

**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 20<sup>th</sup>, 2022-Minute Approval
- 4.2 Minutes: September 8<sup>th</sup>, 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**