

**Ontario 4-H Council
Board of Directors Meeting
Saturday, January 15, 2023**

CONSENT AGENDA

Present:
Regrets
Staff:

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

2. Action Sheet

- 2.1 Review of Action Sheet (October)*
- 2.2 Action Sheet Recorder*

3.Consent Agenda

- 3.1 Agenda: January 21, 2023*
- 3.2 Minutes: October 15, 2022, October 24, 2022*
- 3.3 Presidents Report*
- 3.4 Ontario 4-H Foundation Report*
- 3.5 4-H Canada Report*
- 3.6 Youth Advisory Council (YAC) Report*
- 3.7 Volunteer Conference Report*
- 3.8 Joint Executive Committee Report*
- 3.9 Joint Fundraising Committee Report*
- 3.10 Resolution Committee Report*
- 3.11 Board Development Committee Report*

MOTION

4. Ratification

- 4.1 Minutes: October 15th, 2022-*
- 4.2 Minutes: October 24, 2022 Minute Approval*

MOTION

5 .Finance

- 5.1 Finance Update (YTD Financials)*

5.2 2023 Budget Planning & Approval

MOTION

6. Staff Report (Operational plan update)

7. Roll Call – Director at Large – Why did you want to become an Ontario 4-H Council Director?

8. Board Spotlight - Inclusion

9: Board Education All You Want to Know about Policies

10. Policy Updates

10.1 Policy and Governance Committee

MOTION

11. Emerging Issues

11.1 Nominating Committee Report

11.2 Grievance Committee Report

11.3 4-H Canada Leadership Summit 2024 Submission

11.4 JFAO Request for Collaboration

11.5 AR session at Conference

11.6 Board Calendar Review

12. Board Liaison

13. Board Correspondence

14. Review of Action Items

15. Setting of Agenda Items for Next Meeting

16. Dates & Times for Upcoming Board of Directors Meeting

March 24, 2023 @ 8:30 am (in person)

17. Adjournment

MOTION

**Ontario 4-H Council
Board of Directors Meeting Minutes
Saturday, October 15, 2022**

Participants: President: Laurie Farquharson, Past President: Cheryl Sullivan, Vice President: Elaine Bowman, Director at Large: Erica Murray, Penny Anger, Lindsay Bebbington, Debbie Coke, Lesleigh Elgie, Cathy Lennon, Doug Melia, Donna Van Der Heyden, Jennifer Waldroff, Edna White

Regrets: Josh Brander

Staff: Christine Oldfield, Executive Director; Evelyn Chambers, Director Professional Practice & Recording Secretary

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

Laurie welcomed everyone to the meeting and led in the 4-H pledge.

MOTION: To move into in camera.

CARRIED

MOTION: To move out of in camera.

CARRIED

MOTION: To accept the ED bonus structure as presented.

CARRIED

2.Review of Action Sheet and Action Sheet Recorder

Actions 1,4,6,9 was noted as completed

Action 2,3,5,7 noted as in progress

Cheryl volunteered to act as action sheet recorder for the meeting.

3.Consent Agenda

3.1 Agenda: August 20, 2022

3.2 Minutes: June 18, 2022

3.3 Presidents Report

3.4 Ontario 4-H Foundation Report -

3.5 4-H Canada Report

3.6 Youth Advisory Council (YAC) Report-

3.7 Board Development Committee

3.8 Resolution Committee Report (no report)

- 3.9 Nominating Committee Report (no report)*
- 3.10 Volunteer Conference – No report*
- 3.11 Joint Executive Committee/MOU -No report*
- 3.12 Joint Fundraising Committee- No report*

MOTION: To accept agenda as amended

CARRIED

4. Ratification

- 4.1 Minutes: August 20th, 2022-Minute Approval
- 4.2 Minutes: September 8th, 2022- Minute Approval

MOTION: To accept the minutes of August 20 Board Meeting Minutes and September 8 Board Approval Meeting minutes.

CARRIED

5. Finance

- 5.1 Finance Update (YTD Financials)
- 5.2 2023 Budget Planning & Approval
- 5.3 Review of Building Sale Proceeds
- 5.4 Discussion on Allocation of Funds
- 5.5 Discussion of Building Fund

MOTION: To move forward with funding the Business Management System.

CARRIED

MOTION: To top up Strategic Initiative Fund from general operating fund to maximum of \$50,00 to support initial 30% deposit and Finance Committee to determine best way to move forward.

CARRIED

MOTION: That the initial 30% deposit for the BMS will be funded from the Strategic Initiative Fund.

CARRIED

MOTION: To accept the Finance Committee report.

CARRIED

6. Staff Report (Operational plan update)

Christine presented an updated operational plan update.

7. Roll Call – Director at Large – If you could have a meeting with a famous philanthropist, who would it be?

8. Board Spotlight - Inclusion

Christine presented a session on Inclusion based on a presentation by Faith Kirk to the 4-H Ontario Staff team.

9. Policy Updates

9.1 Policy and Governance Committee

B-BO-03 Agenda Control

Recommend changing distribution of draft agenda from 14 days to 10

B-BSR-08 Performance Evaluation

Recommends removing this policy from the Policy Manual and keeping it in the Staff Handbook

B-BSR-10 – Council Employment

(Reviewed: January 19, 2019)

Any contract for services or offer of employment to external candidates, over \$10,000, shall be made in a fair, competitive selection process.

Recommend changing from No contract for services or offer of employment, over \$10,000, shall be made without a fair, competitive process.

B-BSR-11 – Compensation

4-H Ontario will strive to provide fair and competitive wages based on industry standards for Not-for-Profit organizations in Ontario.

