



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

**Date:** Saturday January 18, 2020

**Place:** Teleconference

**Time:** 8:30 am to 3:30 pm

**Participants:**

**President:** Dennis Carnegie, **Past President:** Brad Found, **Vice President:** Cheryl Sullivan, **Director at Large:** Donna Van Der Heyden, Darrell Bergsma, Elaine Bowman, Laurie Farquharson, Doug Melia, Sonia Nuttall, Carrie Purcell, Jeff Stratichuk, Emily Tremblay

**Regrets:** Nicole French

**Staff:** Evelyn Chambers, Interim Executive Director, Danette Woodworth, Recording Secretary

### “In Camera”

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

Meeting called to order at 8:40am and Dennis Carnegie welcomed everyone. Council recited the 4-H Pledge.

#### **2. Review of Action Sheet from October 26, 2019 BOD meeting**

Council reviewed the Action Sheet Items. Action Items 1 and 2 are ongoing. All remaining Action Items were completed.

#### **3. Approval of Agenda**

**MOTION:** Moved and seconded to remove Item 7.4 Board Education/Calendar from the agenda and approve the amended agenda.

**CARRIED**

#### **4. Appointments**

##### **4.1 Appointment of Action Sheet Recorder**

Carrie Purcell was appointed Action Sheet Recorder.

#### **5. Acknowledgement of Minute Approval Meeting – November 21, 2019**

##### **5.1 October 26, 2019 Board of Directors’ Meeting**

Acknowledgement of November 21, 2019 Minute Approval Meeting approving minutes from October 26, 2019 Council Board of Directors Meeting.

#### **6. Finance Committee Report**

##### **6.1 Council Financial Year to Date Actuals**

Financials to the end of November 30, 2019 were presented by Chair, Cheryl Sullivan. Cloverbud participants increased by 53, however there was a decrease in 4-H members by 175 for a total membership decrease of 122.



**MOTION: Moved and seconded to receive and accept the Council Financials to November 30, 2019.**  
**CARRIED**

### **6.2 Fundraising Update**

Fundraising update included in Staff report.

### **6.3 Council Investments**

Cheryl Sullivan reported that once the Bank of Montreal (BMO) GIC Account is established, the funds that were designated will be transferred. It was noted that Council did not have to withdraw any funds this year from their investments.

### **6.4 Banking Arrangements**

The banking arrangements are moving along, and Council signatures are complete. Cheryl Sullivan discussed challenges with obtaining the BMO credit cards and their request for collateral. It was suggested that for now, 4-H Ontario leave the credit cards with Scotia Bank until Dale Roberts, Manager Finance speaks to BMO and asks them to reconsider their request for a second collateral on the mortgage.

**MOTION: Moved and seconded to approve the Financial Reports.**  
**CARRIED**

## **7. Governance Discussion**

### **7.1 Policy & Governance Committee**

The Policy & Governance Committee Report was included with the meeting package. Cheryl Sullivan, Chair reviewed the recommended policy changes from the Committee.

Policies B-BO-02 – Meeting Process, B-BO-20 – Active Association Parameters, B-BSR-20 – Charitable Receipts, B-BSR-12 – Temporary Executive Director Responsibilities, and B-BSR-04 – Executive Director Performance Review were reviewed, and no changes were recommended

**MOTION: Moved and seconded that the above policies be noted as reviewed and that no changes are recommended.**

**CARRIED**

Council reviewed B-CE-04 – Acceptance of Gifts and Donations and Council suggested leaving the policy as it stands.

**MOTION: Moved and seconded that B-CE-04 was reviewed and no changes are recommended.**  
**CARRIED**

### **B-CE-08 – Lotteries Conducted by the Ontario 4-H Council**

The Executive Director **or acting Executive Director** will not fail to inform the Board of the Ontario 4-H Council prior to the application for a lottery license and will not provide less than one week notice for comments, concerns and objections to be expressed. When in the best interests of 4-H Ontario, the Ontario 4-H Council will apply for lottery licenses and conduct lotteries to raise funds for programming purposes only. Applications will be co-signed by two of the three signing officers of the organization.

**MOTION: Moved and seconded to change B-CE-08 Lotteries Conducted by Ontario 4-H Council with proposed change noted.**

**CARRIED**



### O-CF-01 – Expenses

According to the repayment of travel expense procedures, the Ontario 4-H Council covers the travel costs of the voting delegate or the designate proxy delegate from each 4-H Association to attend the Conference and Annual Meeting (CAM). An Association Representative activity is one that is initiated, administered, planned by and remains the responsibility of the Ontario 4-H Council for the purpose of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Association Representative activities on an equal basis, the Ontario 4-H Council offers to assist with travel expenses. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class).

