



Ontario 4-H Council Board of Directors Meeting MINUTES

Date: Friday March, 2022

Place: In Person Sheraton Parkway Toronto North

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.

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

President Cheryl called the meeting to order at 8:30. She welcomed all present and lead the board in the 4-H Pledge and shared the Land Acknowledgement.

2. Review of Action Sheet – January BOD Meeting

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

3. Approval of Agenda

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 January 22, 2022

5.2. Minute Approval Meeting February 10, 2022

5.3. Year End Financial Approval Meeting March 3, 2022



MOTION: Moved and seconded to approve the January 22, February 10, March 3, 2022 Council Minutes.

CARRIED

6. Finance Committee

- 6.1. Council Financial Year End Financials – will be shared in the AGM powerpoint
- 6.2. Elaine to make the motion to appoint Baker Tilly auditors for 2023
- 6.3. Association in Good Standing- all Associations with Annual Meetings prior to March 1 are in good standing
- 6.4. Fundraising Update- included in the Operations Report

MOTION: Moved and seconded to accept the Finance Update

CARRIED

7. Governance Discussion

- 7.1. Policy and Governance Committee –

Chair Erica Murray reported that the Policy Committee had reviewed the Proof of Vaccine policy and revised it to align with Public Health.

- 7.2. Nominating Committee Report- Chair Dennis reported that 5 board director nominations had been received. Nominations will be received from the floor during the AGM

7.3. 2022 Annual General Meeting is set for 6 pm March 25. Slideo voting will be used for voting for all motions.

7.4. Board Calendar/Education Plan 2022-It was noted that goal setting will be part of the June board meeting. Suggested resources for Board Education were Governance Solutions or Charity Village

MOTION: Moved and seconded to accept the governance report.

CARRIED

Roll Call - Director at Large What is one thing to have included in a Board Handbook or one tip to pass along to a new director (see appendix)

8. Officer and Special Reports

8.1 President

President's Report included with the meeting package. President Cheryl noted she had attended the recent PLAC meeting where 4-H Canada had provided an update on the Leadership Summit and held discussion regarding the COVID recovery. There was also discussion on who should be on PLAC and if optional to send proxies.



President Cheryl also reported on the Indigenous Training Course- Four Seasons offered by RBC and suggested this training would be valuable for all board directors.

President Cheryl also reported that all ten provinces had received their Accreditation renewal. She further noted that 4-H Canada shared the terms of reference for the Board Development Committee and that she would share this information with the Ontario 4-H Council Board of Directors

Motion: Moved and seconded that all Ontario 4-H Council Directors complete the RBC 4 seasons Indigenous Community training.

CARRIED

It was further suggested that the October board meeting agenda include discussion on additional cultural training.

8.2 Operational Report

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

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

Report prepared by Kayla Emmerton was included with the meeting package.

8.4 Ontario 4-H Foundation

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

8.5 4-H Canada

Report prepared by Christine Oldfield included with meeting package.

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

CARRIED

8.6 Volunteer Conference: Laurie noted the conference officially kicks off tonight- event focusing on networking and sharing information. Auction shut down on Saturday at 6:15 pm

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

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 Board Evaluation Committee is recommending the following:

- a review of the current Strategic plan and goal setting be held annually
- a goal setting training session be part of the June Board meeting. This will be the prelude to the next strategic planning starting in 2023.
- development of a placemat for all directors to have at meetings to reinforce the mission, vision and strategic priorities.
- Improve the onboarding process for new directors starting with the proposed handbook
- Adoption of Consent Agenda

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

10. Board Liaison

It was noted that the board liaison list will be updated after the AGM tonight.

11. Board Correspondence- no correspondence received

12. New Business: No new business was brought forward

Emily expressed thanks and appreciation to the board of directors and wished everyone continued success

Elaine expressed thanks to Cheryl for her leadership the two years during the COVID challenges.

13. Review of Action Items

Laurie Farquharson reviewed the Action Items arising from the meeting.

14. Setting of Agenda Items for Next Meeting

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

15. 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 25th**
- ✓ **March 25th - Council AGM 6:00 pm**
- ✓ **Inaugural Council Meeting – March 26th**

15. Adjournment

MOTION: Moved to adjourn the meeting at 11:25 am

4-H Ontario Purpose Statement:

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

Roll Call: What is one thing to have included in a Board Handbook or one tip to pass along to a new director

New Handbook	Tips for New Board Directors
Staff roles and responsibilities Director pictures and contact info Governance verses operational roles Difference between local 4-H Associations and provincial board Minutes from previous meetings Links to items and 4-H Ontario website Links to outside resources and information (i.e Governance Solutions, Charity Village, 4-H Canada Communication Assistance- speaking with one voice, what is in camera and stays in camera and why What gets reported to local Association Policies – Governance and Operational ‘Speaker Notes’ Board Liaison expectations -Board Directors and Association Representatives Top 3 issues or hot topics	Remember provincial role Take time to be prepared and commit to time required Ask questions Have fun Pay attention at board training Have a dedicated book to track questions Be openminded Remember the motto Take time to get to know other directors Find out the top 3 issues or hot topic