Recommending changing from Staff compensation will not exceed 110% of the industry average for 'not-for-profit' organizations in Ontario.

B-BSR-13 – Insurance

(Updated: June 22, 2019)

The Executive Director will not place the organization in a position of undue liability risk.

The Executive Director will notify the board immediately if the organization's 3rd Party Liability and Directors and Officers Liability Insurance policies were going to lapse.

Staff and Directors are responsible for ensuring that all 4-H equipment (i.e. computers, printers, monitors etc.) are covered under personal tenant or property owner insurance.

Recommend changing from Staff will not allow the organization to hold less than 75% replacement value insurance coverage of equipment, furniture and fixtures.

B-BSR-16 – Club In Good Standing

(Reviewed: March 20, 2021)

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).
 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.
 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 or Participants 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.

Recommend changing to include: removal of reference to MWA, Change member to Youth, Remove ‘receive 4-H project material’

MOTION: To accept the Policy Committee report and recommendations.

CARRIED

9.2 Recommendation on Bylaw Amendments

MOTION: That the Ontario 4-H Council Board of Directors accept the proposed by-law changes as presented by the ONCA Task Force.

CARRIED

10. Emerging Issues

10.1 Grievance Committee Report

MOTION: To move in camera with Christine Oldfield and Evelyn Chambers

CARRIED

MOTION: To move out of camera.

CARRIED

MOTION: To accept the recommendations of the Grievance Report

CARRIED

MOTION: That the Ontario 4-H Council seek legal opinion on Council's additional responsibility in addition to the recommendations of the Grievance Committee.

CARRIED

10.2 MOU- Foundation and Ontario 4-H Council

MOTION: To accept the staff change edit in the MOU effective October 15, 2022

CARRIED

10.3 4-H Canada Leadership Summit 2024 Submission

Christine updated the board on the proposal submitted to 4-H Canada to host the 2023 Leadership Summit.

MOTION: To endorse the application in principle, to host the 2024 Leadership Summit pending expense clarification.

CARRIED

10.4 Delegates to 4-H Canada Leadership Summit 2023

Directors were encouraged to advise if interested in attending the 2023 4-H Canada Leadership Summit.

10.5 Mini Store/Board Clothing

Elaine reported on the meeting held with the committee and staff to explore possibility of once a year order campaign or a broad spectrum of swags and ordering.

11. Board Liaison

Messaging to include: Special Meeting on October 25, 2023 4-H Canada Leadership Summit delegates, finalized the MOU.

12. Board Correspondence

No correspondence received

13. Review of Action Items

Cheryl reviewed the Action items

14. Setting of Agenda Items for Next Meeting

Directors were reminded to send future agenda items to Christine and Evelyn

15. Dates & Times for Upcoming *Board of Directors Meeting*

Minute Approval Meeting- Monday, October 24 @ 7:30 pm

Next Board meeting to be held virtually on January 21, 2023 @ 8:30 am

16. Adjournment: Motion to adjourn

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

Date: *October 24, 2022 – Ontario 4-H Council Board of Directors Minute Approval*

Time: *7:30 p.m. (ET)*

Participants: Laurie Farquharson, President; Cheryl Sullivan, Past President; Erica Murray, Director at Large; Penny Anger, Lindsay Bebbington, Josh Brander, Debbie Coke, Lesleigh Elgie, Cathy Lennon, Doug Melia, Jennifer Waldroff, Edna White, Donna Van Der Heyden

Regrets: Elaine Bowman

Staff: Christine Oldfield, Executive Director; Evelyn Chambers, Recording Secretary

The Ontario 4-H Council Board of Directors met via Zoom to approve the minutes from the October 15, 2022 Board of Directors Meeting.

Ontario 4-H Council Board of Directors DRAFT Meeting Minutes – October 15, 2022

Chair asked for changes and / or amendments to accept the October 15, 2022 Ontario 4-H Council Minutes.

MOTION: Moved and seconded to approve the minutes as amended.

CARRIED

MOTION: To adjourn the meeting at 7:57 p.m.

CARRIED

**4-H Ontario Board of Directors
15-Oct 22
Action Sheet**

| <u>ACTION</u> | <u>DUE DATE</u> | <u>BY WHO</u> |
|--|----------------------------------|---|
| Allocation of building sale proceeds | Year End | Board/ED |
| Discussion on long term financial, outlook, plans. Outside of budget and Strat Plan | Year End | Finance Committee/ED/Manager Philanthropy |
| Reminder of (RBC) DEI/Indigenous course due by all board members | Year End | Board |
| Board Clothing – send out list for clothing ideas | For January order | Laura |
| Budget Meeting | By early December, at the latest | Finance Committee/Manager Finance/ ED/ Board |
| Business Management System - Finance Plan to pay for the system | Jan Board Meeting | Finance Committee/Manager Finance/ED |
| Board Liaison Messaging – Reminder of October 25 Special Meeting and to Register; 2023 Leadership Summit – cost \$750; finalized MOU | October 25 | Board |
| Legal Counsel | Jan Board Meeting | ED/Mgr Professional Practice |
| 4-H Canada Leadership Summit – if interested email Christine | October 21st | Board |

Ontario 4-H Council President's Report – January 2023

I reported the following to the Foundation for their December meeting: The board approved financial support to work with RDK to overhaul our business system. It is 20 years old and will soon cease to work. Moving forward the board is discussing the set-up of a technical maintenance fund as our business system is now our new office. The finance committee is putting into place a plan for the funds received from the sale of the building. I was unable to attend the December Foundation Meeting but Christine attended on our behalf.