#### Association Representative Travel Reimbursement

4-H Associations may send additional participants to the Conference and Annual General Meeting (CAM) provided space is available. The Ontario 4-H Council office will maintain a list of names in order of receipt of a completed application and payment and will notify people on a first-come-first-served basis, as space is or becomes available. Payment of the cost of registration must be made in advance of the conference by all delegates. Travel expenses will only be reimbursed for Association Representatives or their designated alternate.

A mileage allowance at the rate of \$0.45/km, on a two-way basis. This allowance will be paid to the driver only. The first \$50 of travel expenses related to participation in 4-H opportunities will be at the expense of the participant.

Receipts are required for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1<sup>st</sup> class or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected).

Meals, while travelling, are not covered. Taxi fares are not covered.

Refunds will be governed by standard Council policy.

Association Representatives eligible to claim travel expenses must submit these expenses on the expense statement to the 4-H Ontario office within thirty (30) days of the expenditure.

#### Director and/or Trustee Travel Reimbursement

A Director/ Trustee activity is one that is initiated, administered, planned by and remain the responsibility of the Ontario 4-H Council and/or Ontario 4-H Foundation for the purposes of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Trustee activities on an equal basis, the Ontario 4-H Council and/or Ontario 4-H Foundation offers to pay the following travel expenses related to these activities:

- Return rail, bus or airfare from your home to the activity in the most economical method.
- Directors/ Trustees are encouraged to book at least one month in advance in order to obtain reduced rates. Participants who book less than one month prior to an event and pay the higher fare (greater than 1 month booking or seat sale fare) will be expected to pay the difference.
- A mileage allowance at the rate of \$0.45/km, on a two-way basis. This allowance will be paid to the driver only.
- Overnight accommodations may be reimbursed if travelling beyond 300 kms to an activity. Participants travelling overnight on a train can have the cost of a berth paid.

Receipts are required for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1<sup>st</sup> class or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected).

Meals, while travelling, are not covered. Taxi fares are not covered.

In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class).

**MOTION: Moved and seconded to approve the proposed changes to O-CF-01 Expenses.**  
**CARRIED**



### **B-BO-15 Board Orientation**

Board Members must receive information and training, **at least once per year, and** as required, to fulfill their governance roles and responsibilities and to comply with the organization's principle of effective governance. **Directors not able to attend the training session must complete a training session approved by the President.** New Directors to the Board of the Ontario 4-H Council shall receive a Board and Operations Orientation package prior to their first full meeting as a Board. **All Board Members must receive information and training, at least once per year and as required, to fulfill their governance roles and responsibilities and to comply with the organization's principle of effective governance.**

**MOTION: Moved and seconded to approve the proposed changes to B-BO-15 Board Orientation.**  
**CARRIED**

### **B-BSR-16 – Club In Good Standing**

Changes made by Policy Committee were based on the policy developed by 4-H Canada. Council discussed changes to this policy. Clarify point #2.

4-H clubs in Ontario can complete projects on topics from two places:

1. 4-H Ontario provincial resource library (on the 4-H Ontario website), including:
  - a) Provincially developed projects or
  - b) Locally submitted and approved for provincial use or
2. Global resource library (on the 4-H LEARNS website). Project Resource manuals that are local or global in nature must be provincially approved for use as a project in an Ontario 4-H Club.

In order for 4-H clubs to be deemed active:

1. The club must have a minimum of two (2) current 4-H Ontario Volunteers in Good Standing, **who are not spouses** consistently engaged in club leadership and supervision of youth. **When only one of the consistent Volunteers in Good Standing is able to be present at a meeting, another Volunteer in Good Standing must be present for the full duration of that club meeting/activity so that the club leadership still consists of at least two Volunteers in Good Standing. The 4-H Ontario policy "Position of Trust" (O-V-02) outlines how having two leaders present at all times mitigate the risk to youth and volunteers by providing Duty of Care and adequate supervision.**
2. **Within the youth industry, it is a recognized guideline that there must be a four (4)-year age gap between the trained leader/screened volunteers and the participants to ensure they have the maturity and independence to be successful leaders and that they are not within the same peer group.**
3. The club must be registered into the 4-H Ontario database (membership web application (MWA)) immediately following the second meeting (or 4 hours) of the club.
4. The club must have at least six (6) members.
5. The club must have a minimum of twelve (12) "teachable" hours.
6. The club must plan and execute an Achievement program.

**Note:** In order to ensure the safety of 4-H participants and a quality program, only 4-H Ontario Volunteers in Good Standing may receive 4-H project / club resources and awards, have their 4-H club registered in the 4-H **database** and have their group or team receive recognition and participate in 4-H events.

**MOTION: Moved and seconded to approve proposed changes to B-BSR-16.**  
**CARRIED**

### **B-BSR-21 – Screening Requirements for 4-H Ontario Volunteers**

New Volunteer: In order to be officially accepted to be a new 4-H Volunteer, every individual must complete all the steps in the screening process to become a volunteer.

