



**Ontario 4-H Council
Board of Directors Meeting Minutes
August 19, 2023**

CONSENT AGENDA

4-H Ontario Purpose Statement:

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

Land Acknowledgement: 4-H Ontario recognizes that we live, learn and work on the traditional, ancestral and unceded territory of many Indigenous Nations and communities that have, and continue to call Ontario home. Our main office in Guelph/Eramosa, ON is located on the ancestral land and territory of the Anishinabewaki, Haudenosaunee, Attiwonderonk, Mississauga and the Mississaugas of the Credit First Nation. This territory is also covered by the Haldimand Treaty of 1784 and Treaty 3 of 1972. We recognize and commit to the work that follows this acknowledgement to ensure reconciliation and a bright future for Indigenous peoples and youth. We encourage all residents and visitors of Ontario to learn about the land you walk on and do your part in supporting and preserving Indigenous traditions, cultures, languages, Ways of Knowing (knowledge) and spirituality.

Ontario 4-H Council Board of Director Goals (accepted on June 16, 2023)

Directing Goals-

By March 2024 the Ontario 4-H Council will have a clearly defined strategic plan that is easily understood and well communicated with measured outcomes and a regular review process to ensure delivery.

By March 2024, the Ontario 4-H Council will have developed a succession plan to ensure the transfer of skills, knowledge and information to current and future directors to ensure the continued strength and growth of Ontario 4-H Council Board which will be measured through skills assessment at the beginning and end of year.

Protecting Goals

By March 2024, the Ontario 4-H Council will have reviewed board financial processes which will include a succession plan for the financial managers positions and include internal controls to ensure financial sustainability and security.

By March 2024, the Ontario 4-H Council will have conducted a review of documented internal controls to ensure appropriate financial stewardship when monitoring of finance.



Ontario 4-H Council Board of Directors Meeting

In camera: 8:00 am to 8:30 am

Board of Directors Meeting: 8:30 am to 3:30 pm

Participants: Laurie Farquharson: President; Elaine Bowman; Vice President; Cheryl Sullivan: Past President; Erica Murray: Director at Large; Debbie Coke, Lesleigh Elgie, Fred Sharpe, Jennifer Waldroff, Edna White

Regrets: Penny Anger, Joanne Hewitson

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

1. **Call to Order, President's Welcome, Land Acknowledgement and 4-H Pledge:** President Laurie called the meeting to order at 8:30 am and led the group in the Land Acknowledgement and the 4-H Pledge. Laurie reminded everyone of the purpose of the 4-H program 'Youth become contributing citizens who impact positive change in our communities.'

2. **Review of Action Sheet:**

The action sheet from the June 17 meeting was reviewed with actions 1,4,6,7,8,9,11,12,13,14,15 completed and actions 2,3,5,10 in progress.

3. **Consent Agenda**

3.1 Agenda: August 19, 2023

3.2 Minutes: June 17, 2023

3.3 Minutes: June 26, 2023- Approval Meeting Minutes

3.5 Presidents Report

3.6 Staff Report (Operational plan update)

3.7 Ontario 4-H Foundation Report

3.8 4-H Canada Report

3.9 Youth Advisory Council (YAC) Report

3.10 Resolution Committee Report (no report)

3.11 Grievance Committee Report

3.12 Board Development Committee Report

3.13 Nominating Committee Report

MOTION: To approve the consent agenda as distributed.

CARRIED

4. **Appointments**

4.1 Action Sheet Recorder – Cheryl volunteered to be the action sheet recorder.

4.2 Appointment of the Youth Director



MOTION: To appoint Alice Van Vugt as the Director, Youth for the Ontario 4-H Council.

CARRIED

5. Finance

5.1 Council Financial Year to Date Actuals: Elaine reviewed the financial report and balance sheet to the end of second quarter June 30, 2023.

5.2 Investment Policy: Elaine presented a proposed investment guideline.

5.3 Investment Plan: Elaine presented a proposed investment plan for upcoming GIC's.

5.4 2024 Youth Participant Fees: The recommended 2024 Youth Participant fee was discussed with results noted in the motion noted below.

5.5 Grow it Forward Subsidy Program: The Grow it Forward Subsidy Program was discussed with results noted in the motion noted below.

MOTION: To accept the financial report as presented.

CARRIED

MOTION: To accept the proposed Ontario 4-H Council Investment guidelines.

CARRIED

MOTION: To renew the two GIC's from Libro coming due in September be renewed as non-redeemable 180-day GIC's.

CARRIED

MOTION: That the 2024 participant fee be increased by \$5.00 to a total provincial participant fee of \$100 per youth.

CARRIED

MOTION: To update cost comparisons with other extracurricular activities looking provincially verses local or regionally.

CARRIED

MOTION: That the Council support the idea in principle of the Grow It Forward subsidy program and that an amount of accumulated general operating surplus be allocated towards the program, pending further investigation of support criteria and logistics of implementation.

