



Ontario 4-H Council Board of Directors Meeting MINUTES

Date: Saturday June 12, 2021

Place: Teleconference

Time: 8:30 am

Participants:

President: Cheryl Sullivan, Past President: Dennis Carnegie, Vice President: Darrell Bergsma, Director at Large: Elaine Bowman, Lesleigh Elgie, Laurie Farquharson, Nicole French, Doug Melia, Erica Murray, 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.

Karyn Racher, Director of Philanthropy joined the meeting to introduce herself and meet the Board.

2. Review of Action Sheet from March 20, 2021 Board of Directors' Meeting

Council reviewed the Action Sheet Items from the last Board Meeting. Action Item #1 is ongoing; Item #2 is on the agenda; Item #3 included in Staff Report; Items #4, #6 and #7 are complete. Item #5 Board Evaluation Committee will be tabled to the August Board Meeting.

3. Approval of Agenda

Under Governance Discussion add Items 11.7 Joint Board Committees and 11.8 Memorandum of Understanding 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.

4.2 Confirmation of Committee & Group List

Council Board Committee & Group List included with meeting package.

5. Acknowledgement of Council Board Meetings

5.1 Ontario 4-H Council Meeting March 20, 2021 & 5.2 Council Inaugural Meeting April 7, 2021

Acknowledgement of the April 26, 2021 Minute Approval Meeting approving minutes from March 20, 2021 and April 7, 2021 Inaugural Ontario 4-H Council Meetings.

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



6. Finance Committee Report

6.1 March 31, 2021 Financial Statements

Chair, Darrell Bergsma presented financials to the end of March, 2021.

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

CARRIED

6.2 Meeting with Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA)

Christine Oldfield and Cheryl Sullivan attended the bi-annual reporting meeting with OMAFRA staff Rick Berthiaume and Carmela Cupelli. Brendan McKay took over from Doug Reddick as the new Director. OMAFRA Staff were impressed with the accomplishments of 4-H this past year.

6.3 Association in Good Standing

As of June 10th, 4-H Ontario is waiting for two Associations to submit their financials (one Association has not held their AGM). Deadline to submit those to Dale Roberts, Manager Finance is June 30th.

6.4 Quarter 1 Fundraising Report

Fundraising Report included in meeting package.

7. Officer and Special Reports

7.1 President's Report

President's Report included with meeting package. Cheryl Sullivan participated, on behalf of 4-H Ontario, in a Food Literacy Round Table, along with staff from OMAFRA and Minister Ernie Hardeman.

7.2 Staff Report – Resilience Plan Update

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

Christine shared a presentation on the staff "Wildly Important Goals" and dashboard tracking team goals.

7.3 Ontario 4-H Foundation

Kim Turnbull, Chair, prepared the Foundation Report included in meeting package. Council discussed the disbursement process and calculations.

MOTION: Moved and seconded that the Ontario 4-H Council reach out to an accountant and/or consultant to gain a better understanding of the Canada Revenue Agency rules as they apply to a charity for the benefit of the Council Board and Fundraising Committee.

CARRIED

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

CARRIED

8.0 4-H Canada Report

8.1 4-H Canada Report

Report prepared by Christine Oldfield included with meeting package. The 4-H Canada Annual General Meeting is being held virtually on July 13th at 3 pm.



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

Kayla Emmerton prepared the YAC Report to Council included with meeting package. Christine Oldfield will discuss Kayla's request to speak with staff about ways to engage her role.

8.3 Accreditation

The official recognition of 4-H Ontario receiving accreditation was shared on June 2nd. The accreditation insignia is now on the 4-H Ontario website. This accreditation remains contingent on finalization of the MOU with the Foundation by end of 2021.

MOTION: Moved and seconded to approve the 4-H Canada Report.

CARRIED

9. *Roll Call – “Name one goal for the Ontario 4-H Council Board for this year”*

10. Ted Talk - Dan Pallotta “The Way We Think about Charity is Dead Wrong”

11. Governance Discussion

11.1 Risk Management Plan Review

Risk Management Plan included with meeting package (Crisis Management Plan).

MOTION: Moved and seconded to accept the Risk Management Plan as presented.

CARRIED

11.2 Policy & Governance Committee

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

- B-BO-01 - Quality Board – no changes recommended
- B-BO-04 – Board Duties – no changes recommended
- B-BO-10 - Conflict of Interest – no changes recommended

MOTION: Moved and seconded to approve the recommendations of the Policy & Governance Committee for policies B-BO-01, B-BO-04 and B-BO-10.

CARRIED

O-M-01 – Provincial “Youth” Participant Requirements

Committee recommends changing participant to “Youth Participant” throughout this policy.