1. Application
2. Reference Checks
3. Interview with local Association
4. Complete a Vulnerable Sector check and submit to 4-H Ontario
5. **Complete Child Protection Training (as identified by the 4-H in Canada Youth Safety Policies) and submit certificate to 4-H Ontario**



6. Attend and complete a New Volunteer Orientation session *either in person or* via webinar.
7. Be recommended by their local Association
8. Receive approval by 4-H Ontario
9. Complete and sign a Participant Agreement Form and **Code of Conduct**– **and submit to** the Local Association Screening Contact.

To remain a Volunteer in Good Standing:

1. Attend and complete a re-engagement learning opportunity every two years
2. Submit a Police Record Check (also referred to as Criminal Matters and Judicial Check) every three years
3. Update the Participant Agreement Form on file with your Local Association
4. Acknowledge and sign the 4-H in Canada Code of Conduct annually and submit to the 4-H Ontario office.

All Volunteers must complete steps as outlined in the 4-H in Canada Youth Safety Policy B-CE-10. *for 4-H Ontario Volunteers located in Appendix G of the 4-H Ontario Policy Manual.*

**MOTION: Moved and seconded to approve the proposed changes to B-BSR-21 Screening Requirements for 4-H Ontario Volunteers.**

**CARRIED**

#### **B-BSR-28 - Youth Supervision Ratios**

Adult to youth ratios will be reviewed regularly and are determined based on existing industry standard and established by 4-H Canada. Ratios are adjusted for the activity and level of supervision required based on the risks and the complexities of the activity/program.

**MOTION: Moved and seconded to approve the proposed changes to B-BSR-28 Youth Supervision Ratios.**

**CARRIED**

#### **B-BO-21 Duty of Care**

Policy Committee recommended changes to wording of B-BO-21.

Parents entrust their children with 4-H volunteers who are responsible for the supervision and safety of youth members. As such, 4-H Volunteers are obligated to practice “Duty of Care” to take reasonable measures to avoid causing foreseeable harm to a person.

As a youth serving organization, 4-H Ontario demonstrates its Duty of Care through its policies and the steps we all take to show reasonable care has been taken to avoid harm. Three examples of Duty of Care in 4-H are:

- Policies surrounding screening of Volunteers
- Volunteers thinking about supervision and safety first
- Using tools such as contact information and an Incident Report in case of emergency.

Youth cannot be responsible for their own safety. As Leaders, our role is to protect them from all harm (from themselves, each other and adults). Supervision is key to the safety of all youth members. Volunteers who are in regular contact with youth, such as Club Leaders and chaperones, are in Volunteer positions that require the most trust and are taking on a high level of risk. Therefore, 4-H Ontario insists that every Club Leadership consists of at least 2 Volunteers in good standing. **If there are not at least two (2) Volunteers in Good Standing as Leaders for a Club, the project will not be accepted as an official Club and Members will not receive credit.**

4-H Ontario is committed to ensuring all youth have a quality and healthy experience, and Volunteers have adequate training and support to keep all Club participants safe. Parents of our Youth expect that we will ensure the safety of youth by ensuring our volunteers are in good standing.

Club Leaders should plan programming with safety as the priority. Programs should be planned in such ways that eliminate situations where there would be access to a Youth in private by an adult. **This includes ensuring that leaders/volunteers are never alone when transporting youth to events.** In this way, you are limiting the risk of harm by an adult to a child and avoiding false allegations. Another important strategy to ensure safety is to be sure to welcome parents to drop by anytime unannounced so that you create an open atmosphere.

If you are sitting on a board of directors, you must lead by example and complete the engagement learning process. You are the leadership of the local 4-H Association and therefore share the responsibility with 4-H Ontario to ensure screening and training is completed by Volunteers and making sure our youth are protected from harm.



Everyone has a role to play in ensuring 4-H is a community of caring for each other (youth and Leaders); all protecting and supporting each other to ensure all Youth and Volunteers are safe and healthy.

**MOTION: Moved and seconded to approve the proposed changes to B-BO-21 Duty of Care.**  
**CARRIED**

## **7.2 Nominating Committee**

Brad Found, Chair, reported that as of January 10, 2020 three nominations were received for the position of President: Cheryl Sullivan, Donna Van Der Heyden, and Darrell Bergsma.

**MOTION: Moved and seconded to receive the nominations for President.**  
**CARRIED**

Darrell Bergsma respectfully declined the nomination. Two names will be on the Ballot for President at the Annual General Meeting: Cheryl Sullivan and Donna Van Der Heyden.

One new nomination for Director has been received. The floor is open for nomination of Directors right up until voting at the AGM. The Nominating Committee will be reaching out to AR's.