I had the pleasure of attending the Go for the Gold competition at the 100th Royal Winter Fair in November. A fabulous competition and amazing volunteers that coached teams and came to run each part of the competition. We had the pleasure of having Lisa Thompson Minister of Agriculture and Rural Affairs attend and bring greetings as well as John Taylor on behalf of our sponsor for the event, Ontario Mutuels.

On November 21, I had the opportunity to spend a short time with the Young Farmers Forum attendees at the OFA Convention. I had brought along a brief survey that I asked them to answer and then had a brief discussion about the answers. They provided some great food for thought and I will be incorporating these responses into our Strategic Planning information.

The Joint Executive Committee met on November 21 and I have included that report and Terms of Reference in the Board Package.

On December 13, I attended the Canadian 4-H Virtual Town Hall meeting. There was some great information provided about the data from the Leger survey that they have done. We will have the ability to access this information for our strategic planning. Each of the Canadian committees reported on what they had been working on and priorities for the upcoming year. We also had a presentation on Bored about Boards, by Kim McConnell.

The ending of a 4-H season is always bitter sweet but I was honoured to be able to participate in several local Associations' Awards Banquets. Wonderful to have everyone meeting in person and honouring the work of our members and volunteers.

Focus groups are being organized from a variety of stakeholders in our organization and we were to have a report in December but due to illness these will occur in January. I look forward to seeing what our surveys and focus groups have to say.

Christine and I will be meeting with government representatives in January in Guelph to report on the 4-H program in Ontario. We look forward to letting them know what we are doing and have done in the past few years.

In January we will also meet with our AR's, Presidents and Vice Presidents after our meeting. Cheryl and myself will also be meeting with Christine to do her yearly performance review in February.

Hopefully you all received your New Resource Guide in the mail and a few folks still have to submit to me your Diversity Training certificate. Please do so at your convenience.

Laurie Farquharson
President 4-H Ontario

January 2023 Foundation Report

The investment market turmoil of 2022 caused by a combination of factors was a recipe for negative returns on the Foundation investment portfolio. Despite this issue the Foundation disbursed over \$84500 during the year. The majority of this amount, \$52500 went to support Council initiatives. Scholarships and awards to worthy 4-H members totaled an additional \$12000. Twelve County Associations also accessed money from their Endowment Funds to help offset costs to run the 4-H program at the local level.

The Foundation is working to finalize the yearend financials so that we can provide reports to all of our clients, the Local Associations and Donors of Designated Funds. Once we have our audits completed and passed at a Board meeting we will provide Council with a copy of the results.

Hopefully 2023 will return markets to a more stable investment environment. The Foundation will be celebrating the 25th Anniversary of the creation of the organization and are planning to celebrate the occasion in a special manner.

Yours in 4-H, Kim Turnbull
Chair, Ontario 4-H Foundation

Report on 4-H Canada to Ontario 4-H Council January 2023

General Governance

4-H Canada staff continue to work from home but can be reached by email or cell phone.

Provincial Supervisors Meetings

An in-person meeting was held on November 3rd in Toronto. It included an update on National Activities (including potential funding) and an update on the work of the Provincial Operating Committees. A Townhall was held December 13th and included a session by Kim O'Connell on board governance.

Provincial Leadership Advisory Committee Meeting (PLAC).

Cheryl Sullivan attended a PLAC Meeting on October 27th.

Provinces in attendance answered the roll call: How are membership numbers and Board Recruitment going in your province? Seven provinces answered the roll call. Answers ranged from registration is just getting going to updated numbers for the current year; and most board turnover (AGM) is in the spring, (one province AGM is in November. The agenda item for the meeting was reviewing and discussing the 4-H Canada Request for Proposals for a D, E & I Consultant. Suggestions based on the following discussion was that: Consultation by the consultant via virtual calls would be good; and Regional Surveys/Consultations instead of individual provincial focus. Send questions ahead of time.

Provinces were asked what action have you taken in the D, E & I space since the Townhall in Halifax at the Leadership Summit in April 2022. Answers ranged from training at Board meetings, forming a D, E & I Committee, will be discussed at an upcoming board meeting and no discussion yet.

Cheryl also attended the Townhall meeting on December 13 along with Laurie Farquharson and several 4-H Ontario staff.

Risk Management

Effective July 4, 4-H Ontario lifted the requirements that Activity Plan be submitted for 4-H club meetings and local activities. Activity Plans will continue to be required for the following events and programs:

- multi-club or regional events (including but not limited to livestock shows, Regional Go for the Gold, Judging Competitions)
- 4-H organized transportation and/or accommodations (i.e. field trips, livestock shows including the Royal Agricultural Winter Fair)
- high-risk activities (i.e. skiing, water activities, paintball, woodsmen competition, operation of recreational vehicles)
- services from third-party providers requiring a waiver (i.e. archery or shooting range, trampoline park, etc.)

4-H Volunteers and event organizers are encouraged to plan activities that provide for positive youth experiences and through the lens of health and safety and inclusion. When planning 4-H club and Association meetings and activities it is important to remember that youth and families participating maybe new to 4-H, the 4-H club or even the community and communicating all the details relating to the club activities and expectations will help to ensure a positive experience for all. The Positive Youth Experiences- Safety and Risk Management Checklist has been well received by 4-H volunteers and event organizers as a guide when planning club and local club activities.

As of December 31, 2022 554 Activity Plans had been submitted, representing club meetings and

activities, 4-H Association Awards events, sign up activities, AGM's, fundraising and 4-H Ontario provincial events.

