



Ontario 4-H Council Board of Directors Meeting MINUTES

Date: Saturday April 4, 2020

Place: Teleconference

Time: 8:30 am

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, Nicole French, Doug Melia, Sonia Nuttall, Carrie Purcell, Jeff Stratichuk, Emily Tremblay

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

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

Meeting called to order at 8:30 am. President Dennis Carnegie welcomed the Board and extended a warm welcome to the new 4-H Ontario Executive Director Christine Oldfield. Council recited the 4-H Pledge.

2. Review of Action Sheet from January 18, 2020 BOD meeting

Council reviewed the Action Sheet Items. Action Items 1 and 2 will be put on hold. Items 3, 4, 5, 6 and 7 were completed.

3. Approval of Agenda

MOTION: Moved and seconded to approve the agenda.
CARRIED

4. Appointments

4.1 Appointment of Action Sheet Recorder

Cheryl Sullivan was appointed Action Sheet Recorder.

5. Roll Call

6. Acknowledgement of Council Board Meetings

Minute Approval, February 20, 2020

Acknowledgement of February 20, 2020 Minute Approval Meeting approving minutes from the January 18, 2020 Council Board of Directors Meeting.

Ontario 4-H Council 2019 Audited Financial Statement Approval, March 3, 2020

Acknowledgement of March 3, 2020 Meeting approving the 2019 Audited Financial Statements.

Council Board Executive Director Decision, March 5, 2020

Acknowledgement of March 5, 2020 Meeting to approve the hiring of the new Executive Director.

MOTION: Moved and seconded to approve all the Meeting Minutes noted above.
CARRIED



7. Finance Committee Report

7.1 2019 Audited Financial Statements

Dale Roberts, Manager Finance joined the meeting to answer any questions relating to the 2019 Audited Financial Statements. Council reviewed and approved the 2019 Financial Statements on March 3, 2020 for inclusion in the 2019 Annual Report.

7.2 Appointment of Auditor

Auditor will be appointed at the Annual General Meeting. A request for proposals to secure an auditor for the next year will be prepared.

7.3 Association in Good Standing

All Associations that were to provide their financial statements by March 15th have done so. There is one association that has not submitted their membership fees, and therefore is not in compliance with the Association in Good Standing Policy.

MOTION: Moved and seconded that 4-H Ontario staff send a letter to all Board Members of that Local Association outlining the deficiencies in Association in Good Standing and setting a firm deadline for completion. Failing that, Association will lose privileges, as noted in Policy B-BO-19.

CARRIED

MOTION: Moved and seconded that all Associations hold their Annual General Meetings prior to June 1, 2020 and submit required documentations to 4-H Ontario by June 1.

CARRIED

Board discussed effects of the COVID-19 pandemic and implications on the 2020 4-H year and cash flow for the remainder of the year.

MOTION: Moved and seconded that the Executive Director makes decisions, in consultation with senior staff, to continue to move 4-H forward in a strong manner during this unprecedented time.

CARRIED

8. Policy & Governance Committee Report

8.1 Policy Updates

Policy & Governance Committee Report included with meeting package. Cheryl Sullivan, Chair commented on the policies examined and that no changes were suggested. The following policies were reviewed:

- **B-BSR-05 – Reports**
- **B-BSR-06 – Communication and Counsel to the Board**
- **B-BSR-08 – Staff Performance Evaluation**
- **B-BSR-09 – Conflict of Interest**
- **B-BSR-11 – Compensation**
- **B-BSR-15 – Adherence to 4-H Policies**
- **B-BSR-18 – Fairness Across the Province**

9. Nominating Committee

Brad Found, Chair, reported two nominations for President and four nominations for Director have been received. There are five 2-Year Director Terms and there will be one 1-Year Director Term available on the Board.



10. Resolution Report – *No Resolutions*

11. President's Report

Dennis Carnegie participated in a number of calls with 4-H Canada. 4-H Canada mentioned that 4-H Ontario is championing and leading during this challenging time, and other provinces have looked up to 4-H Ontario. Dennis attended the 4-H Canada Leadership Summit this past February in Ottawa.

Evelyn Chambers was thanked for her leadership during the last six months as Interim Executive Director. Dennis was happy to participate in the hiring process of the new Executive Director, Christine Oldfield.

Dennis has enjoyed his time as President during the past two years, and thanked all the Board Directors, and special mention to those finishing their terms on the Board.

12. Ontario 4-H Foundation

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

13. Staff Report

13.1 Operational Plan

Evelyn Chambers, Interim Executive Director provided the Staff Report, included with meeting package, and reviewed some of the highlights.