## **7.3 Conference and Annual General Meeting (CAM)**

### **7.3.1 2020 AGM**

Council discussed the possibility of having the AGM live streamed. Kathryn Lambert, Coordinator Events investigated the cost and it would be \$600 to live stream.

**MOTION: Moved and seconded that the Ontario 4-H Council AGM be live streamed this year at CAM.**  
**CARRIED**

Brad Found will contact the Ontario Federation of Agriculture to borrow the Voting Devices for the AGM. Parliamentarian to be sourced and in place by the beginning of February.

### **7.3.2 Association Representative Session**

Council discussed the Association Representative session and suggested topics such as; accreditation, new Youth Safety policies, Commit to Kids training, update on new Executive Director.

### **7.3.3 Conversation Café – Foundation**

Reminder to Association Representatives to attend the Conversation Café which will be facilitated by the Foundation.

## ***Roll Call – What areas may provide inroads to increase membership for this year?***

## **8. Officers and Special Reports**

### **8.1 President's Report**

Dennis Carnegie has been busy working with Jocelyn Wells, and John den Haan on the Executive Director recruitment. Dennis has also had several discussions with 4-H Canada.

### **8.2 Staff**

Evelyn Chambers, Interim Executive Director presented the Staff Report, included with meeting package, and reviewed some of the highlights, including Show Your 4-H Colours Day recognized at Queen's Park in November. The 4-H Canada Youth Survey is open until January 31, with 42 youth completing the survey thus far. It is hoped that 4-H Ontario receives at least 100 completed surveys to provide better aggregate data to improve and build the 4-H program.



- 4-H Ontario welcomed new staff member, Danielle Farquharson as Coordinator, Programming.
- Staff Report included 2019 Operational Plan accomplishments in strategic elements; youth, volunteer, brand and resources.
- 14 groups (Associations) participated in the Vesey Fundraiser. Any feedback from the fundraiser, please speak to Evelyn so it can be forwarded to 4-H Canada. 4-H Canada will continue to align the environmental focus on fundraising around the Show Your 4-H Colours timeline.

*Dennis Carnegie thanked Evelyn for the detailed reporting to Council – it is greatly appreciated.*

### **8.3 Ontario Youth Representative to 4-H Canada Youth Advisory Committee (YAC)**

Report received and sent to Council.

### **8.4 Ontario 4-H Foundation**

John den Haan, Chair, prepared a Foundation Report (included with meeting package).

### **8.5 4-H Canada**

4-H Canada Report included with the meeting package. The Leadership Summit is being held next month in Ottawa, where representatives from Council, Volunteers, Staff and Foundation will be attending. The Incident Reporting Database will be implemented to standardize incident reporting across Canada. 4-H Canada Accreditation rating – 4-H Ontario is at 77%. 4-H Ontario is waiting on pieces to be released from 4-H Canada to complete this process. The piece that will take time is the Memorandum of Understanding with organizations (i.e agricultural societies) hosting 4-H events where 4-H members are participating. 4-H Canada is working with CAFE and 4-H Ontario is working with OAAS.

**MOTION: Moved and seconded to receive the reports.  
CARRIED**

## **9. Committee Reports**

### **9.1 Resolutions**

No resolutions were received by the November 27 deadline for presentation at the Annual General Meeting. One resolution was received this month (past the deadline). The Resolution Committee deemed this resolution operational and it has been sent to staff for review.

**MOTION: Moved and seconded to accept the Resolution Report.  
CARRIED**

### **9.2 Grievance – nothing to report**

### **9.3 Evaluation Committee Report**

Darrell Bergsma, Chair reported that the survey results were included with the meeting package. The Year End Evaluation is now available and Directors are to complete by January 31. Year End Report will be prepared and available at the next Council meeting.

**MOTION: Moved and seconded to accept the Board Evaluation Report.  
CARRIED**



## **10. Board Correspondence**

Invitation from Farmers Market of Ontario to attend a joint meeting with the Ontario Fruit & Vegetable Growers on February 19. Sheena Switzer, Manager Communications is a presenter at this conference.

## **11. New Business**

Evelyn Chambers provided an update on the office building and the flooding that happened during the January 11<sup>th</sup> storm, and will continue to update the Boards on this situation.

## **12. Review of Action Items Recorder/Presenter**

Carrie Purcell reviewed the Action Items arising from the meeting.

## **13. Setting of Agenda Items for Ontario 4-H Council BOD Meeting**

President noted that the Action Items will become agenda items for next meeting.

## **14. Date and Time of Next Meeting**

The next Ontario 4-H Council Board of Directors Meeting is Thursday, March 26, 2020.

## **15. Adjournment**

President thanked the Directors for their time.

**MOTION: Moved to adjourn the meeting.**

*Original Minutes Signed and Kept in the 4-H Ontario Offices, Rockwood, Ontario*

---

**Ontario 4-H Council, President**

---

**Secretary**