The iSight database launched by 4-H Canada continues to have updates and revisions made to enhance the functionality for users.

As of October, 2022 1560 4-H Ontario volunteers and staff have completed the Child Protection Training-Commit to Kids. Going forward new volunteers will be required to complete the Child Protection Training as part of their onboarding. 4-H Canada has released a refresher course for volunteers who completed the initial training in 2019. 4-H volunteers will be contacted when they are due to complete this refresher course. To date (December 31, 2022) 199 volunteers have completed the refreshing training.

Accreditation

2022 was the first annual Accreditation review and included providing supporting documents to 4-H Canada (as with the initial Accreditation process). 4-H Canada has prepared a calendar of when specific tasks relating to accreditation must be completed by 4-H Canada and 4-H Ontario. On December 14, 2022, 4-H Ontario successfully completed the accreditation check-in for 2022.

The MOU's where a third party is conducting/hosting 4-H competitions/events for 4-H youth within the province is nearing ready for rollout. It has been vetted by 4-H Canada legal counsel and currently reviewed by the 4-H Canada Brand Committee. The suggestion from legal counsel is to change the title from MOU to licensing agreement and this being considered presently. 4-H Canada will be engaging with partners of national events (i.e. RAWF) and CAFÉ (Canadian Association of Fairs & Exhibitions). 4-H Ontario will begin rolling out these MOU's/licensing agreements to the Ontario Association of Agricultural Societies at their annual convention in February. These MOU's/licensing agreements are to ensure that the correct 4-H brand is being used and that 4-H events being held/hosted by third party entities are being viewed through a lens of youth safety. Also being developed will be risk management safety checklists for all 4-H opportunities and projects.

Programs for Youth and Volunteers

Members Forum was held in-person from November 2nd to 6th, 2022 in Toronto. The theme for this year was Living Like a Leader. The Citizenship Congress will be held in person in February 2023. The 4-H Canada Leadership Summit will be held April 29-30th in Ottawa. List of delegates was submitted to 4-H Canada. Have not heard back about our bid to hold the 2024 Leadership Summit.

Public Relations

For information regarding COVID and 4-H Canada Initiatives in 2022 click [here](#).

Submitted by,

Christine Oldfield 4-H Ontario

YAC Report

09 January 2023

Happy new year! I hope everyone is feeling refreshed heading into 2023. I am personally very excited for the year ahead and some of the projects I will be sharing with you this year.

Members Forum

This past November, I was fortunate to attend 4-H Canada's Members Forum in Ottawa! This was the first (and last) time every member of the 2022 YAC was able to meet in person. It was incredibly exciting to be able to see everyone again and help carry out the first in-person member conference since the beginning of the pandemic. I had so much fun planning icebreaker activities, MCing opening ceremonies, leading resources meetings and meetings 4-H members from around the country. Overall, the conference was very successful, and makes me very excited for Citizenship Congress happening in February.

YAC Goals

In preparation for the new year, YAC met to discuss the last year, and areas we are hoping to focus on for the upcoming year. Some of the areas include:

1. *Marketing and Communications*: Looking at the way the YAC acronym is used in the general 4-H community to increase awareness of the YAC program, and introducing a group email or social media presence for member-YAC communication
2. *Member Resources and Supports*: Creating a handbook helping members with tips on writing scholarships, increasing the input YAC has on member conference planning
3. *Future YAC*: Updating the YAC handbook and requirements on a national level to help provinces and future YAC members with this role, setting representatives up for success.

While these are broad categories I'm incredibly excited for the direction YAC is taking in 2023. We are all dedicated to making the largest impact we can on the time we have on the Youth Advisory Committee, and I believe these goals will help us accomplish that.

Upcoming Events

This winter will be busy with lots of fun events and projects!

In February, I will be travelling to Ottawa to attend the in-person 4-H Canada Board of Directors meeting. Being an observer on the Board of Directors has allowed me to continue my YAC position for another year, extending my term until Winter of 2024. I am incredibly thankful for this extra year to create an impact with the support of Ontario and National Staff.

In addition to the Board of Directors meeting, FCC's "Future of Food" conference for Canadian Ag Day will also be held the same week in Ottawa, where I will be emceeding. I briefly mentioned this opportunity in my last report and have since had additional meetings to discuss logistics and visions of the conference day. As we get closer to the event, I have gotten increasingly excited and truly cannot wait to represent 4-H through this conference. Tickets are being sold right now at <https://www.thefutureoffood.ca/en/>, and anyone involved in the professional side of agriculture is

encouraged to attend. Please feel free to pass along this link to anyone you know that may be interested and reach out if you have any questions!

After the conference, I am hoping to stay in Ottawa to attend a portion of 4-H Canada's Citizenship Congress. This will be the 50th Citizenship Congress, and an opportunity I haven't attended yet!

The last major event I have registered to attend is the 4-H Canada Leadership Summit in April! I cannot believe we are already thinking of April, but I am already excited to see Ontario staff members and meet the new YAC team in Ottawa during this conference!

Final Thoughts

2023 is sure to be an exhilarating time in the 4-H world, and we've just started! Thank-you for your continued support throughout 2022, I am hopeful this year will continue to bring more opportunities for connections and experiences both in-person and through online communication. Please reach out if you have any questions, comments or concerns, I love to hear from every one of you!

Respectfully Submitted,

Kayla Emmerton

Email: kemmerton@4-h-canada.ca

LinkedIn: www.linkedin.com/in/kayla-emmerton

Joint Executive Meeting – Ontario 4-H Council and Ontario 4-H Foundation

December 13, 2022

Present: Laurie Farquharson (Chairperson), Elaine Bowman, Christine Oldfield, Kim Turnbull and Naomi Lutes

Laurie welcomed everyone to the meeting.

