



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

Date: Saturday January 23, 2021

Place: Teleconference

Time: 8:30 am

Participants:

President: Cheryl Sullivan, Past President: Dennis Carnegie, Vice President: Darrell Bergsma, Director at Large: Elaine Bowman, Laurie Farquharson, Nicole French, Doug Melia, Erica Murray, Jeff Stratichuk, Emily Tremblay, Donna Van Der Heyden, Edna White

Staff: 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 Cheryl Sullivan welcomed and thanked the Directors for joining the meeting. Council recited the 4-H Pledge.

2. Fundraising Presentation

Jane Jamieson from PG Growth joined the meeting to make a presentation on "Ontario 4-H Council Board – Ways to Support Fundraising".

3. Review of Action Sheet from October 17, 2020 Board of Directors' Meeting

Council reviewed the Action Sheet Items from the last Board Meeting. Action Item 1 will be deferred. All other items were completed or will be discussed during the meeting.

4. Approval of Agenda

MOTION: Moved and seconded to approve the meeting agenda.

CARRIED

5. Appointments

5.1 Appointment of Action Sheet Recorder

Elaine Bowman was appointed Action Sheet Recorder.

6. Acknowledgement of Council Board Meetings

Minute Approval November 3, 2020

Acknowledgement of the November 3, 2020 Minute Approval Meeting approving minutes from the October 17, 2020 Ontario 4-H Council Board Meeting.

Ontario 4-H Council November 17, 2020

Acknowledgement of November 17, 2020 Council Meeting regarding the Development Audit Taskforce and date of Council Annual General Meeting.



Ontario 4-H Council December 16, 2020

Acknowledgement of December 16, 2020 Council Meeting regarding the Ontario 4-H Council 2021 Budget, Auditor Selection, Refund Policy, Strategic Initiative Fund, Development Task Force and Conference Silent Auction

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

7. Finance Committee Report

7.1 Council Financials Year to Date Actuals

Chair, Darrell Bergsma provided an overview and highlights from the Financials to end of November 2020.

MOTION: Moved and seconded to approve the Ontario 4-H Council Financials to end of November 2020.
CARRIED

7.2 Fundraising Report

Fundraising update included with Staff Report.

8. Governance Discussion

8.1 Policy & Governance Committee

Policy & Governance Committee Report included with meeting package. Darrell Bergsma, Chair commented on the policies examined.

- B-CE-02 – Enrollment Eligibility for Youth in the 4-H Program - minor change “member” to “youth”
- B-CE-03 – Membership Fee - change title to Youth Participant Fee and “member” to “youth”.
- B-BSR-16 – Club in Good Standing – minor change in last paragraph under Note: add “or Participants”, and new sentence “Only volunteers can have their clubs registered.”
- B-BSR-18 – Fairness Across the Province – to be removed and reference B-CE-11 Inclusion.
- O-CF-04 – Gift In Kind – no changes recommended.
- O-CF-05 – Fundraising – no changes recommended.
- O-CF-08 – Gift Acceptance Policy – no changes recommended.

MOTION: Moved and seconded that Policies B-CE-02, B-CE-03, B-BSR-16 and B-BSR-18 be approved with changes noted above. Policies O-CF-04, O-CF-05 and O-CF-08 noted as reviewed and no changes recommended.

CARRIED

- B-BSR-27 - Access to 4-H Ontario Database Information

Upon completion of the confidentiality waiver by a Local 4-H Association, the Privacy Officer or designate will provide access to information held within the 4-H Ontario database as necessary and available to Local 4-H Associations.

MOTION: Moved and seconded to approve changes to B-BSR-27 Access to 4-H Ontario Database Information as amended.

CARRIED



- O-V-13 – Protection of Personal Information - minor change from “member” to “youth participant”.
- B-B-08 – Committees – no changes recommended.

MOTION: Moved and seconded to approve O-V-13 and B-B-08 as recommended by the Committee and noted above.

CARRIED

B-BSR-14 Provincial Youth Participant Fee Refund Policy (DRAFT - NEW)

Refunds for the Provincial Youth Participant Fee will be granted as follows:

- Full refund of provincial youth participant fee less **\$10.00** administration fee if written request is received by 4-H Ontario within seven (7 days) of registration date.
- 50% refund of provincial youth participant fee if written request is received by 4-H Ontario within 30 days of registration date and less than two (2) club meetings attended
- No refunds after 30 days of registration date.

