



CANADA

MINUTES

4-H Canada Board of Directors Meeting

Monday, October 3, 2016

Via teleconference at 6:00 p.m. (EST)

Present: Donna Bridge, Chair
Cameron Choquette
Kendra Elliot
Stan Figley
David Hovell
Randy Mowat
Valerie Pearson
Leanne Sprung
Lyndon Stewart
Valerie Stone

Staff: Shannon Benner - CEO
Erin Smith - Program Director
Don Singer - Director of Finance & Administration
Jennifer Christie - Global 4-H Network Summit Even Chair
ElizabethJarvis

By Invitation: Faye Perkins - Recording Secretary, MinuteTakers Inc.

Regrets: Blain Hjertaas

1. **CALL TO ORDER**

Proper notice been given and there being a quorum present Donna Bridge called the meeting to order at 6:04 p.m. and presided as Chair. Donna expressed her gratitude to everyone on the call for rearranging their schedules after the previously scheduled meeting was cancelled at the last minute.

2. **APPROVAL OF AGENDA**

The Chair asked if there were any additions or deletions to the proposed agenda. It was agreed to add one additional item, Policy Review, after the Committee Reports.

Motion: "That the agenda be approved with one addition"

Seconded and passed.

3. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked if there were any errors or omissions to the minutes of the Board Meetings that were held on June 2, 2016.

Date Correction - The date, Tuesday June 2, 2016 is amended to read as "Thursday, June 2, 2016" in all of its occurrences throughout the minutes.

3.1 **June 2, 2016 - Pre - AGM**

Motion: "Resolved that the minutes of the Board meeting held prior to the AGM on June 2, 2016 be approved as amended"
Seconded and passed.

3.2 **June 2, 2016 Post - AGM**

Motion: "It was resolved that the minutes of the Board meeting after the AGM on June 2, 2016, 2016 be approved as presented."
Seconded and passed.

4. **PRESIDENT'S REPORT**

The President provided a brief report as follows:

- (a) *Farm Show* – The recent farm show was very successful. The President was very pleased to attend and was able to attend a tour with Brian Little.
- (b) *Office and Staff Communication* - The President is in communication with the CEO at least on a bi-weekly basis, and is pleased with the regular communication received from the office. Work is being accomplished and goals are being met.
- (c) *Committee's Tasks* - The Committee's tasks need to be addressed. This item will be discussed later in today's meeting and during the meeting taking place in Toronto in November 2016.

5. **FOUNDATION CHAIR REPORT**

Foundation chair provided a report on the Foundation, with highlights of discussion noted as follows:

- (a) *Fundraising Overview* - Potential prospects were reviewed during the last Foundation meeting held on September 15, 2016. \$370,000 of the \$654,000 budget has been achieved, and with \$1,000,000 dollars of outstanding requests,

the Foundation is confident that it will achieve its full target. It was noted that many of the requests are multi-year commitments.

- (b) *Investments* - The investments are performing better than expected; credit is given to Brookfield's investment team. The balance of the Endowment Fund is at \$3.300,000 and may reach \$3.500,000 by the end of the fiscal year. Representatives from Brookfield will attend the Board's November 2016 meeting, to present their investment strategy and to address any questions.
- (c) *Fund Development Network* - The Fund Development Network is meeting prior to the November 2016 meeting. Upon query regarding designated versus undesignated funds, it was explained that this is currently a topical discussion point. The designation of funds is largely dependent upon the partners' stipulations. On average, about 70% of the fundraising goes into restricted funds.
- (d) *November Meeting* - The Foundation is compiling their agenda items for the joint meeting in Toronto, and requests input from the Trustees.
- (e) *Club 1913* - The Club 1913 campaign is an additional opportunity to increase the endowment funds. The donations go directly into the fund portfolio. The different funding levels are being tracked.

6. **CEO REPORT AND STAFF REPORTS**

4-H Canada CEO reported, with highlights noted as follows:

- (a) *Agriculture Canada Meetings* - The meetings and relationship building with Agriculture Canada are progressing in a positive way. The goal is to create messages to reflect the permissible flexibility regarding spending while maintaining a transparent and accountable reporting process.
- (b) *Meeting packages* - There is a drop box account where meeting packages are being stored and archived. All Board members have access to these files.
- (c) *Impact on Youth* - During the recent Impact on Youth program, there were 309 participants with 620 days of Community Service.
- (d) *Going Global Service, Learning in Ghana* - The Going Global program had a very positive impact, with ten Ghanaian youth, ten Canadian youth and ten Ghanaian host families taking part. More international programs are in development.
- (e) *Upcoming Events* - Scheduled events include the LEAD Banquet at Royal Agricultural Winter Fair, 4-H Day on the Farm and a Members Forum.

The Communications and Marketing Director reported on the 4-H Brand development, with highlights listed below.

