABC will end June 30, 2019. Alberta HUB will continue to promote the business support services offered by chambers, community futures, start – up Lloydminster, Regional innovation Network, Business Link and the services provided by ED&T small business support.
Other organizations related to supporting businesses/entrepreneurs will also be highlighted.
The regional/community capacity goal: Alberta HUB will continue to work to ensuring regional issues are addressed i.e. Broadband/connectivity, Transportation, etc.
Please review the business plan strategy attached.
- Bob reviewed the budget breakdown as it relates to restricted funding top half of the budget
As well as the operational line items at the bottom of the budget.
An explanation (written) was provided for each line item.
Revenue: ED&T core funding remains at \$100k
Alberta HUB membership funding is projected to be approximately \$70k

Soren asked for any questions/comments concerning the Alberta HUB business plan/Budget as presented. Hearing no further discussion Soren asked for a motion accepting the 2019-2020 business plan/budget.

Steve Upham moved to accept the 2019 – 2020 Alberta HUB Business Plan/Budge as presented.
CARRIED

- 7.0 RABC activity update – Lisa Ford Small Business Advisor
Soren asked Lisa to come up and present an update on the RABC activities.
Soren thanked Lisa for her presentation and the great work she has done in a short period of time

- 8.0 Support Letters: Start-Up Lloydminster requested a support letter from Alberta HUB regarding their Regional Innovation Network Application. Soren asked the board/membership to review the copy provided. Hearing no further discussion Soren asked for a motion to approve.

Steve Upham made a motion to provide Start-up Lloydminster a support letter for their Regional Innovation Network application.
CARRIED

- 9.0 Dr. Richard Starke MLA Vermilion Lloydminster - Soren Odegard
Soren welcomed Dr. Starke who has decided not to run in the upcoming provincial election. On behalf of the Alberta HUB membership Soren thanked Dr. Starke for his dedication and support Of the Alberta HUB region and all the communities within the region. Soren presented Dr. Starke A plaque acknowledging his work in regional economic development.
Dr. Starke thanked Alberta HUB and spoke on the importance of elected officials in rural Alberta.

LUNCH

- 10.0 Projects: Bob provided an update on the following initiatives:
a) Aerospace Tech/Defense Unmanned Systems CFB event WCDIA - seminars
b) Opportunity identification/Lead Generation Sector profile development –
c) Agriculture Strategy - regional approach Alternative Crop - Hemp Value add
Please see attached PowerPoint presentation
- 11.0 Rural Alberta Business Center (RABC) - Moving forward / Options
Bob reviewed the mandate of the RABC and success it has seem since inception in 2013.
Alberta HUB has been advised that special consideration has been given for the RABC program to get funding from the CARES program requiring only 25% matching dollars to move forward.
Soren asked the membership: Is there a need for the RABC?

A round table discussion took place with a consensus that there is value in this program and that Alberta HUB should continue with it based on 75% funding provided by the GOA. It was also stated that members need to focus on taking advantage of this program working with the SBA. Bob advised that this program must benefit each member.

Bob provided an example..... RABC yearly budget \$100,000 = Alberta HUB \$25K CARES \$75K
Bob advised that he has had discussions with ED&T to confirm the following expenses “Must” be covered under their criteria. Small business advisor Wage (travel)

Office Rent.

Computer/ tech support Phone (cell)

Utilities

Marketing Material / Advertising

Other considerations: 1 year / 2 year ask

Collaborate with other business support organizations (Chambers/Community Futures. Adult/Community Learning centers, etc)

Bob mentioned that there is an opportunity to access federal funding for this program.

The Alberta HUB board/membership gave direction for Bob and Lisa to explore all funding options to continue the RABC program for the Alberta HUB region/members.

12.0 Broadband Update – Bob

Bob advised that ATCO continues to explore the opportunities in providing open access Infrastructure for broadband in rural Alberta and has had meetings with communities across Alberta including communities in the Alberta HUB region.

Please see the attached power point for additional information.

13.0 Membership Update – Bob

Bob advised that MPE Engineering has decided not to renew their membership.

Bob advised that he has met and invited Cornerstone Co-op to join Alberta HUB as a business member.

With the recent announcement regarding Devon Energy Bob expressed his concern that Devon Might not continue as an Industry member.

After a brief discussion the Alberta HUB General Meeting will take place on June 27, 2019
In St. Paul.

Soren adjourned the meeting at 1:55 pm

Soren Odegard
Chair

Caroline McAuley
Sec/Treasurer