- ✓ Staff continue to work on messaging around COVID-19 and virtual programming.
- ✓ Staff looking at what 4-H looks like in 2020 and developing at home, virtual, online programming.
- ✓ Some Volunteers are holding Facebook/Zoom meetings to keep members engaged.
- ✓ Adapt the online registration process to move forward to have running by mid-April.
- ✓ Volunteer Support (VS) and Programming Teams working on FAQ's and key components for moving 4-H online. FAQ's will be located on the 4-H Ontario website, and volunteers are encouraged to refer to that document.
- ✓ Regional Jam sessions will be held this month.
- ✓ Volunteer Support Team are available to help volunteers with tips on holding virtual meetings.
- ✓ Volunteer Orientations are ongoing.
- ✓ Current members wanting to get credit for online project work must be a member in good standing.
- ✓ The Assist Expo deadline remains at June 1. Deadline for completion of 2020 projects remains the same (three weeks prior to Local Association Awards Night).
- ✓ Volunteer milestone recognition that typically happens at the conference (CAM), will be made at local events or award celebrations. We are pleased to report that 49 volunteers are to receive Milestone Awards. Awards will be shipped to Local Associations.
- ✓ Arbor Awards – A press release and videos will be going out about the award recipient. 4-H Ontario will invite the winners and their families to CAM 2021, where the 2020 and 2021 Arbor Award winners will be recognized.
- ✓ Association Representative/President/Vice President call is scheduled for May 7. Suggested holding an AR/P/VP Call prior to that to provide an update on the online programming and update on COVID-19. This call will be scheduled for April 16th.



14. 4-H Canada

The 4-H Canada Report prepared by Evelyn Chambers was included with the meeting package.

Dennis Carnegie and Donna Van Der Heyden attended the National Leadership Summit on behalf of Council. Dennis and Donna were appreciative of the opportunity to learn and interact with other Board members, volunteers and staff from across Canada.

14.2 Ontario Youth Representative to 4-H Canada Youth Advisory Committee (YAC)

No report received.

14.3 4-H Canada Report

4-H Canada Report included with the meeting package. 4-H Canada has shown leadership during this very difficult time by supporting provinces and sharing best practices.

14.3 4-H Canada AGM – July 15, 2020

MOTION: Moved and seconded that the President of Ontario 4-H Council attend and be appointed voting member at 4-H Canada AGM, July 15, 2020.

CARRIED

15. Grievance – *Nothing to report*

16. Board Evaluation Report

16.1 Year End Board Evaluation

Year End Board Evaluation Report included with the meeting package. Darrell Bergsma, Chair reviewed the findings from the report, and the planned board education for the coming year: June Board Orientation “Governance vs Operational”; August “Personality Traits”; October “What Youth Want”; and January “Online Training”.

Board Director Liaison feedback has been received and forwarded to the Executive Director. Dennis Carnegie will prepare an email for Directors to forward to AR’s around the upcoming call and AGM.

MOTION: Moved and seconded to approve the reports.

CARRIED

18. Annual General Meeting (AGM)

Council discussed options for the AGM and voting process. Council decided that the 2020 AGM will be held virtually on Thursday May 7th at 7:30 pm (ET). At the April 16th call with AR/P/VP the virtual AGM and voting will be outlined. Nominating Committee will send a letter to AR’s stating that nominations for Directors are due April 24th. Voting will begin the week of April 27th via email to a scrutineer, with votes due back by 6 pm on May 1st. Election results will be announced by the Parliamentarian at the AGM on May 7th.

MOTION: Moved and seconded that the 2020 Ontario 4-H Council Annual General Meeting be held on Thursday, May 7th at 7:30 pm (ET) via Zoom.

CARRIED

19. New Business – *No new business*



20. Board Correspondence

Letter included in meeting package from Ontario Ministry of Agriculture Food & Rural Affairs. Council Executive, along with Christine Oldfield and Evelyn Chambers to meet with OMAFRA April 24th for the bi-annual reporting.

21. Review of Action Items Recorder/Presenter

Cheryl Sullivan reviewed the Action Items arising from the meeting.

22. Setting of Agenda Items for Ontario 4-H Council BOD Meeting

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

23. Date and Time of Next Meeting

The next Ontario 4-H Council Inaugural Board of Directors Meeting will be determined after the Annual General meeting is held.

24. Adjournment

President thanked the Directors for their time.

MOTION: Moved to adjourn the meeting.

Signed Original Minutes kept in the 4-H Ontario Office in Rockwood.

Ontario 4-H Council, President

Secretary