-
- (f) *Club 1913* - Club 1913 in an online Alumni Program to build strong relationships. Through the use of social media in agricultural and rural communities, the 4-H brand will be further developed via ongoing communication. The website will launch in November 2016.
 - (g) *The 4-H Advantage for 2017* - The 2017 focus will be on global initiatives with Canada 150 in the spotlight. There will be a signature initiative to formally announce funding and projects.
 - (h) *Show Your 4-H Colours* - Show Your 4-H Colours will commence on November 2, 2016 and will repeat the first Wednesday of every month.

Donna Bridge continued the report, with the highlights listed below.

- (i) *Resources and Leaders* - The Prime Minister's Youth Council proudly announced that a 4-H person sits on their council. Two 4-H members were ambassadors in some of the events during the recent Duke and Duchess visit.
- (j) *Staffing Notes* - Megan Bomberry is on maternity leave. Jennifer Christie, a former board member, is joining the staff for twelve months.

Motion: " It was resolved that the President's Report, Foundation Chair Report and CEO Report be accepted as presented"
Seconded and passed.

7. **COMMITTEE REPORTS**

7.1 **Audit and Finance.**

Audit and Finance provided an update as follows:

- (a) *Financial Statements and Cash Flow* - The financial statements from August 25, 2016 were reviewed. Additional work on the statements is taking place. The Board commented that the statements are much easier to read. Management is keeping the Financial Committee informed and they are working together to build the cash-flow forecasts with special emphasis on the 2017 Global Summit. While this is an extraordinary event with higher risk, it is on solid footing.
- (b) *Finance Sub-Committee* - The Finance Sub-Committee is reviewing the policy on the year-end financial review and how to monitor the statements throughout the year. This and other policy work will be discussed during the November 2016 meeting.

Director of Finance and Administration presented an overview of the Financial highlights from the June 30, 2016 Financial Statements.

- (c) *Balance Sheet* - As of June 30, 2016, there was \$2,700,000 in assets with \$550,000 in Accounts Receivables. The high level in receivables reflects the

committed Government grant income.

- (d) *Income Statement* – 4-H Canada is on the verge of becoming a \$4,000,000 corporation. The forecast as of June 30, 2016 shows \$3,900,000 in income at the fiscal year-end (March 31, 2017). The year is expected to end with a surplus. No financial concerns exist at this time.
- (e) *Cash Flow Statement for 2017 Summit* - The cash flow for the 2017 summit assumes that substantial registration revenue will commence in December 2016, and that 4H Canada will be successful in its bid to obtain a funding advance from Agriculture Canada for 2017-2018.
- (f) *Surplus* – Upon query regarding the allowable amount of the \$19,000 surplus and whether it can be added to the investment portfolio, it was explained that it is being discussed with the Finance and Audit Committee. They will then bring their recommendations to the Board for approval. According to the current policy, funds can go to the Foundation on a temporary basis.

7.2 **Governance Committee**

It was reported that the Governance Committee rescheduled its meeting. A full report will be provided during the November 2016 meeting. The current policy manual will be sent after tonight's meeting and will also be added to the Board's drop box folder.

7.3 **Risk Management**

Highlights as follows:

- (a) *Future* - It was noted that the Risk Management Committee was struck four years ago, and the idea of Risk Management being combined with the Governance Committee was tabled. Many on the Board see this as a positive development, as it focuses more energy on strategic management. This will be added to the November 2016 meeting agenda.

7.4 **YAC Mentor**

Nothing new was reported on.

7.5 **2017 Global Summit**

It was reported that this is a period of great transition and that she officially starts in her new role as Event Chair on Wednesday, October 4, 2016.

8 **POLICY REVIEW**

- 8.1 **EL4** - The Directors will be updated during the November 2016 meeting.

- 8.2 **Policy Language** - It was agreed to discuss the language during the November 2016 meeting at which time Shannon Benner will provide the history on the language selection.

- 8.3 **EL7, Imaging and Branding** - The documents were just received. A review will be provided during the November 2016 meeting. EL2 was added to this section.
- 8.4 **Risk Management and Insurance** - There has been some communication regarding risk management and insurance. A larger discussion should take place to determine the risk management and Insurance policies. It was requested to add EL1 to this group, if risk management is moved elsewhere.
- 8.5 **EL5, Human Resources** – It was noted that the Human Resources Committee will report upon its progress during the November 2016 meeting. This group was assigned BECO-4 for additional review.
- 8.6 **November Meeting Preparation** - All Committee members were requested to send their policy responsibilities to Shannon Benner to ensure that the master list is accurate.

9. **OTHER BUSINESS**

- (a) *Canadian Heritage Funding* - It was explained that the committed funding from Canadian Heritage includes some funding at the provincial and local levels, for which the districts can apply. The announcement from Canadian Heritage is forthcoming and Shannon Benner is working with Minister Jolie's office on the announcement's timing. The specifics of the announcement will be discussed during the next provincial teleconference during the week of October 10, 2016.

10. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:10 p.m.