As stated in the MOU and with the final sign off of the MOU, we started the meeting by reviewing the Terms of Reference for the Joint Executive Committee. Attached you will find the revised Terms of Reference. The main change was to remove the reference to oversight of the Executive Director as the Foundation now has their own staff.

We also discussed the need for the Foundation Board to be fully screened. We stated that would be up to the Foundation but if they were to have any interaction with our members we would expect them to be screened. Kim will check in with Evelyn to see if there is a need for their volunteers to be screened in the capacity of Board member for the Foundation.

Kim was also inquiring about Cyber Insurance and whether we had it or not. I explained that it would be in our insurance policy that we were in the process of reviewing but that Evelyn would be able to provide him with the best information about this.

We spoke about trying to have a number of what the Foundation would be able to contribute to 4-H Ontario's budget this year and that in 2023 the amount required by CRA has been raised to 5%.

We brought each other up to date on our meeting dates and decided our next Joint Meeting would be Monday February 6, 2023 at 7:30.

Terms of Reference of the Joint Executive Committee

Purpose and Duties

1. Purpose

- a. The purpose of the Joint Executive Committee is to ensure effective information sharing and open, coordinated and collaborative interactions as we work together for the advancement of the 4-H Program in Ontario
- b. The powers of the Executive Committee are specific to the above and both bodies understand that this does not change the 'arm's length' relationship between the Ontario 4-H Council and the Ontario 4-H Foundation.

2. Accountability

- a. The Executive Committee is accountable to the Board of Directors of Ontario 4-H Council and the Board of Trustees of Ontario 4-H Foundation, respectively.
- b. The Executive Committee is obliged to act on any other matters assigned by either Council or the Foundation Board to be addressed through this joint committee.

3. Membership

- a. The Executive Committee includes:
 - i. Chair – Board of Directors, Ontario 4-H Council
 - ii. Vice Chair – Board of Directors, Ontario 4-H Council
 - iii. Chair – Board of Trustees, Ontario 4-H Foundation
 - iv. Vice Chair – Board of Trustees, Ontario 4-H Foundation
 - v. Executive Director – Ontario 4-H Council / Ontario 4-H Foundation (Ex-Officio)
- b. Should any member of the committee be unable to - for an extended period - take part in the committee as an active and full participant, an alternate can be appointed by either Ontario 4-H Council or Ontario 4-H Foundation.

The process of designating the alternate is the responsibility of each body and the process of designation is to be done under their sole discretion but must be assigned to a current official member of the body's volunteer leadership (A Trustee of Ontario 4-H Foundation or a Board Member of Ontario 4-H Council). If the designation of an alternate becomes necessary, either body should inform the other body as soon as reasonably possible of this fact.

4. Meetings

- a. The Executive Committee meets four (4) times per fiscal year (meeting dates to be agreed upon). Additional meetings may be called if deemed necessary with the approval of all committee members.
- b. The Chair for meetings will be a rotating responsibility. Each member of the Committee – aside from the Executive Director – will preside over one meeting each year. The Chair will be responsible to provide a written report to be shared with the full Council and

Foundation Boards through committee members on the work of the Committee within one week of each Committee meeting.

- c. In addition, a member or both members representing each body may provide an oral report of the work of the Committee, at their discretion.
- d. Quorum requires ALL members of the Committee to be in attendance.

5. Committee Terms of Reference Review

To ensure the currency of these terms of reference, the Joint Executive Committee, in conjunction with the Ontario 4-H Council and Ontario 4-H Foundation, shall review its terms of reference annually. At that time, the terms of reference may be amended with the consent of both the Ontario 4-H Council and Ontario 4-H Foundation.

During this review, the review process for the terms of reference for the committee may also be amended by mutual consent.

Resolutions Committee Report

The Resolutions committee received 2 resolutions within the deadline and one late resolution. The resolutions committee met and deemed them to be operational.

Board Development Committee January 2023 Report:

The Board Development Committee met on Nov 14, 2022 to review the October meeting's evaluation results, set the January evaluation as well as set the date to create the year end survey.

Review of Board Meeting Survey Results

- Recommendations sent to executive committee for noting and inputting in the agenda more breaks, specifically one after financials and then throughout as well as adding a check list of documents that need to be sent out to the board to ensure all are receiving information on items noted on the agenda to discuss.

Year End Survey:

- The committee met January 2, 2024 to begin creating the year end survey which is very important to understand where we come to understand how we did as a board, and with the strategic plan and our goals set out for the year. This evening we reviewed two previous final reports to select and create questions from for this year's evaluation.
- Questions have been sent to Evelyn and Christine to create initial draft of the survey for the committee to review to see if we have everything covered that's needed, anything missing, etc before a final draft is sent out following our minute approval meeting.
- We have tight and sharp deadline to complete to have results sent to the auditor for our final report to be completed for the end of March.
- We would like to see an increase in participation from the last two years and have 100% completion. Please complete!

Notes:

- Reminder 1 week to complete
- As the meeting surveys are important the year end survey is extremely important to complete thoughtfully.
- We will be coming back to our personal/individual evaluations at our March Meeting (Friday night)
- We have selected our auditor for the year end survey report - all responses are completely confidential. As well, all raw data will remain confidential and will NOT be shared.

