



**Ontario 4-H Council  
Board of Directors Meeting  
MINUTES**

**Date: Saturday June 18, 2022**

**Place: The GrandWays Event Centre**

**Time: 8:30 am**

**Participants:**

In Person: President: Laurie Farquharson, Past President: Cheryl Sullivan, Director at Large: Erica Murray, Penny Anger, Lindsay Bebbington, Josh Brander, Debbie Coke, Lesleigh Elgie, Doug Melia, Jennifer Waldroff

Virtual: Vice President: Elaine Bowman, Donna Van Der Heyden, Edna White

Regrets: Cathy Lennon

**Staff:** Christine Oldfield, Executive Director & Evelyn Chambers, Recording Secretary

**1. Call to Order, President's Welcome and 4-H Pledge**

President Laurie called the meeting to order at 8:35 and welcomed all present and led in the 4-H pledge

**2. Review of Action Sheet**

Actions 1,2 and 4 completed with Action 3 in progress

**3. Approval of Agenda**

**MOTION:** Moved and seconded to approve the agenda as presented.

**CARRIED**

**4. Consent Agenda – What is it?**

Christine explained the purpose of the consent agenda.

**5. Appointments**

5.1 Action Sheet Recorder- Cheryl

5.2 Confirmation of Committee and Group Listing- Directors confirmed contact information and committee involvement

**6. Acknowledgement of Minute Approval Meeting May 3, 2022**

*6.1 March 25, 2022 BOD Meeting*

*6.2. March 26, 2022 Inaugural BOD Meeting*

*6.3 Building Committee motions- Minutes of E-Votes April 8 and May 3*

**MOTION:** Moved and seconded to approve the minutes of the E-votes from April 8 and May 3

**CARRIED**

## **7. Finance Committee**

### **7.1 Council 4-H Financial Year to Date Actuals**

Elaine Bowman, Finance Chair reviewed the Year to Date, Income and Balance Sheet and purpose for each. Elaine presented year to date financials to the end of March 2022.

**MOTION: Moved and seconded to approve the financial report as presented.**

**CARRIED**

### **7.2 Associations In Good Standing**

Christine reported two 4-H Associations have not submitted year end financials. Next step will be to send letters to the respective Association Presidents and Treasurers indicating suspension of voting rights at the next Council AGM.

### **7.3 Building Update**

Christine reported that the office building has sold, and closing date set for August 23, 2022. It was suggested that a brief communication be sent to the Association Representatives advising of the sale of the building with further information to be forthcoming.

## **8. Officer and Special Reports**

### **8.1 President Report**

Laurie noted that in addition to her report she had attended the Golf Guelph Tournament.

### **8.2 Staff Report –Update on Annual Operational Plan**

In addition to her report Christine noted that Marianne Fallis, current Sr. Manager Programming is leaving 4-H Ontario in July to seek new adventures.

### **8.3 Ontario 4-H Foundation Report**

### **8.4 4-H Canada Report**

8.4.1 Ontario Youth Representative to 4-H Canada Youth Advisory Committee

**MOTION: Moved and seconded to approve the officer and special reports.**

**CARRIED.**

## **9. Roll Call - Director at Large (see responses in Appendix)**

**10. Foundations of DEI-**Christine presented a session on Diversity, Equity and Inclusion based on the Bloom training that 4-H Ontario staff participated in earlier in the year.

## **11. Governance Discussion**

### **11.1 Director Handbook**

Cheryl, Elaine and Christine launched the new Director Handbook which was discussed at the March Board meeting. The new handbook is housed on the Council portal

## 11.2 Risk Management Plan (Crisis Communication Plan) Review

**MOTION: Moved and seconded to approve the Crisis Communication Plan**

**CARRIED**

### 11.3 Policy and Governance Committee

Erica Murray, Policy Committee Chair- recommended the following:

- B-BO-01- Quality Board- remove reference to face to face meetings
- B-BO-04 Board Duties- remove reference to face to face meetings
- B-BO-18 Board Minutes- no changes/revisions required

The Committee recommended the adoption of a new policy 'Director in Good Standing'-  
*Director in Good Standing Definition: Directors with up-to-date volunteer screening requirements and have signed and agreed to adhere to the Code of Conduct included in the Volunteer Participant Form and signed Oaths of Confidentiality shall receive "Director in Good Standing" status.*

*A director must be a "Director in Good Standing" in order to be granted access to the Ontario 4-H Council Page on the Portal side of the website.*

*Directors have 30 days from time of election/appointment to be in compliance as Directors in Good Standing.*

**MOTION: Moved and seconded to accept the recommendations of the committee.**

**CARRIED**

### 11.4 Executive Director Succession Plan Review-

Executive to review and bring back changes.

