



CANADA

MINUTES

4-H Canada Board of Directors Meeting

Wednesday, September 27, 2017

Via teleconference at 4:00 p.m. (EST)

Present:	David Hovell	-	Chair
	Leanne Sprung		
	Ida Thomas		
	Blain Hjertaas		
	Valerie Stone		
	Stan Figley		
	Kim McConnell		
	Robert Larsen		
	Amy McConchie		
	Brad Adams		
	Donna Bridge		
Staff:	Shannon Benner	-	CEO
	Erin Smith	-	Program Director
	Elizabeth Jarvis	-	Director of Government Relations
	Don Singer	-	Director of Finance & Administration
By Invitation:	Shannon Westacott	-	Recording Secretary, MinuteTakers Inc.

1. **CALL TO ORDER**

Proper notice been given and, there being a quorum present, David Hovell called the meeting to order at 4:20 p.m., and presided as Chair.

2. **APPROVAL OF AGENDA**

The Chair asked if there were any additions or deletions to the proposed agenda. The Chair made the following additions:

- *Report from "In Camera" Meeting*
- *By-Law Amendment* – added under Other Business
- *Report from Members of Youth Advisory Committee* – under Committee Reports

On a Motion by Blain Hjertaas and seconded by Leanne Sprung it was,
Resolved that the agenda be approved as amended. Motion carried.

3. **APPROVAL OF PREVIOUS MINUTES**

- (a) The Chair asked if there were any errors or omissions to the minutes of the Board Meeting that was held on June 7, 2017.

On a Motion by Valerie Stone and seconded by Stan Figley it was,
Resolved that the minutes of the Board meeting held on June 7, 2017 be approved as presented. Motion carried.

- (b) The Chair asked if there were any errors or omissions to the minutes of the Board meeting that was held on July 10, 2017.

On a Motion by Ida Thomas and seconded by Valerie Stone it was,
Resolved that the minutes of the Board meeting held on July 10, 2017 be approved as presented. Motion carried.

4 **REPORT FROM IN CAMERA MEETING - CEO ANNUAL REVIEW**

On a Motion by Donna Bridge and seconded by Brad Adams it was,
Resolved that the discussion of the CEO Annual Review and Compensation Package be approved as discussed. Motion carried.

5. **PRESIDENT'S REPORT**

David Hovell noted that material was circulated last week and included the written report. 4-H is Canada's leading youth development organization and the role that everyone plays in reaching this mission is important to success. It is the objective to ensure that the Board's time together is collaborative and strategic, and that everyone fills their role responsibilities.

- (a) *Global 4-H Network Summit* – The Global 4-H Network Summit was a tremendous success. It provided opportunity and momentum to demonstrate how successful the program is in Canada.

6. **FOUNDATION CHAIR REPORT**

Brad Adams reported on the Canadian 4-H Foundation and noted that they are still “riding the wave of the Summit”. It was noted that a Foundation meeting was held earlier in the day and a summary of that meeting was provided.

- (a) *Canadian 4-H Foundation Mandate* – The Foundation is charged with growing the 4-H Canada portfolio in order to contribute more back to 4-H Canada

programs.

- (b) *Canada's Outdoor Farm Show* – Brad Adams attended Canada's Outdoor Farm Show and was able to reach out to potential partners.
- (c) *Future Planning* – The Canadian 4-H Foundation continues to look for growth in the portfolio and work closely with the Provinces. In February, the Foundation plans to host a Leadership Celebration at Leadership Summit.

7. **CEO REPORT**

Shannon Benner submitted a written report along with the meeting package and circulated a PowerPoint presentation for reference. All members were encouraged to read through the Global 4-H Network Summit report.

- (a) *Key Priorities* – Identity, Leadership Excellence, Impact on Youth and Resources.
- (b) *Identity: Show Your 4-H Colours* – This is held the first Wednesday in November and is also known as National 4-H Day. This day is about outreach and awareness, and the goal is to amplify this even more this year.
- (c) *Identity: Show Your 4-H Colours website* – This is an opportunity to garner and connect with alumni, have people share their stories and posts, and it will have a strong social media impact. There are great initiatives for Show Your 4-H Colours that will be shared, such as 4-H, Saskatchewan's food drive.
- (d) *Identity: Public Service Announcement* – 4-H is in the charitable pools for public service announcements (PSA). 4-H Canada can provide specific toolkits with radio and video PSA to support requests to local broadcasters and media contacts.
- (e) *Impact on Youth* – In August, 4-H Canada launched the 3rd year for the National Science Fair. The size of the profile for this program has past the pilot phase and is exceeding expectations; looking to expand this and reach more youth and clubs in the next few years.
- (f) Resources: *Funding* – 4-H Canada updated on current public sector funding asks
- (f) *Leadership Excellence* – Staff is starting to make plans around the Leadership Summit. This is a four-day conference in February 2018.
- (g) *Provincial Supervisor Meeting (in person)* – This will be take place in November.
- (h) *Strategic Planning Proposed Timeline* – A draft of the strategic plan will be circulated the week of October 20th. From October 23 to 27, Shannon Benner will

lead a consultative process and hold regional calls with provincial members. Directors are invited to participate in these calls and obtain feedback. All feedback will be reviewed, and used to revise and evolve the strategic plan for presentation at the November 6 board meeting in Toronto.

- (i) *Proposals for Future Discussion* – There will be discussions on diverse sources of revenue. Discussions will also be coming forward to discuss the provincial membership class and how best to support 4-H across Canada in achieving success.

8. **APPROVAL OF REPORTS**

On a Motion by Ida Thomas and seconded by Blain Hjertaas it was,
Resolved that the reports by the 4-H Canada Chair, Canadian 4-H Foundation Chair and CEO be accepted as presented. Motion carried.

