



**Ontario 4-H Council
Board of Directors Meeting Minutes
June 17, 2023**

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.

Time: 8:30 am- 3:30 pm

Location: EastGen Boardroom'

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

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

Closed Session held from 8:30 to 9:15 am

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

President Laurie called the meeting to order at 9:30 and led in the Land Acknowledgement and 4-H Pledge.

2. Review of Action Sheet

The action sheet from the April 13 meeting was reviewed with all actions in progress.

3. Consent Agenda

3.1 Agenda: June 17, 2023

3.2 Minutes: March 24, 2023

3.3 Minutes: March 25, 2023 -Inaugural Meeting

3.4 Minutes: April 13, 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*

Laurie provided a verbal report from the Joint Executive Meeting: The Guelph Golf Tournament sold out. They had a full raffle table and a nice banquet. Lisa Thompson came to present the \$2.3 million support from the government and was thanked by both Laurie and Naomi. The Foundation is ready to roll out the 25-year anniversary campaign and will start this after the golf tournament. Mary and Karyn were very helpful, and Naomi thanked them for their help. The trustees are working on a Trustee pledge toward the campaign. The Waterloo Outreach is moving along. The Foundation will work with Karyn to set a joint fundraising meeting.

MOTION: To approve the Consent Agenda.

CARRIED

4. Appointments

4.1 Action Sheet Recorder- Cheryl offered to be the action sheet recorder.

4.2 Confirmation of Committee and Group Listing

4.2.1 Nominating (Director Youth, Director Community, Nominating Committee, PLAC)

Nominating Committee- Lesleigh has agreed to be on the nominating committee.

PLAC: Cheryl offered to continue as the PLAC rep for the coming year.

4.2.2 Joint Fundraising: Debbie, Erica and Penny volunteered to be on the Joint Fundraising Committee.

MOTION: To appoint Cheryl as the PLAC rep for the coming year.

CARRIED

5. Finance

5.1 Council Financial Year to Date Actuals – Elaine reviewed the financial report and balance sheet to the end of first quarter (March 31, 2023).

5.2 Investment Plan- Elaine reviewed the current investment process and recent discussions with current investors relating to rates. It was recommended that the Finance Committee review the current investments and bring forth recommendations to



the August 2023 Ontario 4-H Council Board meeting. It was further recommended that the Finance Committee and Policy and Governance Committee draft an investment policy to be discussed at the August Board meeting.

Laurie presented a proposal prepared by Karyn Racher, Director Philanthropy relating to Growing it Forward subsidy program to be reviewed by the Board with discussion and decision at the August Council meeting.

5.3 Assoc. In Good Standing- It was reported that there was one 4-H Association that has not held an AGM or submitted their year end financials.

MOTION: To accept the financial report as presented.
CARRIED

MOTION: To reinvest the Libro investments for 180 days.
CARRIED

MOTION: that the Policy and Finance Committee work in collaboration to draft an investment policy to be discussed at the August Board meeting.
CARRIED

MOTION: To extend the submission deadline for the 4-H Association still outstanding in submitting year end financials.
CARRIED

6. Roll Call - Director at Large - Have you ever completed a personality assessment? If so, what was it and what was the result?

Board directors shared their variety of personality assessments. It was suggested that the board may wish to do this as an activity using the website: 16 Personalities.

7. Board Spotlight – Let's Get to Know Whose Done What

The Council Directors engaged in an activity that provided opportunity for each to learn more about their fellow directors.

8. Policy Updates

8.1 Policy and Governance Committee

Erica Murray, Committee Chair addressed the following policy recommendations:

B-CE-11: change 'members' to '4-H youth', change 'trained leaders' to '4-H volunteers', change 'Youth are participants ages 6- 21 years'

B-CE-12: change 'members' to 4-H youth, change 'trained leaders' to '4-H volunteers', change 'Youth are participants ages 6- 21 years'

B-CE-13: tabled until August 2023



B-BO-02: Add 'Decisions made by the board require a simple majority vote; pursuant to 3.12 of Ontario 4-H Council Bylaws'. Add 'Meetings may be held in any format as approved by the board as per Ontario 4-H Council Bylaws.'

B-BO-09: Change 'board members' to 'board directors'

B-BO-15 Change title to 'Board Orientation and Training'. Change 'board members' to board directors, Remove Directors not able to attend the training session must complete a training session approved by the President.

Divide into two sections: Orientation: New Directors to the Board of the Ontario 4-H Council shall receive a Board and Operations Orientation package prior to their first full meeting as a Board.

Board Training: Board Members must receive information and training, at least once per year, and as required, to fulfill their governance roles and responsibilities and to comply with the organization's principle of effective governance.

B-BO-21: Change reference of members to 4-H youth. Change 'Leaders' to '4-H Volunteers'

B-BSR-01: No revisions

MOTION: To accept the Policy & Governance Committee recommendations as presented with the amendment to B-BSR- 01 ED Job Description which will go back to the Policy Committee to review policy title and B-BO-15- Board Training to change board member to board director. CARRIED

9. Strategic Plan

Laurie noted that as information is being gathered for the Strategic Plan, it will be distributed to the Council Directors for communication and potential discussion and follow up. Suggested names for stakeholder interviews should be sent to Christine and Laurie

10. Emerging Issues

a. *Conference and Annual General Meeting (evaluation)*

Directors reviewed the evaluation and had discussion relating to how to move forward considering format, structure and location. Staff to research and bring recommendations to the August meeting. Host region to be determined.

b. *Board Education (Debrief from Training & Next Steps)*

Lesleigh asked if directors had suggestions for future learning and training to share those with her.

c. *Insurance Review* - Evelyn reviewed the current insurance coverage and Insurance overview document.

d. *Crisis Communications Plan*

The Crisis Communication plan was reviewed, and questions addressed.



e. Executive Director Succession Plan Review

The Executive Director Succession Plan was reviewed, and questions addressed.

f. Financial Manager Succession Plan-

It was reported that this succession plan is in progress.

g. Nominating Committee Report

The Committee will review the list of Director Youth prospects that has been provided.

The Committee will also review the list of suggested Director Community prospects with an emphasis on those with finance-related skills.

MOTION: To accept the Insurance Summary as presented.

CARRIED

MOTION: To accept the review of the Crisis Communication Plan.

CARRIED

MOTION: To approve revisions to the ED succession plan.

CARRIED

11. AR/P/VP Communication

11.1 Teleconference (May 4, 2023)

11.2 Summary of AR Conference Session

The summary of discussions on the teleconference and AR conference session was reviewed. It was noted that there had been good discussion on each of the May 4 calls. Suggested extending the time of Conference Session to 1- ½ hours. It was suggested that perhaps having a mid-year call for discussion only versus information sharing.

12. Board Liaison

It was decided that board directors would team up and have 'mini-AR' calls to engage in discussion relating to the summary of discussions held in March as the Conference AR session. The timeline for completing these calls will be July 31. Director teams: Fred and Edna, Debbie and Joanne, Erica and Elaine, Penny and Lesleigh, Jennifer and Cheryl

13. Board Correspondence

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

15. Setting of Agenda Items for Next Meeting- Membership Fee, Action Items, Board Calendar Checklist

16. Dates & Times for Upcoming Board of Directors Meeting



- ✓ *August 19- 8:30 am - virtual*
- ✓ *October 14th 8:30 am*

17. Adjournment

MOTION: To adjourn at 2:38 pm
CARRIED

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 incomes and an 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.