#### 11.4.1 Board Education - Debrief from Strategic Thinking Training & Next Steps in Board Education Plan

Christine noted that the evaluation from the training session has been sent to board for completion.

## 12. Volunteer Conference and Annual General Meeting Evaluation

There was discussion on the 2022 AGM evaluations with input for planning future meetings including hybrid model (in person and virtual) with electronic voting.

Voting procedures could be reviewed during the Conversation Café.

**MOTION: Moved and seconded to continue with Hybrid model and engage Farm Boy Productions for tech support.**

**CARRIED**

### **13. Committee Reports**

13.1 Resolutions Report – Chair, Erica Murray- - No report

13.2 Grievance Report – Chair, Christine Oldfield – No report

13.3 Nominating Committee Report – Chair, Cheryl Sullivan- No report

13.4 Board Evaluation Committee Report – Chair, Lesleigh Elgie

Chair Lesleigh Elgie noted that for this meeting there would be three evaluations to complete: training, board meeting and self- assessment. The committee is also recommending a name change to Board Development.

**MOTION: Moved and seconded to accept the Committee Reports.**

**CARRIED**

### **14. Association Representative, President & Vice President Teleconference - May 5, 2022**

It was noted that many of the roll call responses related to the website. A survey is being prepared and will be sent out to gather input on how the website experience can be enhanced.

### **15. ONCA Task Force**

Christine reported on the recent task force meeting and feedback from the lawyer. The task force is recommending that we use the ONCA template for revising the by-laws. It was noted that ONCA provides clear direction for Presidential elections. This will require revisions to the by-laws. The Task force is also recommending that the language within the by-laws be changed to be inclusive.

### **16. Board Liaison Messaging**

Board Liaison Messaging to include: Sale of Building, ONCA, Membership and Volunteer Enrollments

### **17. Board Correspondence- No correspondence**

### **18. Consent Agenda**

**MOTION: Moved and seconded to adopt consent agenda for the August Board meeting with the Board Development Committee adding a question regarding the agenda to the meeting evaluation.**

**CARRIED**

### **19. Review of Action Items**

Cheryl reviewed the action items.

**20. Setting of Agenda Items for Next Meeting**

Volunteer Conference  
By-law amendment

**21. Dates & Times for Upcoming Board of Directors Meeting**

*August 20 8:30 am    October 15<sup>th</sup> 8:30 am    via zoom*

*Minute approval meeting July 4 @7:00 pm*

**22. Adjournment**

**MOTION: Moved to adjourn the meeting at 2:50 p.m.**

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Ontario 4-H Council President

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Secretary

**4-H Ontario Purpose Statement:**

**“Youth become contributing citizens who impact positive change in our communities.”**

**Roll Call: Name a 4-H resource that you would like to see created or revised.**

Updated	New
Judging Manual	Manual for Judges-including a scoring card or criteria for non traditional classes (i.e. record book, scrapbooking pages, club poster), exhibit boards (reference Region 2)
Have Advisory Committee advising of industry specific changes	Agri Business Project (build upon LAP) including senior member focus
Sewing	Resources for leading virtual clubs
Sporting Chance	Succession Planning
Community Involvement	Automotive-focus on intermediate youth
Marketing Club	Project focused on UN Sustainable Development Goal
Club Executive Handbooks -focusing on virtual meeting management and creating and storing electronic records	Indigenous Land Management
Chicken and Egg Project	
Financial Fitness (including farming and ag business	
Cultural Diversity and Foods Around the World	
You Tube videos of club executive roles and responsibilities	