



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

Date: Saturday March 20, 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. Review of Action Sheet from January 23, 2021 Board of Directors' Meeting

Council reviewed the Action Sheet Items from the last Board Meeting. Action Item 1 is ongoing; Items 2 and 4 covered under Policy & Governance Committee; Item 3 Council Youth Director to be discussed in Nominating Committee Report; Item 5 Director Community position will be postponed until next meeting; and Items 6, 7, 8 and 9 were completed.

3. Approval of Agenda

Addition of 7.5 Governance Discussion - 7.5.1 Joint Executive Report, 7.5.2 Joint Fundraising Committee, 7.5.3 MOU Discussion to be added to the agenda.

**MOTION: Moved and seconded to approve the meeting agenda as amended.
CARRIED**

4. Appointments

4.1 Appointment of Action Sheet Recorder

Elaine Bowman was appointed Action Sheet Recorder.

5. Acknowledgement of Council Board Meetings

5.1 Ontario 4-H Council Meeting January 23, 2021 & 5.2 Minute Approval February 4, 2021

Acknowledgement of the February 4, 2021 Minute Approval Meeting approving minutes from the January 23, 2021 Ontario 4-H Council Board Meeting.

5.3 Ontario 4-H Council Financial Statement Approval Meeting March 2, 2021

Acknowledgement of Audited 2020 Financial Statement Approval Minutes from March 2, 2021.

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



6. Finance Committee Report

6.1 2020 Audited Financial Statements

Chair, Darrell Bergsma asked if there were any questions from the 2020 Audited Financial Statements which will be presented at the upcoming Ontario 4-H Council Annual General Meeting.

Council discussed the surplus of Net Income for 2020. According to Policy B-BO-17 Transfer of Net Income to Contingency Reserve Fund, any surplus in excess of \$30,000, Council is to decide where to place that surplus. Council discussed staff recommendations about moving the funds.

MOTION: Moved and seconded that half of the 2020 surplus funds be moved to the Strategic Initiative Fund and the remaining half of the funds be moved to the Building Fund, as per Policy B-BO-17.

AMENDED MOTION: Moved and seconded that half of the 2020 surplus funds be moved to the Strategic Initiative Fund and the remaining half of the funds be moved to the Contingency Fund, as per Policy B-BO-17.

CARRIED

6.2 Appointment of Auditor

Appointment of auditor to be made at the Annual General Meeting on March 31, 2021.

6.3 Association in Good Standing

Local Association Annual General Meetings have been taking place and Dale Roberts, Manager Finance has been following up with a few Associations.

6.4 Fundraising Report

Fundraising Report included in meeting package.

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

CARRIED

7. Governance Discussion

7.1 Policy & Governance Committee

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

- **O-CF-02 – Memorandum of Understanding (MOU)** - waiting for draft MOU from 4-H Canada.
- **B-BSR-16 – Club in Good Standing Policy** – Committee recommends no changes at this time.
- **O-M-16 – 4-H LEARNS Policy** – Committee recommends no changes at this time.

MOTION: Moved and seconded to approve the recommendations of the Committee.

APPROVED

B-BO-07 - Job Descriptions

Under President and Vice President Roles & Responsibilities add to the following bullet:

- Shall be part of the Executive Committee **and, by extension, the Joint Executive Committee.**

Under Vice President, remove the following bullet:

- ~~Shall prepare and facilitate Ontario 4-H Council policy review for in person Ontario 4-H Council Board of Directors meetings.~~



MOTION: Moved and seconded to approve the minor changes recommended by the Policy Committee for B-BO-07 Job Descriptions for President and Vice President.

CARRIED

Under Ontario Youth Representative to 4-H Canada, change ~~member~~ to 4-H **youth participant**.

MOTION: Moved and seconded to change 4-H Member to 4-H Youth Participant under B-BO-07.

CARRIED

- **B-BO-08 – Committees** – Committee recommends no changes at this time. This will be reviewed again after the Memorandum of Understanding is completed.

MOTION: Moved and seconded to approve recommendations of the Committee for B-BO-08.

CARRIED

7.2 Nominating Committee Report

Dennis Carnegie, Chair, announced the new Youth Advisory Committee Representative Kayla Emmerton from the Peel 4-H Association. Nicole French will continue her role as the Council Youth Director for the coming year.

Four nominations were received for Ontario 4-H Council Director. There are five Director positions open. The Board will be short one Director this year, however Council has the ability to appoint a Director. Dennis thanked the Nominating Committee for their help this year.

7.2.1 Director – At Large (Community)

Postponed to next Council Board Meeting.

7.3 Annual General Meeting (AGM) – March 31, 2021

The Association Representative AGM Package will be sent this week. AR's are asked to join between 7 and 7:15 pm to conduct the attendance. The Parliamentarian for the AGM will be Tammy Oswick. Council discussed the AGM to be held in March 2022 and options for Live Stream.

7.4 Board Calendar/Education Plan

Nicole French reported that the Board Evaluation Committee met and discussed the Year End Board Evaluation. The committee pulled five areas of focus for Board Education this year:

- running virtual meetings effectively
- strategic plan update and what is strategic thinking
- focusing on goal planning, directions and objections of Board
- how to review financial statements
- mental training/wellness.

