

**Ontario 4-H Council  
Board of Directors Meeting Minutes  
Friday, March 24, 2023**

**Time: 8:30 am**

**Location:** In Person- Sheraton Parkway Toronto North

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

**Regrets:** Josh Brander, Cathy Lennon

**Staff:** Christine Oldfield; Executive Director, Evelyn Chambers; Director of Professional Practice and Recording Secretary

**1. Call to Order, President's Welcome, Land Acknowledgement, 4-H Pledge**

President Laurie called the meeting to order at 8:30 am and welcomed everyone present and lead the group in the land acknowledgment and 4-H pledge.

**2. Action Sheet**

*2.1 Review of Action Sheet -all actions completed or in progress*

*Cheryl volunteered to be the action sheet recorder*

**3.Consent Agenda**

*3.1 Agenda: March 24, 2023*

*3.2 Minutes: January 21, 2023, February 7, 2023, March 7 & 16, 2023*

*3.3 Presidents Report*

*3.4 Ontario 4-H Foundation Report (no report)*

*3.5 4-H Canada Report*

*3.6 Youth Advisory Council (YAC) Report*

*3.7 Volunteer Conference Report-verbal updates to be provided*

*3.8 Joint Executive Committee Report-no report*

*3.9 Resolution Committee Report -no report*

*3.10 Nominating Committee Report*

**MOTION: Moved and seconded to approve the consent agenda reports and amend the agenda to include budget review.**

**CARRIED**

#### **4. Finance**

##### **4.1 2022 Audited Financial Statements and Budget Review**

Elaine reviewed the budget to actuals to date.

##### **4.2 Appointment of Auditor**

Motion to be made to appoint Baker Tilly as the auditors for the financial year 2023. It was noted the middle of current agreement with Baker Tilly

##### **4.3 Association in Good Standing**

It was noted that Associations sending AR's to the AGM are in good standing. There was discussion relating to the current deadlines for submitting year end financials. It was suggested that Policy and Governance Committee further review the Association in Good Standing policy. It was further suggested that Finance Committee work with Manager Finance in developing templates and best practices for treasurers.

##### **4.4 Strategic Plan**

The proposals received for the strategic plan were reviewed.

**MOTION: Moved and seconded that the Ontario 4-H Council engage DoAble to conduct the new Strategic Plan.**

**CARRIED**

**MOTION: Moved and seconded that the 2022 surplus funds in excess of \$30,000 be allocated to Strategic Initiative Fund.**

**CARRIED**

**MOTION: Moved and seconded by that the Strategic Plan process be paid by the Strategic Initiative Fund up to \$25,000.**

**CARRIED**

#### **5. Staff Report (Operational plan update)**

Christine presented the updated operational plan.

**6 .Roll Call – Director at Large – *If you could change one thing about the director experience what would it be and why?***

#### **7. Policy Updates**

7.1 Policy and Governance Committee. Erica presented the following policy recommendations:

B-BSR-21- recommended change to criteria to be Volunteer in Good Standing

B-CE-07 Volunteer Learning Opportunities- no proposed change

B-CE -09 Volunteer Statement- no proposed change

B-CE-10 Youth Safety Policy- recommend postponing until revisions come from 4-H Canada

B-BSR-23 Copyright- no propose change

B-BSR-24 Use of 4-H Canada Brand Standards- no proposed change

B0-08- Committees- Terms of Reference-

Policy and Governance -recommend amending to be responsible for all policies except for Ontario 4-H Foundation bylaws and policies and those policies deemed operational specifically with the designation of O-M (Member), O-HS (Health & Safety), O-L (Livestock), O-V (Volunteer), O-W (website).

Nominating Committee- Timeline-recommend removing reference to October, January and February. Change March to The Ontario 4-H Council Board of Directors votes to elect/acclaim the President at the inaugural meeting following the Ontario 4-H Council AGM.

Appendix A- Gift Acceptance-

Overview- recommend changing to: A gift acceptance policy provides guidance for Board and staff decision making processes. It ensures that accurate and efficient administrative, legal and accounting practices and procedures are followed according to appropriate municipal, provincial and federal requirements. 4-H Ontario's gift acceptance policy ensures that informed decisions are made on the acceptance of gifts and that such gifts are receipted in accordance to the Income tax Act.

General Guidelines-recommend change to Persons acting on behalf of Council must inform donors that Council

does not provide any legal, accounting, tax,

- or financial advice to donors with respect to gifts to 4-H Ontario. Potential donors are to be encouraged to seek independent legal, accounting, tax, or financial advice from professionals and are responsible for all costs incurred in relations to obtaining such independent advice. Council cannot suggest or endorse a third party as a source of gift advice. Where necessary, donors will be requested to provide proof to Council that: Independent professional advice has been obtained; or
- Independent professional advice has been waived though recommended by Council and
- Council is released from any liability that may arise in relation to the making of the gift.