Exceptions may be granted under extraordinary circumstances providing the request is submitted in writing to 4-H Ontario and clearly identifies the reason for the exception.

MOTION: Moved and seconded to approve Policy B-BSR-14 Provincial Youth Participant Fee Refund Policy.

CARRIED

Policies to be reviewed by Policy & Governance Committee for March Council Board Meeting

- O-CF-02 – Memorandum of Understanding - still waiting for information from 4-H Canada.
- O-M-16 – 4-H LEARNS

8.2 Nominating Committee Report

Nominating Committee Report included with Meeting package. Tammy Oswick and Brad Found have offered to help the Committee. Erica Murray and Emily Tremblay will join the AR/P/VP Call to provide a Nominating Committee update and encourage Association Representatives to consider joining the Board.

- 5 Council Director positions open.
- Currently no applications have been received for Council Youth Director or Youth Advisory Committee Rep to 4-H Canada.
- Directors up for election have indicated their intent to run again.
- 1 nomination received for President by the deadline of January 10, 2021.

MOTION: Moved and seconded to accept the Nominating Committee Report.

CARRIED

Cheryl Sullivan was nominated for President and has accepted the nomination.

MOTION: Moved and seconded to accept the nomination of Cheryl Sullivan for President to be acclaimed at the 2021 Ontario 4-H Council Annual General Meeting.

CARRIED

8.2.1 Director - Community

Council has the ability to utilize the Director - Community Board position. It was suggested that the Board look for a person with fundraising, change management expertise. Council Executive will define what they are looking for in the Director - Community position and report back at the March Board Meeting.



8.3 Volunteer Conference

8.3.1 Annual General Meeting

Council discussed the 2021 Annual General Meeting (AGM), Parliamentary, process to receive ballots and voting process. Instructions on voting process will be sent to Association Representatives.

MOTION: Moved and seconded that due to the ongoing pandemic, and in place of taking nominations for Director from the floor during the AGM, nominations and biography for Council Director are to be submitted to the Nominating Committee by February 28th and voting ballots will be emailed out to the Association Representatives by March 17th. Votes for Council Director will be due back to the Parliamentary by March 24th.

CARRIED

MOTION: Moved and seconded that voting for motions during the Ontario 4-H Council AGM will be conducted via Zoom.

CARRIED

8.3.2 Association Representative Session – no session to be held in 2021

Council Board Directors are encouraged to attend the Virtual Volunteer Conference and Gala.

MOTION: Moved and seconded that the Ontario 4-H Volunteer Conference registration fee of \$25 is covered for the Council Board of Directors, and Directors will be sent a separate link to register.

CARRIED

8.3.3 Silent Auction

Christine Oldfield outlined staff recommendations around an online auction during the Conference.

MOTION: Moved and seconded that the decision on the Silent Auction be made by the Volunteer Conference Committee.

CARRIED

8.4 Board Calendar/Education Plan

A draft Board Calendar/Education Plan was included with meeting package. Training ideas will be collected from the Year End Board Evaluation.

8.5 Task Force Update

Terms of Reference distributed to Council Board. Minor change suggested for consistency of names of positions on Board and Director of Philanthropy.

MOTION: Moved and seconded to approve the Terms of Reference as distributed, with minor change noted above.

CARRIED

The Fundraising Committee consists of three Council and three Foundation Representatives. Laurie Farquharson, Donna Van Der Heyden and Erica Murray will represent Council in the interim, with Committee being selected at the Inaugural Meeting. Laurie volunteered to be co-chair of this Committee.

8.6 Memorandum of Understanding (MOU)

A draft MOU is being worked on and will be discussed at the upcoming joint Board Executive Meeting.



8.7 AR/P/VP Call - January 28, 2021 @ Noon & 7:30 pm

The AR/P/VP Call is coming up this Thursday. Updates from Council to include policy changes, Annual General Meeting and Nominating Committee.

Roll Call – What did your Local Association do for their 2020 awards presentation?