The goal for the next Board meeting (June) will focus on governance training.

7.5 Governance Discussion

7.5.1 Joint Executive Committee

Cheryl Sullivan reported the Committee met on January 26 to discuss the role and scope of the Committee, which is comprised of the Executive from both Boards. Committee will continue to meet quarterly.



7.5.2 Joint Fundraising Committee

Laurie Farquharson reported the Joint Fundraising Committee met on February 11 to set parameters, frequency of meetings and reviewed terms of reference. Committee will gather information for their next meeting to set goals and plans.

7.5.3 Memorandum of Understanding (MOU)

The MOU was reviewed by both Boards. It was noted that the MOU will affect the 4-H Canada accreditation. 4-H Canada will meet to discuss the upcoming accreditation deadline of March 31.

Roll Call – Tool Kit Ideas/Activities for 4-H Meetings

8. Officer and Special Reports

8.1 President's Report

President's Report included with meeting package. Cheryl Sullivan mentioned the new Association Representative Orientation was held March 16. The Director Board Liaisons will be set at the Inaugural Council Meeting. 4-H Canada is providing governance training for each province. The Executive Director and President will be participating in this training which begins next week.

8.2 Staff Report

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

- Migrated database from MWA to Raiser's Edge.
- Office – chimney will be repaired and bottom step in basement to be fixed. Staff will go in this spring to organize their area in preparation for painting of office.
- 2021 Ambassadors have been selected.
- Leap Into Leadership moved to coincide to Spring Break in April.
- Programming Team also working on online experiences for youth.
- Focus on Volunteer Conference next week.
- VS Team have been delivering re-engagement learning opportunities to volunteers at AGM's.
- New reporting system – iSight database (for Activity Plans and Incident Reporting).
- Recruitment of Director of Philanthropy.
- Jane Jamieson, PG Growth continues to work with staff team.
- New positions that were recently hired through Ontario Trillium Grant (1 year contracts) – Digital Program Support and Volunteer Digital Support.

Christine shared a presentation on the Resilience Plan Progress Update for first quarter. She explained how it fits within our current strategic plan and priorities: Technology & Virtual Programming; Volunteer Support; Diversity and Inclusion; Board & Staff.

8.3 Youth Advisory Committee (YAC) – 4-H Canada

Logan Emiry, outgoing YAC Rep, and Kayla Emmerton, incoming YAC Rep, joined the Council Meeting.

Logan gave a report highlighting his experiences this past year on YAC, and as Chair for the Youth Advisory Committee. There are two new YAC representatives and eight returning members this coming year. Logan attended the 4-H Canada Leadership Summit last month and the YAC Committee helped with some of the sessions. Logan is looking forward to his next chapter as a 4-H Leader.



Dennis Carnegie thanked Logan for representing 4-H Ontario and for providing updates to the Board over the last two years.

Dennis welcomed Kayla to the YAC position. Kayla told a little bit about herself, her 4-H experiences and how excited she is to represent 4-H Ontario in this role. Kayla attended the Leadership Summit, and a couple of YAC Meetings, including a Citizenship Congress planning meeting.

8.4 Ontario 4-H Foundation

John den Haan, Chair, prepared a Foundation Report which was shared with the Board.

8.5 4-H Canada Report

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

8.5.1 4-H Canada National Leadership Summit

The 4-H Canada Leadership Summit was held last month with 18 individuals from 4-H Ontario participating.

8.5.2 Provincial Leadership Advisory Committee (PLAC)

Provincial Leadership Advisory Committee held their Inaugural Meeting. There is representation from every province, 4-H Canada Council and Foundation. 4-H Canada named their co-Chair as Eric Dalke from Alberta, and a provincial representative co-chair will be chosen at the next meeting. The Committee work plan will focus on data sharing, governance training, cost sharing, strategic priorities and provincial sharing. Leadership Development will be a component of the committee and they plan to meet four times a year.

8.6 Volunteer Conference

The link for the volunteer conference will be sent to participants on Monday. Silent Auction items will be available for bidding starting Tuesday, with the Auction closing the evening of the AGM.

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

9. Committee Reports

9.1 Resolutions Committee – *Nothing to Report*

9.2 Grievance Committee – *Nothing to Report*

9.3 Board Evaluation – Chair

9.3.1 Year End Evaluation

Nicole French shared a new platform to gain feedback from the Board through Padlet. The Year End Board Evaluation was included with the meeting package. The committee discussed the five items to focus on this year that came from the report (covered earlier under Board Education).

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

10. Board Director Liaison

Directors are asked to reach out to their Board Liaison and thank those Association Representatives who are retiring from their position.



11. Board Correspondence

Email regarding suggested nomination for the Ontario Agriculture Hall of Fame. This individual's name will be brought forward to the Joint Executive Meeting to discuss further.

Nicole French shared a social media post and email from a senior 4-H member listing the top five concerns from a senior members' perspective around engagement. Staff will respond to the member, and Nicole French will reach out to the member again.

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:

- ✓ **Ontario 4-H Council Annual General Meeting – 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 Signed Minutes Kept in the 4-H Ontario Office, Rockwood Ontario

Ontario 4-H Council, President

Secretary