Respectfully Submitted,

Lesleigh Elgie, Committee Chair

Policy Committee Meeting- January 9, 2023

Present: Erica Murray, Jennifer Waldroff, Edna White, Josh Brander, Penny Anger, Lesleigh Elgie

Staff: Christine Oldfield, Evelyn Chambers

The following policies were reviewed with the following recommended changes:

| | |
|---|---|
| <p>-BSR-22 – Memorandum of Understanding <i>(Reviewed: April 15, 2016)</i> The 4-H name shall not be connected with any event that fails to meet the guidelines in the Memorandum of Understanding that outlines 4-H Ontario’s requirements for the event.</p> | <p>Hold until March until clarity is received from 4-H Canada</p> |
| <p>O-CF-02 – Memorandum of Understanding (MOU) (Procedures of Adherence under development) <i>(Amended: February 15, 2014)</i> All non 4-H organizations who wish to have an event sanctioned as a 4-H Ontario Event are required to enter into a Memorandum of Understanding (MOU) with the Ontario 4-H Council (Council). The non 4-H organization is required to enter into a “Letter of Agreement” verifying that the event complies with 4-H program guidelines and will meet the procedures outlined. Staff, on behalf of Council, will enter into the MOU on behalf of 4-H Ontario. Council reserves the right to revoke the MOU if guidelines and procedures are not adhered to, as outlined below: The 4-H name shall not be connected with any event that fails to meet the guidelines in the MOU that outlines 4-H Ontario’s requirements for the event. Definitions Ontario 4-H Event: any events with a regional or provincial focus, open to 4-H members, and organized and administered by a 3rd party. Provided all 4-H name, logo and trademark usage requirements are met, a MOU / Letter of Agreement has been negotiated, and all 4-H Ontario policies are adhered to, these events may use the 4-H name. Canadian 4-H Event: any 4-H event held in Ontario with a national focus must have a MOU with the Canadian 4-H Council. An MOU with the Ontario 4-H Council is not required. <u>Guidelines for an Ontario 4-H Event:</u> The event is open to all bonafide 4-H members enrolled in a 4-H project(s) and the event may be made available to all county, district and regions at the discretion of the non 4-H organization event coordinator. The event will be organized and administered by the non 4-H organization. 4-H Ontario policies and procedures will be shared with the non 4-H organization to share information and build awareness. Specifically: Health & Safety Policies (O-HS-01 Drugs & Alcohol Policy, O-HS-05 – Accessibility for Persons with Disabilities)</p> | <p>On hold until March until clarity is received from 4-H Canada</p> |

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| <p>Participant Agreement Form #6.8 (Code of Conduct)</p> <p>The event may use the 4-H name, logo and trademark in the event title, promotional material, etc., and must follow the logo usage requirements. The event must provide a certificate of insurance and shall name the Ontario 4-H Council and Ontario 4-H Foundation to the Commercial General Liability Insurance policy as an additional insured. The named insured should carry a limit no less than \$2,000,000 per occurrence. In the event Commercial General Liability Insurance is cancelled, a minimum of 15 days' notice must be provided to 4-H Ontario.</p> <p>The event organizers must ensure that the provincial 4-H member / project enrollment requirements are met by respective applicants.</p> <p>The event organizers will be required to complete a Letter of Agreement and detailed description of event and forward it to the 4-H Ontario office. A final short report is to be completed following the event.</p> <p>Procedures</p> <p>The event organizers will be required to verify with each 4-H association that the 4-H applicant(s) and 4-H projects (livestock, crops, etc.,) are a bonafide 4-H member and / or bonfide 4-H project(s).</p> <p>The event organizers will ensure the 4-H name; logo and trademark are used correctly.</p> <p>The event organizers will attach the Certificate of Insurance to the Letter of Agreement naming, as an additional insured, the Ontario 4-H Council Direct request for more information on the Memorandum of Understanding are to be forwarded to: Senior Manager, Programming email: programming@4-hontario.ca</p> | |
| <p>B-CE-01 – Philosophy of 4-H (Updated: July 11, 2019)</p> <p>The motto of the 4-H program in Canada is “Learn To Do By Doing”.</p> <p>The values are the 4-H Canada Pledge I PLEDGE My HEAD to clearer thinking, My HEART to greater loyalty, My HANDS to larger service, My HEALTH to better living, For my club, my community, my country, and my world.</p> <p>Or simply put: Wisdom, Loyalty, Service, Health</p> <p>The 4-H Ontario Ends Statement outlines the difference 4-H Ontario makes in this province. This statement answers these two important questions: What good does 4-H Ontario do? For whom?</p> <p>Because 4-H Ontario exists: Youth become contributing citizens who impact positive change in our communities. 4-H Ontario will have a positive impact in the following four (4) priority areas:</p> | <p>Proposed change 4: Community-change understating to understanding</p> |