CARRIED

6. Roll Call - Director at Large –What Makes a Great Leader?

7. Policy Updates

7.1 Policy and Governance Committee

Erica Murray reported that the Policy and Governance Committee met and recommend the following policy revisions and acceptance:



B-CE-08- Lotteries Conducted- Change 'will not fail to inform' to 'must inform the Board' and will provide a minimum of one weeks notice for comments, concerns and objections.
Change 'three' to 'current'

B-BO-26 Director in Good Standing: Change 'Oaths of Confidentiality' to 'Consent to Act'

B-BSR-06 Communication to Council: Remove 'only' and 'monitoring.'

B-BSR-15 Adherence to Policy: Propose: Change to current definition of 4-H participant and include parents or friend of a youth at a 4-H event.

B-BSR-29- Executive Director Succession Plan: No proposed changes

B-BO-19- Association in Good Standing: Propose changing June 30 date for submission and change submission to D PP from Manager Finance; Change 4-H youth (Cloverbuds and members) to 4-H Youth; Change June 30 to April 30; Change Manager Finance to Dir Professional Practice; Add reference to including motion (mover and seconder) approving the year end financials; Change: 4-H Ontario Coordinator, Volunteer Support to regional 4-H Ontario staff

Proposed new Investment Policy: The Ontario 4-H Council will ensure sound management of investment funds as outlined in the Investment Guideline (see Section 5 - Appendices)

MOTION: To accept the policy and governance committee policy recommendations and accept the new investment policy as outlined in the Ontario 4-H Council Investment guideline.

CARRIED

8. Board Spotlight – Lunch and Board Spotlight (Board Development)

Elaine and Lesleigh presented a fun board spotlight.

8. Strategic Plan

Laurie reported on the progress of the strategic plan. It was noted that a full review of existing information has been completed. Surveys have been sent out with a 40% return rate (deadline was August 18). Stakeholder interviews are in progress.

9. Staff and Operational Update

Christine provided a staff and operational update focusing on the operational goals for 2023 for the second quarter (April 1- June 30).

10. Emerging Issues

10.1 Conference and Annual General Meeting: Laurie reviewed the report on proposed facilities and costs related to the Volunteer Conference.

MOTION: That we book the Sheraton Parkway in Richmond Hill for the 2025 4-H Ontario Volunteer Conference with Kathryn to research potential of signing a one-year contract verses three year and researching other potential formats (i.e., partnering with another organization, regional vs provincial).



10.2 Board Education- Email Management: Evelyn provided some tips and tricks to manage email inboxes.

10.3 Financial Manager Task Plan: Christine updated the board on the steps taken to implement a task/emergency plan if required. The current financial protocol being addressed will look at the 'how' tasks are completed and the financial calendar will be the 'when' task to complete.

10.4 JFAO Outreach

Laurie reported on a meeting with the President of JFAO Jolande Oudshoorn regarding building a relationship with the two organizations and helping to promote the organizations through magazines, newsletters, leadership opportunities, community events.

10.5 Board Calendar Checklist: Laurie reviewed the board calendar checklist noting items completed or in progress.

11. Board Liaison

11.1. Liaison virtual meetings- limited responses and participation due to schedules and time of year.

Cheryl & Jennifer: variety of topics covered -Child Protection, Participant Forms, Strategic Plan, Volunteer recruitment and retention, getting 4-H story out to the public, need to have parents on board, 4-H in urban settings, alumni, online clubs, AR journey, AR reporting to the local 4-H Associations, meeting a great idea for sharing information efficiently.

Debbie & Joanne: feedback on onboarding and screening can be challenging. Positives included new clubs/projects and activities. Concerns around welcoming new volunteers, tracking Indigenous youth.

Elaine and Erica: Feedback some duplication of information received, liked having President, VP's and AR's all on one call. Clarification on AR role and perhaps a requirement to make it mandatory for AR's to run for the board or have a sunset clause for AR's.

Edna and Fred: limited participation and responses.

Lesleigh and Penny: to be held in the fall.

12. AR/P/VP Communication: Discussion on how often and when to consider sending/arranging communications with Association Representative, President and Vice President (currently three province wide calls- January, May, October and sending out emails as required-April with board liaison announcement). Consensus to forgo communication after this meeting.

13. Board Correspondence-no correspondence received for discussion



14. Review of Action Items: Cheryl reviewed the Action items

15. Setting of Agenda Items for Next Meeting

16. Dates & Times for Upcoming Board of Directors Meeting

✓ *Minute Approval Meeting: Monday, September 11, 2023 @ 7:00 pm*

✓ *October 21st @ 8:30 am*

17. Adjournment: Motion to adjourn at 2:49 pm



Roll Call Question: What makes a great leader?

Responses:

- Listener, participates as a team
- Gets the best out of those around
- Knowing when to step up and when to step back and let others lead
- Communication- listen and communicate verbally and written
- Give opportunity for everyone to participate
- Does what is necessary to make everyone feel welcome and included
- Knows their team well and who and when to delegate tasks to others
- Empower others and encouraging professional development
- Grow people into new positions
- Lives the values of the organization
- Modelling the way and empowering others to do the same
- Building group synergy