



CANADA
4-H Saskatchewan

Saskatchewan 4-H Council Board of Directors Meeting

Minutes

October 21, 2023 | 8:30 AM – 3:30 PM | 4-H Office, 3830 Thatcher Ave

Chairperson: Jason Frey

Secretary: Robyn MacNeil

Attendance: Jason Frey EO, Aubrey Eaton ED, Kristin Caldwell, Robyn MacNeil, Mike Kirzinger, Louise Sroka, Trena Hoffus-Preston, Scott Downie, Dwayne Summach, Stacey Hawkins, Austin Olson, Shelby Longsworth and Melodi Hawksford-Lee, Krystal Spray (online).

Regrets: Susan Avramenko, Joanne Richmond, Danika Kiefer and Kylie Mackie.

8:30 am

1. Welcome, Introductions, and Attitude of Gratitude

Directors are asked to introduce themselves and share something they are looking forward to for the 2023-24 membership year and something they are grateful for to begin the meeting.

2. Call to Order & 4-H Pledge

- Jason Frey called the meeting to order at 8:35am. BOD recited the 4-H pledge.

3. Conflict of Interest Declaration

Directors are asked to declare any conflicts related to the topics on this agenda.

- Jason Frey has a conflict of interest with agenda number 12iii.
- Trena Hoffus-Preston has a conflict of interest with agenda number 14.

4. Approval of the Agenda with Power to Add

Motion: ██████ makes motion to approve the agenda with the power to add.

Carried

5. Investment Update - Paige Barnes of Edward Jones

- Paige Barnes discussed GIC's and investment updates. 3 GIC's are coming due shortly and she believes that going with a long-term rate (5yr), rather than the short term (1yr), is best for the GIC's. She recommends the 5-year rate and to stagger the GIC's, so they come up for discussion every year to get better interest rates. The Board will discuss further, after they go through the financial reports and decide how they would like to proceed. Aubrey will take notes and discuss the decision with Paige.

8:50 am

[15 minute
break at
approximately
10:30 am]

11:00 am

12:00

[45 minute
lunch break
approximately
12:00 noon]

6. Consent Agenda

Recommended Motion: THAT all consent agenda items be approved as circulated.

- a. **SEE:** Minutes – May 6, 2023 - Below
- b. **SEE:** Chair’s Report
- c. **SEE:** Advisory Council Report
- d. **SEE:** Development Report

Motion: [REDACTED] makes a motion to consent agenda items approved as circulated.

Carried

7. Unfinished Business

None

8. New Business

a. Volunteer Screening List for Approval

An updated Volunteer Screening List will be provided.

Recommended Motion: THAT the Volunteer Screening list be approved.

Motion: Kristin makes motion to approve the volunteer screening list.

Carried

SEE: [REDACTED]

- The BOD discussed the issue of [REDACTED] resuming her role as a leader in 4-H.

Motion: [REDACTED] makes a motion to reject [REDACTED] continuing her role as a leader in 4-H.

Carried

b. Review Foundation MOU

The Foundation / Council MOU is to be reviewed annually. If there are any suggested changes these can be brought to the Foundation at their fall meeting, and if needed discussed at the collaborative meeting in December.

No changes are recommended by Management.

See: Foundation MOU

Mike recommends that the agreement be change to Jason’s name and have Glenn Gress be removed from the copy as the copy needs to be updated.

c. 4-H AGM/Leadership Conference Proposal

SEE: AGM/Leadership Proposal

- Shelby gave a presentation to propose a rebrand of the current AGM to a Leadership/AGM conference. It would be called the 4-H Saskatchewan Community