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| <p>1. Youth</p> <ul style="list-style-type: none"> ✓ Learn skills Leadership, meeting management, public speaking, responsibility, mentoring, critical thinking/problem solving ✓ Gain valuable experience With other youth, leaders, communities, mentors, volunteers, friends ✓ Increase their personal resources Seeing the big picture through networking, education, job opportunities, community service/volunteer experience and other ways of learning <p>2. Families</p> <ul style="list-style-type: none"> ✓ Increasingly involved in the community because of their children’s involvement ✓ Learn leadership skills from observing and participating with their children and volunteers ✓ Network with other parents, guardians and elders <p>3. Volunteers</p> <ul style="list-style-type: none"> ✓ Feel pride when youth succeed ✓ Learn skills from youth (such as technology) ✓ See positive outcomes for both the youth and the volunteer <p>4. Community</p> <ul style="list-style-type: none"> ✓ Greater awareness and understanding of community ✓ Works together and is more connected ✓ Higher quality meetings due to parliamentary procedure ✓ Youth see more opportunities for employment <p>The Current Strategic Plan of 4-H Ontario is outlined in Appendix F.</p> | |
| <p>B-CE-06 - Strategic Elements of 4-H Ontario <i>(Removed: June 22, 2019)</i> See Policy B-CE-01 Philosophy of 4-H</p> | <p>No proposed change</p> |
| <p>B-BO-22 – 4-H Canada Duty to Report <i>(Established: June 22, 2019)</i> As a staff member or a volunteer in a youth organization, your responsibility is to be aware of and alert to signs of child abuse and inappropriate conduct and to report those concerns. <u>Recognizing Child Abuse and Neglect</u> Physical abuse is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in the injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is also considered abuse. Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, protection from risks, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused.</p> | <p>On hold until March Clarifying with 4-H Canada re term behavioural</p> |

Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence.

Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos or engage in prostitution.

Grooming is usually a slow, gradual and escalating process of building trust and comfort with a child. A child sex offender can use a variety of subtle, manipulative techniques to gain access to a child and increase the chances that the child will agree to his/her sexual advances. Child sex offenders build rapport with the adults around the child so that his/her involvement with the child is welcomed and encouraged. Grooming typically moves to test the child's boundaries (and the child's ability to protect him/herself) through the telling of sexual jokes, engaging in roughhousing, backrubs, sexual games, etc., in an attempt to see if s/he is at risk to tell someone. Grooming typically progresses from non-sexual touching to 'accidental' sexual touching. This usually occurs during play, so the child may not identify it as purposeful, inappropriate touching.

What to Watch For

As a volunteer or staff providing services to youth, you need to watch for signs of possible child abuse or neglect. There are two main types of signs: indicators and disclosures.

Indicators

Many indicators - especially those of a behavioural nature, such as anxiety or developmental lags - may be signs of other problems. However, a series of indicators observed over a period may be a youth's reaction to abuse or neglect and may appear as dramatic changes from the child's or youth's normal behaviour. Volunteers or staff may also observe patterns of conduct that are consistent with indicators of "grooming". Indicators alone do not prove child abuse or neglect; however, they signal a need for your applicable child welfare organization or police to learn more about the youth's circumstances. That is why indicators must be reported to your applicable child welfare organization or the police, as well as your provincial 4-H office.

Please refer to this document for a detailed outline of the forms of abuse and possible physical and behavioural indicators to watch for:

https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/public-safety/protecting-children/childabusepreventionhandbook_generalpublicbooklet.pdf

Disclosure

A youth may tell you *directly* that they are being abused or neglected. Disclosure might begin with one example to see how you react. In other cases, youth do not disclose directly but communicate what they have experienced *indirectly* – through their behaviours, emotions, art, writing, appearance, inquiries or discussions about fears, concerns or relationships. Youth also divulge information through indirect statements, statements with conditions (eg. “promise to not tell”) or third-party statements (eg. “my friend’s parent is hurting her”).

Please refer to the Commit to Kids training handbook for detailed information on responding to and supporting a youth who may be disclosing abuse or neglect to you.

4-h-canada.ca/sites/default/files/risk-management/csa_preventiontraining_handout_en.pdf

Recognizing Inappropriate Conduct

Within the 4-H in Canada Code of Conduct there is an outline of the expectations and guidelines for everyone involved in 4-H activities. Conduct that conflicts with the 4-H Code of Conduct or other 4-H policies may not be against the law in other contexts, but it is still considered inappropriate and must be appropriately reported. For example:

a violation of a youth’s privacy or personal boundaries

unauthorized contact with a child

the use of drugs or alcohol during a 4-H event

bullying behaviour, verbal or physical

or other behaviours in conflict with the Code of Conducts or Two Leader Rule.

Please note that misconduct may be carried out by a youth member, for example, cyberbullying or drug use, and it must be reported as well.

Your Responsibilities

To report suspicion of abuse or neglect

If you have reason to believe that a youth is experiencing child abuse or neglect, then you are legally required to report your concern to the appropriate local child protection agency or police. *You do not need to be certain. It is the agency’s job to determine whether abuse or neglect has occurred or is likely to occur.* 4-H Canada also requires you to report your concern to your provincial 4-H office.

To report suspicion of inappropriate conduct

Conduct not relating to child abuse or neglect, but which is inappropriate or in conflict with 4-H policies, must be reported to your provincial 4-H office.

To keep information strictly confidential

Keep all information in strictest confidence, including the name of youth and those accused, and the nature and details of the allegation. Do not discuss the matter with anyone other than the appropriate authorities and your provincial 4-H office for reporting purposes.

Guidelines for Reporting Abuse or Misconduct

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| <p>4-H Canada is following the best practices for reporting developed by the Canadian Center for Child Protection. Below are the specific details.</p> <p>Making your report of abuse Report immediately to local child protection agency or police service After reporting to officials, report to your local provincial 4-H office Maintain strict confidentiality Do not conduct any investigation to substantiate allegations. This is the role of child protection agencies and police.</p> <p>Making your report of inappropriate conduct Report immediately to your provincial 4-H office Maintain strict confidentiality. The provincial office is responsible for notifying the person against whom an allegation is made of the procedures for addressing the allegation and the provincial office will determine if that person should be suspended during the investigation. Do not conduct any investigation to substantiate allegations. The provincial office will conduct and document the investigation.</p> <p>Please see Appendix H for the 4-H Ontario Steps for Reporting Child Abuse</p> | |
| <p>B-BSR-07 – Financial Conditions <i>(Reviewed: August 17, 2019)</i> Staff will not place the organization in a position of undue financial risk. <i>Accordingly, staff will:</i> make expenditures only within budget, unless revenues are adequate that the budget net income will still be achieved; only incur capital expenditures within the approved annual budget, unless being granted board approval; borrow funds on behalf of the organization only where its corporate credit limit allows; and shall attend to receivables and payables in a timely manner.</p> | <p>No proposed change</p> |
| <p>B-BSR-19 – Endorsement of Products <i>(Reviewed: August 17, 2019)</i> The Ontario 4-H Council will not endorse any products which are in contravention of its values.</p> | <p>No proposed change</p> |
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The Committee also discussed the following Draft Election Policy