Gifts not Accepted: recommend change to: The Ontario 4-H Council reserves the right to decline a gift based on factors determined by its Board of Directors which include the following considerations:

- Congruity with Council's Vision Statement -gift that could easily compromise 4-H's public image, charitable status, reputation or commitment to its mission, vision and values.
- The gift exposes 4-H Ontario to liability or unacceptable risks.
- The gift violates the Ontario Human Rights Code and relevant Ontario 4-H policies on Equity and Human Rights
- The gift does not comply with the Canada Income Tax Act and Canada Revenue Agency guidelines
- The gift is precedent setting or involves sensitive issues
- The gift may come from illegal activities
- There exists a potential for physical or environmental hazards in accepting the gift.

Fund Agreements: recommend addition: All gift agreements that are created external to 4-H Ontario will be reviewed by the Executive Director and legal counsel where deemed appropriate

Charitable Tax Receipts: recommend changing to: The Council shall issue a charitable tax receipt within one week of receipt of the gift.

The Philanthropy team is responsible for issuing the official charitable tax receipts for the eligible amounts of all charitable gifts received by 4-H Ontario that are consistent with the requirements of the Canada Income Tax Act, Canada Revenue Agency guidelines and in accordance with procedures established by the organization.

For gifts of shares, a tax receipt shall be issued for the earlier of either the trading price or the closing price on the day the Council's broker receives the shares, assuming liquidity.

In the case of monthly donors, staff donations outside of payroll deductions, and those donors who have requested consolidated receipts, a consolidated tax receipt is issued in January following the year in which these gifts were made.

Cash gifts or gifts made by cheques that are dated no later than December 31 of each year, received between January 1 and 15, shall be receipted for the previous year, showing the December 31 date as the day the gift was received and the date (January 1-15) on which the receipt was issued.

Charitable tax receipts will be issued for gifts of \$20.00 or more.

In the case that a gift does not qualify for an official tax receipt, a business receipt is issued. A business receipt serves as a receipt for money received and are not issued with an official tax receipt number. The following donors do not qualify for an official tax receipt, but rather receive a business receipt for acknowledgment purposes only:

- Corporations (unless they explicitly request an official charitable receipt.
- Small businesses, unless they explicitly request an official charitable receipt.
- Foundations.
- Charities.
- Unions.
- Service clubs.
- Associations or clubs
- Collections, unless accompanied by a list of name's and addresses to whom to issue all the receipts.
- Membership fees or court-ordered donations.

Benefits to Donor: Recommend changing to: The legal nature of a charitable gift is that a donor cannot expect or receive financial benefits or opportunities to flow from the gift.

In accordance with CRA guidelines, Council will typically not accept gifts that would require 4-H Ontario to give special consideration for employment to the donor, or to anyone designated by the donor, or that would allow the donor to inappropriately influence programs and services delivered to and by 4-H Ontario staff and volunteers. In addition, Council will not accept gifts that give special consideration to the procurement of products and services associated with the donor.

Appendix B- Ontario 4-H Council Board Procedures-updated Presidential election process and inclusion of new Election Policy

The Policy and Governance committee also recommended the adoption of the New Oath of Confidentiality and Conflict of Interest Form as a requirement of accreditation

**MOTION: Moved to accept the recommendations of the Policy and Governance Committee report.**

**CARRIED**

#### **7.2 ONCA Task Force-**

**MOTION: To dissolve the ONCA Task Force.**

**CARRIED**

#### **8. Emerging Issues**

8.1 Grievance Committee Report- no report

8.2 AR session at Conference- no report

8.3 Board Calendar Review- no updates

8.4 Board Development Committee Report - discussed during in camera session with directors

8.4.1 2023 Board Training- focus for 2023 will be on Strategic Planning

**9. Board Liaison-**to be determined at the Minute Approval Meeting

**10. Board Correspondence-** no correspondence received

**11. Review of Action Items-** Cheryl reviewed the action items

**12. Setting of Agenda Items for Next Meeting-** Laurie and Christine

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

*Inaugural Board Meeting Saturday March 25 @ 7:30 am*

**14. Adjournment**

**MOTION: To adjourn the meeting at 12:20 pm.**

**CARRIED**

**4-H Ontario Purpose Statement:**

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

## **Appendix- Roll Call Responses**

**Roll Call – Director at Large –** *If you could change one thing about the director experience what would it be and why?*

- List of all directors and contact information x 2
- More discussion opportunities and getting to know fellow directors x2
- More financial information
- Ensuring everyone is engaged in discussions (in person and virtual) x2
- Sharing information about committees. Develop information package outlining roles, questions to be asked x 2
- New directors should be on the policy and governance committee
- Share more information about actual duties (committees) with AR's
- Ensure communication with all directors
- When hosting virtual meetings incorporate an icebreaker or fun related activity
- Continue to improve communications to AR's and local 4-H Associations and make them aware of the role and expectation of the Ontario 4-H Council Directors (develop information page)
- Goal setting
- Provide list of AR's to all directors
- Support mental health