MOTION: Moved and seconded that the recommendation to add Youth Participant to Policy O-M-01 be approved.

CARRIED

B-BO-19 – Association in Good Standing

Committee recommends removing last bullet point under Financial Viability and adding the following paragraph:

Membership billing occurs where the Association has a subsidy program and charges a fee less than the provincial youth participant fee. 4-H Ontario will bill the Association for the difference on a monthly basis with net 30 terms. An Association that has not paid its provincial youth participant fee by May 30th for the first quarter of the year and by September 30th for the second quarter, will not receive 4-H resources or awards and will forfeit the opportunity to send delegates to provincial



activities until the fees have been paid. Failure to retire outstanding invoices will also result in a suspension of voting privileges at the Provincial AGM.

MOTION: Moved and seconded to approve the recommended changes to B-BO-19 Association in Good Standing.

CARRIED

11.3 Executive Director Succession Plan

Executive Director Succession Plan forwarded to Council prior to meeting. Council reviewed the minor changes noted by staff and suggested the following: Under Compensation remove the second and third sentence and add *"The Acting Executive Director will be compensated with a new contract for the period that they are in the role."*

MOTION: Moved and seconded that the Executive Director Succession Plan be approved with changes noted, and that staff and Council review the procedural aspect from the human resources and Executive sides.

CARRIED

11.4 Council Board Roles and Responsibilities

A reminder to the Directors to review Policies B-BO-01 Quality Board and B-BO-04 Board Duties, as well as Board confidentiality.

11.5 Director Community Position

Dennis Carnegie, Nominating Committee Chair, put forth the Committee recommendation to accept Cathy Lennon for the position of Director Community on the Ontario 4-H Council. Other nominations were not received allowing for the acclamation of Cathy Lennon for this position.

Cheryl Sullivan and Christine Oldfield have spoken with Cathy Lennon about joining the Board and the expectations of Director Community position. Cathy is the General Manager at the Ontario Federation of Agriculture, has worked in the agriculture sector for a long time and her family are involved in 4-H.

MOTION: Moved and seconded that the Ontario 4-H Council appoint Cathy Lennon as Director Community on the Ontario 4-H Council Board.

CARRIED

11.6 Board Education - Debrief from Governance Training & Next Steps in Board Education Plan

Debrief from Tuesday's Board Governance Training. Council discussed "What is one message that stood out from the training?" and "Something you would like included at regular Board meetings?" Next step for Board Education Plan is diversity and inclusion. Council also plans to build philanthropy into culture. Please message Cheryl Sullivan if you have suggestions.

11.7 Joint Board Committees

Council will reach out to Foundation to get the Joint Fundraising Committee to schedule a meeting.

11.8 Memorandum of Understanding (MOU)

Meeting scheduled last week was postponed and will be re-scheduled in the next couple of weeks.

12. Virtual Conference and Annual General Meeting

Survey Results from the 4-H Ontario Volunteer Virtual Conference provided in meeting package and Council discussed comments from the evaluation.



13. Committees and Reports

13.1 Resolutions Committee – *Nothing to report*

13.2 Grievance Committee – *Nothing to report*

13.3 Nominating Committee

Nominating Committee will focus on filling the remaining vacant Director position on the Board. Please pass along names for consideration to Dennis Carnegie, Chair.

13.4 Board Evaluation Committee

Board Evaluation Report included in package.

MOTION: Moved and seconded to approve the Committee Reports.

CARRIED

14. Association Representative, President & Vice President Teleconference - May 6, 2021

Minutes from the AR/P/VP Call on May 6th were shared with the Associations. Board discussed the great turnout and format of future calls. Next AR/P/VP Call is October 7th, 2021 at Noon and 7:30 pm (ET).

15. Board Director Liaison

Directors are asked to reach out to their Board Liaison to see how their association is doing, their plans and if they need any help, as well as providing some quick programming/volunteer updates (which Christine Oldfield will provide to Directors). Directors are to collect feedback from the Associations.

16. Board Correspondence

Press release from OMAFRA and email from Minister Ernie Hardeman promoting Agri-food week.

17. Review of Action Items Recorder/Presenter

Elaine Bowman reviewed the Action Items arising from the meeting.

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

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

19. Date and Time of Next Meeting

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

- ✓ **Ontario 4-H Council Meeting** – *Saturday, August 21, 2021 @ 8:30 am*
- ✓ **Ontario 4-H Council Meeting** - *October 16, 2021 @ 8:30 am*

20. Adjournment

President thanked the Directors for their time.

MOTION: Moved adjourn the meeting at 2:15 pm.

Ontario 4-H Council, President

Secretary