9. **GOVERNANCE**

- (a) *Board Member Orientation* – David Hovell noted that directors should be driven by “confidence,” “curiosity” and “character.”
- (b) *Roles and Responsibilities for Board Members* – Every director is encouraged to read through the rule and responsibilities and ensure they understand and are compliant.
- (c) *Communication* – The management team will send materials via email and is it hoped that everyone will review the materials in advance of meetings.
- (d) *Outreach* – As members of 4-H Canada, Board directors are challenged to take advantage of opportunities that to promote the work and brand of 4-H.
- (e) *Board Annual Work Plan* – The annual work plan was circulated.

On a Motion by Leanne Sprung and seconded by Brad Adams it was
Resolved that the 4-H Canada Board of Directors adopts the annual work plan as presented. Motion carried.

- (f) *Annual Policy Governance Manual Check-in* – At the June meeting a review of the policy manual was discussed. It was requested that the Board delegate three members to review the manual, confirm that 4-H is following the policies created and advise if there are any policies not being followed, and report back to the Board in November. Brad Adams, Blain Hjertaas and Stan Figley will review the governance manual and policies.
- (g) *Strategic Plan* – The general high level update and direction that management is leading was approved and accepted.

10. **COMMITTEE REPORTS**

10.1 **Members of Youth Advisory Committee** – Robert Larsen reported

- (a) *Post - Summit Impact* – Opportunities have been made available since the Global 4-H Network Summit and Robert has been asked act as MC for the Canada's Agriculture Day event in February.
- (b) *Networking* – The Summit provided a great opportunity for networking and Shannon Benner did a great job in correlating the data from Summit.
- (c) *YAC* – Summertime was a great opportunity for YAC to become involved in their province, debrief nationally and become more involved. All YAC are looking forward to reconnecting, and focusing more on the issues for youth and the 4-H movement.

10.2 **Confirmation of Committee Membership 2017-18** – David Hovell noted that the proposed committee structure for 2017-2018 was circulated last week, which details all committees, both standing and ad-hoc.

On a Motion by Valerie Stone and seconded by Ida Thomas it was,
Resolved that the 4-H Canada Board approve the Committee Membership for the 2017-18 year as circulated. Motion carried.

10.3 **Executive Committee Report** – A report was distributed with the meeting materials and no questions were raised.

10.4 **Audit and Finance** – Don Singer reported.

- (a) *Distribution of Financials* – Don Singer noted that normally the quarterly financial statements are provided for Board meetings, but due to the Global 4-H Network Summit, the statements were delayed. An overview for the five months ending August 31, 2017 was provided.
- (b) *Balance Sheet* – Discussions on the balance sheet as at August 2017 were held. The organization is well financed and long term cash flow shows a positive position for the next quarter.
- (c) *Policy Pertaining to Net Assets and Profit of 4-H Canada* –The Audit and Finance Committee reviews this policy on an annual basis. The Committee is recommending placing some parameters on the limitations (minimum desired amount) that would be kept on the balance sheet. The Audit and Finance Committee recommendation was outlined and summarized into three points.

On a Motion by Kim McConnell and seconded by Stan Figley it was,
Resolved that the 4-H Canada Board accept the Audit and Finance Committee Financial Policy and recommendation as presented. Motion carried.

(d) *Approval* –

On a Motion by Kim McConnell and seconded by Valerie Stone it was,
Resolved that the 4-H Canada financial statements as at August 31, 2017 be approved as presented. Motion carried.

10.5 **Board Development** – The Development Committee has not met recently. The members of the Committee were challenged to get together, and prepare a work plan and objectives for the coming year, then report back to the Board.

10.6 **Ad Hoc Leadership Event** – The Leadership Celebration Committee met a few times over the summer, and came up with a concept in terms of creating a leadership celebration that will showcase 4-H leadership and success stories. The main concept of this event is to provide an avenue for networking and engagement, and making sure that 4-H is recognizing private and public supporters. There is discussion around adding an alumni award in 2019. The goal is to maintain fundraising, engage existing partners and bring in new partners. There will be opportunities for directors and trustees to support. Committee members drafted a Leadership Celebration event proposal, and it was reminded that the Leadership Celebration Committee was an ad-hoc committee and this committee will dissolve. David Hovell noted that this was presented at the Foundation meeting and it was unanimous endorsed by Foundation trustees.

On a Motion by Brad Adams and seconded by Ida Thomas it was,
Resolved that the 4-H Canada Board accept the report of the ad-hoc committee with respect to the Leadership Event and that the management team be authorized to execute the direction in the guidelines as presented. Motion carried.

11. **OTHER BUSINESS**

(a) *By-Law Amendments* – It is proposed to amend 4-H Canada's by-laws to be consistent with the Canadian 4-H Foundation, so that leadership descriptors for the Board align with the Foundation.

On a Motion by Ida Thomas and seconded by Brad Adams it was,
Resolved that the by-law be amended to change the names of the officers of the organization, and that 4-H Canada will seek legal advice on the necessary next steps with respect to the Not-for-Profit Act. Motion carried.

(b) *Next Meeting* – The next 'in person' meeting is scheduled for November 5, 2017, and will start with a working dinner (6:00 to 9:00 p.m.) at the Fairmont Royal York Hotel, followed by joint meeting (Foundation and 4-H Canada) on November 6,

2017 between 8:00 a.m. and 2:00 p.m.

- (c) *Ottawa Meeting* – On February 8, 2018 the 4-H Canada Board and Canadian 4-H Foundation will meet in Ottawa.

12. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 5:45 p.m. on Motion by Brad Adams.