In accordance with the 4-H Ontario Council by-laws elections when necessary shall be conducted as follows

1. The election of President, Vice-President, Director at Large in accordance with by law 3.12 will be elected by a majority of votes. The directors will use an alternative preference ballot (ranked) through an instant runoff voting system. Candidates with the fewest number of votes will be eliminated, and their votes recalculated among the remaining candidates until the successful candidate receives 50% + 1 of the vote.
2. The election of directors at the annual general meeting in accordance with by-law 7.11 will be elected by a majority of the votes. The voting members will use a runoff voting system. Electors will vote for each open director position available.

3. In the event that there is a one (1) year director position available in addition to the five two (2) year positions and there are 6 candidates the candidate with the fewest votes will receive the one (1) year director position. In the event that there is a one (1) year director position and more than six (6) candidates, a second election will occur following the election of the five two (2) year director positions. Candidates defeated in the two (2) year director election are eligible to run in the one (1) year director election.
4. A copy of this policy shall be included in the AGM package for Association Representatives.

Moved by Lesleigh, seconded by Jennifer to accept the proposed changes and draft election policy.

**4-H Ontario
Nominating Committee Report
January 2023 Board Meeting**

The Nominating Committee has contacted all current Board Directors to ask if they will be completing their term (if they are in the middle of a term – Elaine, Erica, Edna, Debbie and Jennifer) or putting their name forward for another two-year term, (if they are completing a term – Doug, Lesleigh, Lindsay, Penny, Laurie). The nominating committee will also be contacting Association Representatives to inquire if there is any interest in running for a Board Director position.

The Nominating Committee has received one application for the Director – Youth Position – Joshua Brander. The Nominating Committee would like to recommend to the Board to re-appoint Josh for a 2nd one year term as Director – Youth on the 4-H Council Board of Directors.

The Nominating Committee reached out to Kayla Emmerton the current 4-H Ontario YAC representative to 4-H Canada and she has indicated that she would like to complete her third year in this position. The Nominating Committee would like to recommend to the Board to re-appoint Kayla Emmerton as the 4-H Ontario YAC representative to 4-H Canada.

Submitted by the 4-H Ontario Nominating Committee:

Cheryl Sullivan, Chair; Donna Vanderheyden; Jennifer Waldroff

Ontario 4-H Council BOARD CALENDAR Draft 2023

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| Board Meeting Date | Board Education and Ownership Linkage | Ends Policy Development & Monitoring | Operational Monitoring: Risk Management¹ Monitoring Reports | Board-Self-Evaluation (Governance Process & Board-Management Delegation policies) | Board Means/Activities |
| January | Develop annual board education plan (Policy B-CE-07) Resolutions sent to Associations for their consideration Teleconference Calls with AR's & P/VP's Arrange for Board Training for June Education Focus: | Review Strategic plan Set Operating Plan Previous years accomplishments | Board policies that are three years old or older are reviewed between meetings Executive Director Performance Review Financial Condition – review Preliminary annual statements | Arrange for annual Board Evaluation and review Committee policies | Nominating presents slate of candidates for board including recommendations for Youth Directors, Director Community, etc. Review Nominations for President |
| March | Orientation call with AR's In person Session for AR's (not applicable for 2021) Education Focus Orientation for new Board | Review progress on Operating Plan | Asset Protection – insurance review. Financial Condition – receive audit report, review contingency fund and Financial Health Reports | Analyze annual board evaluation results (Feb) Election/appointment of named board roles (ie. VP, Treasurer & Secretary) at Inaugural Appoint voting delegate for | Annual General Meeting Election of Directors and President Committee elections/appointments Board buddy appointments Board Director liaison appointments List of Foundation Trustee nominees presented to Council |

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| | Directors (April) | | | 4-H Canada's AGM | |
| June | Report back on Teleconference calls with AR's & P/VP's (May) Education Focus: Governance | Reconsider priorities in light of education Review progress on Operating Plan | Financial Condition – Continue to review YTD, Financial Health Reports Asset Protection & Property Review ED Succession Plan Crisis Management Review Review Insurance | Review Agreement between Council and Foundation | Response to governance resolutions |
| August | Message about Membership Fee for 2022 to Associations Education Focus | Review progress on Operating Plan | Financial Condition- June 30 YTD | | Set 4-H youth membership fee for next year (Policy B-CE-03) Create board expectations for Nominating to do its work (Director, Call for Presidential nominations, decide whether to re-appoint or advertise Youth Director & YAC, and Community Director positions) |
| October | <ul style="list-style-type: none"> • Teleconference calls with AR's & P/VP's • Education Focus | Annual Action Plan developed | <ul style="list-style-type: none"> • Financial Condition – Q3, Budget proposal, Investments Insurance Review | Review the ED Succession Plan | AGM planning Amendments to By-laws Resolutions |