



MINUTES

4-H Canada Board of Directors Meeting

Wednesday September 26 2018

Via teleconference at 1:00 p.m. (ET)

Present:	David Hovell	-	Chair
	Donna Bridge		
	Kim McConnell		
	Brad Adams		
	Stan Figley		
	Ida Thomas		
	Valerie Stone		
	Robert Larsen		
	Carlie Whetter		
	Cassidy Barnert		
	Amy McConchie		
Staff:	Shannon Benner	-	CEO
	Erin Smith	-	Program Director
	Megan Bomberry	-	Funds Development Manager
	Jay Poulton	-	Marketing and Communications Director
	Don Singer	-	Director of Finance & Administration
	Jennifer Christie	-	Business Development Director

1. **Call to Order**

The Chair, David Hovell called the meeting to order at 1:02 p.m.

2. **Welcoming Comments & Introductions**

The Chair commented that since there was no advance request for an in-camera session at beginning of meeting, it did not take place. However, the in camera at end of meeting was still on agenda.

3. **Approval of Agenda**

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

Motion: **Resolved that the agenda be approved as presented.**

Seconded and passed.

4. **Approval of Previous Meeting Minutes**

Carlie Whetter requested her name be spelled correctly in the June 6, 2018 minutes.

Motion: Resolved that the Minutes of the Board of Directors meeting in Ottawa on June 6, 2018 be approved as presented.

Seconded and passed.

5. **Reports**

1. 4-H Canada Chair

- i- In the members newsletter it was noted that national 4-H month is coming up and to get a t-shirt and promote Show Your 4-H Colours day on November 7, 2018. David mentioned to bring to Toronto meeting for a group photo.
- ii- David explained the process of CEO review and work with Human resources consultant of CEO review process.

Motion: Resolved that the Chairs Report be approved as Presented.

Seconded and passed

2. Approval of Committees

David Hovell asked if board reviewed and approved committee meeting minutes.

Audit and Finance Committee

Audit and Finance committee recommended that they have two new member sit on the committee. Stan Figley offered to be a part of the Audit and Finance Committee.

Youth Advisory Mentor

Valerie Stone proposed that she remain as the mentor.

Motion: Resolved that the Committee report be approved as presented.

Seconded and passed.

3. Executive Committee Report

David reported on some discussion that took place at the executive meeting.

- November 9th In-Person meeting in Toronto
- CEO Report – 4-H Ontario Review

Refer to his report for more information.

Motion: Resolved that the executive committee report be approved as presented.

Passed and Seconded.

4. Audit and Finance Committee Report

Valerie Stone reported on the August 31 Financial highlights. Valerie noted that there were some changes to the accounts receivable \$48,009 assets vs 2018-2017 in the red \$22,000. 4-H Canada is on track for a balanced budget this year. Last year there was a surplus of \$29,000 this year is \$12,000 surplus. A difference of \$17,000.

Other financial highlights were AAFC applications were submitted in June. However still no work from AAFC so we are still waiting on government approval.

Carlie Whetter asked how does vacation payable work in the balance sheet and why the difference between the years? Don Singer answered that there has not been a reversal done as of March 31, 2018.

Question towards expenses in terms of lawyer fees. Shannon Benner spoke towards higher lawyer expenses for the year.

Motion: **Resolved that the Audit and Finance report be approved as presented.**
Seconded and passed.

A updated budget will be presented at the November 8-9th Joint Board Meetings.

5. Board Development Committee Report

All directors received an Elevate email from the 4-H Canada office. It was requested that all directors access the portal and complete the modules as discussion will take place at the November meetings. If any directors have feedback or comments, please share.

6. Youth Advisory Committee

Cassidy Barnert and Amy McConchie:

Over the summer the YAC committee was very busy. There was a 4-H Club started in Saskatchewan, Josh Power at HTLS project.

The committee has some terms that will be approaching renewal. Amy, Robert, Cody, Ella and Josh are up for renewal in time for the Leadership Summit. The rest of the committee have another year term.

