



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

**Date: Saturday January 22, 2022**

**Place: via Zoom**

**Time: 8:30 am**

Participants:

**President: Cheryl Sullivan, Vice President: Darrell Bergsma, Past President: Dennis Carnegie, Director at Large: Elaine Bowman, Lindsay Bebbington, Lesleigh Elgie, Laurie Farquharson, Cathy Lennon, Doug Melia, Erica Murray, Donna Van Der Heyden, Emily Tremblay, Edna White**

**Staff: Christine Oldfield, Executive Director & Evelyn Chambers, Recording Secretary**

President Cheryl welcomed everyone present.

**MOTION: Moved and seconded to move in camera.**

**CARRIED**

**MOTION: Moved and seconded to move out of camera.**

**CARRIED**

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

President Cheryl called the meeting to order at 9:27. She welcomed all present and lead the board in the 4-H Pledge.

### **2. Review of Action Sheet – October BOD Meeting**

Council reviewed the Action Plan from the last Board meeting. Action 1 ongoing, Action 2,3,4 completed.

### **3. Approval of Agenda**

The following updates to the agenda were requested: Finance Committee -6.3 4-H Ontario Office Building

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

**CARRIED**

### **4. Appointments**

4.1. Action Sheet Recorder- Laurie volunteered to act as action sheet recorder for the meeting

### **5. Acknowledgement of Minutes**



- 5.1. Board of Directors Meeting October 16, 2021
- 5.2. Budget & Minute Approval Meeting November 18, 2021

**MOTION: Moved and seconded to approve the October 16 and November 18, 2021 Council Minutes.**  
**CARRIED**

## **6. Finance Committee**

- 6.1. Council Financial Year End Projections

Chair, Darrell Bergsma presented year to date financials to the end of November 2021.

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

- 6.2 Fundraising Update

Christine reported that the 2022 Fundraising plan is being retooled to have a focus on long term sustainability

- 6.3 Building Committee

**MOTION: Moved and seconded to sell the office building.**  
**CARRIED**

**MOTION: Moved and seconded to dissolve the Building Committee and transfer the responsibilities for the committee to the Finance Committee.**  
**CARRIED**

## **7. Governance Discussion**

- 7.1. Policy and Governance Committee –

Chair Erica Murray reported the following policy committee recommendations:

- Deferred B-BSR 22 and OCF 02 pending receipt of 4-H Canada policy.
- B-BSR-30 – Executive Limitations on Gift Acceptance- recommended minor change to following bullet point
- following factors and any other factors determined by its governing board from time to time. (remove one of)
- Conditions or limitations that a donor seeks to impose)- remove
- Director or board (remove either)



**MOTION: Moved and seconded to approve the recommendations of the Policy & Governance Committee for policies.**

**CARRIED**

7.2. Nominating Committee Report

7.2.1 Youth Director/Youth Advisory Committee

**MOTION: Moved and seconded to accept Kayla Emmerton as the YAC representative for year 2022.**

**CARRIED**

**MOTION: Moved and seconded to accept Joshua Brander as the Youth Director for the Ontario 4-H Council.**

**CARRIED**

**MOTION: Moved and seconded to accept the nominations committee report.**

**CARRIED**

7.3. 2022 Volunteer Conference

7.3.1. 2022 Annual General Meeting (Parliamentarian, Voting, Hybrid Model?, etc).  
President Cheryl reported that Brad Found will be the Parliamentarian for the Annual General Meeting

**MOTION: Moved and seconded to host a hybrid model for the AGM and voting (providing in person gathering is permitted) with the start time at 6 pm and the 4-H Ontario Event Coordinator work with third party service provider and the facility IT to coordinate this.**

**CARRIED**

7.3.2. Association Representative Session (Topic & Time).

AR meeting time from 5-5:30 p.m. AR's will be asked to bring suggestions and ideas to share around Volunteer recruitment and re-engagement and member recruitment. Lindsay, Elaine and Doug to organize the Conversation Café format and facilitation.

7.3.3. Auction- Plans are for an in person silent and live auction with a secondary plan if needing to go virtual.

7.4. Board Calendar

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



7.5. AR/P/VP Call on Thursday, January 27<sup>th</sup>

Directors offered suggestions to be included in the agenda. Updates from Council will include Hybrid AGM, call for director nominations and policy changes.

**Roll Call - Director at Large** "Provide one tip/suggestion that a person could include as part of their Mental Health Self-Care plan/toolkit"

**Board Education – Avoiding Volunteer Burnout**

Elaine presented on the topic sharing tips and suggestions on burnout and mental health self-care.

**8. Officer and Special Reports**

8.1. President

President's Report included with the meeting package

8.2. Staff

8.2.1 Operational Plan

Staff Report, prepared by Christine Oldfield, included with meeting package. ED presented a presentation on the 2018-2023 4-H Ontario Strategic Plan.

8.2.2 Spotlight - Diversity, Equity and Inclusion

Christine shared a webinar hosted by Governance Solutions entitled 'Case Study in Equity, Diversity and Inclusion'.

8.3 Ontario Youth Representative to 4-H Canada Youth Advisory Committee

Report prepared by Kayla Emmerton included with the meeting package.

8.4 Ontario 4-H Foundation

Report prepared by Chair Kim Turnbull included with the meeting package.

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

8.3. 4-H Canada

Report prepared by Christine Oldfield included with meeting package.

**MOTION: Moved and seconded to accept the 4-H Canada Report  
CARRIED**



## 9. Committee Reports

### 9.1. Resolutions

No resolutions were submitted by the deadline date of November 25, 2021

### 9.2. Grievance – Nothing to Report

### 9.3. Board Evaluation –

Emily Trembley, Chair reported the October Meeting Evaluation results were included in the meeting package. The committee reviewed the Terms of Reference and the purpose of the Board Evaluation. The Committee proposed a change in frequency and do three meeting and one annual evaluation under 3 pillars

- Meeting – efficiency, effectiveness
- Board Skill & Development –determine gaps, aids in recruitment
- Structure of Governance –is there a better way to do it?

The Committee will send out a two question survey following this meeting.

#### 9.3.1 Year End Evaluation

The annual evaluation will be provided before the end of January and will be based on the proposed three pillars noted above.

### 9.4 ONCA

President Cheryl reported that the ONCA Task Force members were contacted regarding continual involvement. The current task force members include: Lynn Ward, Tammy Oswick, Donna Van Der Heyden, Chery Sullivan, Christine Oldfield, Evelyn Chambers.

**MOTION: Moved and seconded to accept the committee reports  
CARRIED**

## 10. Board Correspondence- no correspondence received

## 11. New Business- No new business was brought forward

## 12. Review of Action Items

Laurie Farquharson reviewed the Action Items arising from the meeting.

## 13. Setting of Agenda Items for Next Meeting

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

## 14. Dates & Times for Upcoming Board of Directors Meeting

- ✓ *Minute Approval – February 10, 2022 @ 6:00 pm*
- ✓ *Approval of 2021 Financial Statements – March 3rd*



- ✓ *March Council Board Meeting – March 25<sup>th</sup>*
- ✓ *March 25<sup>th</sup> - Council AGM 6:00 pm*
- ✓ *Inaugural Council Meeting – March 26<sup>th</sup>*

**15. Adjournment**

**MOTION: Moved to adjourn the meeting at 2:40 pm**

***4-H Ontario Purpose Statement:***

***“Youth become contributing citizens who impact positive change in our communities.”***