9. Officer and Special Reports

9.1 President's Report

President's Report included with meeting package. Cheryl Sullivan thanked the Volunteer Conference Committee for all the work they are doing, and the Directors for their time, commitment and extra meetings this year.

9.2 Staff Report

Staff Report, prepared by Christine Oldfield, included with meeting package. Christine provided highlights:

- New website and online registration launched
- Process of converting data to new database
- Resource Guide is online and will be mailed out
- Office - one item outstanding to be addressed from Servpro (bottom of stairs). Roof damaged in wind storm and dead tree removed on property
- New IT company, Wilmot, started earlier this month
- Programming is anticipated to continue virtually during the first half of 2021
- Taking Mental Health to Heart - developing material to launch this summer
- Volunteer Conference and Virtual Gala being planned and registration will be open soon
- Volunteer E-symposiums coming up
- Child Protection Training Commit to Kids – 1,400 reported complete. Still opportunity to complete this training until end of March 31
- Shannon Muir serving as Acting Manager Corporate Giving. Currently recruiting for Director of Philanthropy
- Ontario Trillium funding received enables 4-H to hire Digital Programming position
- Genevieve Solda will continue, on a part time basis in Indigenous Communities role
- Jane Jamieson (PG Growth) has created an operational dashboard from recommendations from development audit and Stand Operating Procedures for request of staff time.

9.2.1 Resilience Plan – Operational Plan for 2021

Christine shared a presentation on the 2021 Resilience/Operational Plan with the Board.

9.2.2 Research on COVID-19 and the Effects on Volunteers

Evelyn Chambers joined the meeting to share in the presentation with Christine Oldfield on Effects of COVID-19 on Volunteers.

9.3 YAC – No report received

9.4 Ontario 4-H Foundation

John den Haan, Chair, prepared a Foundation Report and sent out to the Board.



9.5 4-H Canada Report

4-H Canada Report prepared by Christine Oldfield was included with the meeting package.

The Youth Safety reporting was launched and is available on the 4-H Ontario website. 4-H Ontario has submitted everything required for accreditation, with Memorandum of Understanding (MOU) to be submitted by the end of March. Cyber security insurance is being recommended by 4-H Canada.

4-H Canada Leadership Summit and Awards are taking place virtually next month. 4-H Ontario has the opportunity to send 4-H volunteers and staff to attend this virtual conference.

9.5.1 Provincial Leadership Advisory Committee (PLAC)

Provincial Leadership Advisory Committee draft terms of reference are being finalized by 4-H Canada.

9.5.2 Brand Agreement

4-H Canada Brand Agreement and Question & Answer sheet were distributed to the Board. This Brand Agreement will be in perpetuity. Once this agreement is signed, it will be communicated to the associations, volunteers, sponsors and third parties.

**MOTION: Moved and seconded to accept the Officer and Special Reports
CARRIED**

10. Committee Reports

10.1 Resolutions Committee

No resolutions received by deadline date of November 26, 2020.

10.2 Grievance Committee – *Nothing to report*

10.3 Board Evaluation Committee

Nicole French, Chair indicated a short January meeting evaluation will be sent, followed next week by the Year End Board Evaluation.

**MOTION: Moved and seconded to receive the Board Committee Reports.
CARRIED**

11. Board Correspondence – None to report

Ontario Farmer interviewed Cheryl Sullivan and Valerie Stone from 4-H Canada for an article in their publication.

12. New Business – *No new business*

13. Review of Action Items Recorder/Presenter

Elaine Bowman reviewed the Action Items arising from the meeting.

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

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



15. Date and Time of Next Meeting

The Ontario 4-H Council Board of Directors will meet:

- ✓ **Minute Approval** – *Thursday February 4th @ 8 pm*
- ✓ **2020 Audited Financial Statement Approval** – *Tuesday March 2nd @ 7:30 pm*
- ✓ **March Council Board Meeting** - *Saturday March 20th 8:30 am*
- ✓ **Ontario 4-H Council AGM** – *Wednesday March 31st @ 7:30 pm*
- ✓ **Inaugural Council Board Meeting** – *Wednesday April 7th 7:30 pm*

16. Adjournment

President thanked the Directors for their time.

MOTION: Moved to adjourn the meeting at 2:30 pm.

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

Ontario 4-H Council, President

Secretary