There will be a survey going out to all YAC requesting comments on how things are run and what operations are done best.

There has been some travel opportunity for YAC as Sarah Kate from BC will be traveling to Rome for FAO International Agri-Food Network meetings.

There is hopes that a youth panel will be run at the Leadership Summit in February.

There is also a couple of members that will be applying for Prime Minister Youth Council.

Motion: **Resolved that the YAC report be accepted as presented.**
Seconded and passed.

7. Ad HOC Committee Report

Provincial Membership Class Review

Shannon reported that the provincial membership committee was created to do a review of criteria. Discussion took place with BC and the resistance of being a part of 4-H Canada. This committee needs to continue discussion with provincial review and needs to continue to discuss what it means to be a part of 4-H Canada and accreditation. This process must be thought through carefully as to how it will be rolled out. Reasons why this is important concerning risk management will be reported on later in the meeting.

This committee will continue to meet in November and will come back with a formal report. Legal review might affect timelines for provincial review recommendations.

Motion: **Resolved that the Ad HOC Committee report be accepted as presented.**
Seconded and passed.

8. November In-person Agenda

David gave overview of the agenda for November 8-9 in Toronto.

Thursday November 8

6 pm Working Dinner
Meeting to run until 9:30 pm

Friday November 9th

8 - 9 am Transpiration to the Royal Winter Fair

Members Forum will be taking place at the Royal with 70 members in attendance. There will be an opportunity to take part in mentorship circles during Members Forum. There will also be an announcement with Saputo.

12:15 head back to Hilton Toronto

Friday afternoon discussion will involve the following:

- Membership
- Review Training program
- Ad Hoc Committee Review
- Project Cookie committee
- Awards
- Brief Board elections
- AGM Resolution of Pledge

Comments: Valerie Stone please include the budget in the Audit and Finance Committee report on Thursday evening.

9. CEO Report

Shannon Benner reported on CAP application. Discussion is still taking place with AAFC. Received communication and hope to soon come to a decision date. Shannon has stated with the minister that 4-H is in need of those funds especially in some provinces. More details are to come in November but hope to hear back in three weeks. There is a need to keep the youth voice with AAFC. We will be sending someone from 4-H Canada as a direct result with Minister McAuley to FAO. This is a great opportunity for young people.

Bill F228 Marketing of unhealthy food to kids. Affects us in the fund-raising department. We will continue to watch the impact on non-profits.

Next month we have nine 4-H members from around the world going to FAO in Rome. Sarah Kate and Cass Hayward have the opportunity to go and meet with high level people. Cass Hayward will also have the opportunity to speak.

Jennifer Christie has been busy getting ready for the Leadership awards. In the process of taking in donations for the auctions and we are moving to an online auction system. The goal is to have items ready for Oct 17, 2018.

Shannon reported that she is busy strengthening regional relationships across Canada. A meeting will take place in Calgary next week with Alberta 4-H on how to build relations. Central Canada meeting will take place in November. Atlantic Canada meeting will take place in the New Year. There will also be a meeting with all provincial partners at the Leadership Summit in January.

Some other items that are approaching fast are:

- Show your 4-H Colours
- Annual Report / Strategic Plan mailing
- Members Forum
- 4-H Advantage – Mid October

10. Other Business

Questions:

David thanked everyone for their reports. Asked Shannon about the RBC Partnership. Shannon detailing the Careers on the Grow platform and internships.

Megan Bomberry also reported about RBC membership. Money was received last fiscal. Some of the money will go to provincial associations to engage in career programming.

Robert Larsen gave an update on Youth Service Leader program, how it went and how it will move forward.

Shannon noted that there is a review coming and a great video.

David Hovell talking about his experience with YSL and HTLS.

Motion: **Resolved that the CEO report be accepted as presented.**
Seconded and passed.

7. **IN-CAMERA SESSION**

8. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:20 p.m. on a Motion by Kim McConnell.

Authorized signature

Date: _____

Authorized signature

Date: _____