



CANADA

MINUTES

**Joint In-Person Meeting of the 4-H Canada Board of Directors  
and Canadian 4-H Foundation**

Monday, November 06, 2017

The Fairmont Royal York Hotel – Salon 3 at 9:00 a.m. (EST)

Present: David Hovell Co-Chair  
Brad Adams Co-Chair  
Kim McConnell  
Stefanie Nagelschmitz  
Donna Bridge  
Randy Mowat  
Valerie Stone  
Stan Figley  
Blain Hjertaas  
Ida Thomas  
Leanne Sprung  
Robert Larsen  
Amy McConchie  
Morley Handford  
Ben Graham  
Clayton Robins

By Phone: Todd Klink

Regrets: Krista Scaldwell

Staff: Shannon Benner CEO  
Erin Smith Program Director  
Elizabeth Jarvis Director of Government Relations  
Jay Poulton Director of Marketing and  
Communications  
Jennifer Christie Director of Business Development  
Don Singer Director of Finance & Administration

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1. **CALL TO ORDER**

Proper notice been given and there being a quorum present David Hovell called the meeting to order at 9:00 a.m. and presided as Chair

2. **BUSINESS FROM NOVEMBER 5, 2017**

- (a) *Memorandum of Understanding* – A working group was appointed for the memorandum of understanding, which is up for renewal in March 2018. The working group is to review the agreement and provide feedback at the February 2018 meeting.
- (b) *Policy Manual* – Amendments were proposed to the policy manual for review and approval. These changes include amending the title of “President” of the 4-H Canada Board to “Chair” and more positive word phrasing throughout.

Motion: **“Resolved that the changes to the policy manual be adopted as presented, subject to By-Law revision as it pertains to officers of the 4-H Canada Board.” Seconded and passed.**

- (c) *Terms of Reference, Youth Advisory Committee* – A terms of reference draft was presented for review. It was agreed to defer approval of the draft for the February 2018 meeting. **Deferred.**

3. **CEO PRESENTATION**

The CEO presented a PowerPoint deck entitled *How Does 4-H Canada Support Consistent World Class Programming?* The presentation focused on some key areas:

- Membership classes and criteria
- Strengths
- Weaknesses
- Threats
- Opportunities
- Insurance

4. **YMCA CANADA CASE STUDY**

There was a YMCA case study presented by a Board Director and staff person for the YMCA, regarding programming, risk management and standards.

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5. **BOARD PLAN**

There was discussion about how both Boards could work to support the advancement of 4-H in Canada by strengthening the provincial membership class, to ensure consistent standards, risk management, tools and processes.

It was proposed that a working committee be formed to work on what, when, and how to develop membership criteria.

Motion: **“Resolved that there be construction of a Task Force of Ida Thomas, Shannon Benner, Brad Adams, Leanne Sprung and staff to report back in February 2018 with the scope and approach for this project, as well as a Re-examination of membership class in By-Laws and recommendations.”**  
Seconded and passed.

6. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:42 p.m.

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