<p>1:00 pm</p> <p>Break at 10:05am</p> <p>Resume At 10:18am</p>	<p>Leadership Conference. She proposed 4 options. The Board agreed on a mix of option 1 and 2, having an optional gathering on Friday evening, Saturday would have the Regional meetings in the morning and then have a fun leadership conference in the afternoon, possibly opening it up to the public. Sunday would be the AGM.</p> <ul style="list-style-type: none"> • Shelby recommends increasing the District flat fee to \$400 (includes taxes) <p>Motion: ██████ makes a motion to change previous AGM to the 4-H Saskatchewan Community Leadership Conference.</p> <p style="text-align: right;">Carried</p>
<p>2:30 pm</p>	<p>d. 4-H Regional Restructure Proposal</p> <p>SEE: Restructure Proposal</p> <ul style="list-style-type: none"> • Melodi gave a presentation on restructuring the regions as it is impractical to have 4 regions with 3 specialists and it would also be more cost effective. Melodi proposed 4 options. The Board asked question and discussed. Melodi preferred option 4 as that is what the specialists are doing now, and it works well. Option 4 will also put District 35 by itself, combine Districts 30 and 24, as well as combining Districts 17 and 11. Melodi reminded the BOD that District 6 has been defunct since 2013. <p>Motion: ██████ makes a motion to put option 4 (Three Region) into the new regional restructure model.</p> <p style="text-align: right;">Carried</p>
<p>3:20 pm</p>	<p>How the regional restructure will affect certain 4-H events...</p> <p>Public Speaking</p> <p>Club -- District level -2 per age category, per club. However, it may change to only 1 per age category, per club, depending on how regions are restructured.</p> <p>District -- Regional -1 per age category, per District.</p> <p>Regional -- Provincial – top 3 per age category, per Region.</p>
<p>3:30 pm</p>	<p>Curling – No major changes would occur. 3 Regions at the Provincial level.</p> <p>Judging - No changes.</p> <p>Ski Day – Locations would be reduced by 1.</p> <p>Regional Shows – No change.</p> <ul style="list-style-type: none"> • Shelby proposed a new restructuring to the Board of Directors and the Advisory Council and Ambassador members.

- The Board would have 3 less members as there would only be 3 regions. Less Board members means less costs for travel, etc. Other Boards, as well as other 4-H Provincial clubs have 12 Directors or less. Currently we have 15.

Motion: [REDACTED] makes a motion to reduce the Board of Directors to 3 leader delegates from each region and 3 member delegates from the Province.

Carried

- The Advisory Council and Ambassador members would amalgamate into one council. It would be called the Ambassador Council. The program will combine Ambassador, AC training and expectations. There would be 2 levels with a maximum of 4 consecutive years of service, as well as the member being in good standing. This would lead to more consistent training, consistent opportunities, less staff time, greater youth impact and more members at meetings.

Motion: Stacey makes a motion to restructure the Advisory Council and Ambassador program to amalgamate the 2 programs and become the Ambassador Council.

A resolution for these proposals will be brought forward to AGM.

- Shelby also proposed that the BOD get an outside help to assist with the Selections committee regarding scholarship recipients.

e. New Salary Range Proposal

SEE: Salary Range Proposal

Aubrey presented the salary range proposal of staff salary increases are very conservative. He feels it needs to be done to retain a great staff.

Motion: [REDACTED] makes a motion to accept the salary range proposal as submitted.

Carried

9. Risk, Compliance & Insurance

a. Incident Updates

- Incident reports received.

SEE: 2023 Incident Report August 31, 2023

- The Board discussed the incident report and felt the leader in the incident should have known better than to act in that manner. They will keep this

letter and incident report as a future reference. The Board has asked [REDACTED] and [REDACTED] to discuss this matter with the leader and report back to Aubrey.

b. Compliance Update

- The interim audit has taken place. The audit will take place February 7 – 9. The final statement will be presented to the board on February 27 at 7:00 pm.
- Ministry of Agriculture mid-year report submitted, and funding approved.

Aubrey presented an update to the AAFC, which has lost some funding and as such, we will not be receiving funding from them.

10. 4-H Saskatchewan Update

SEE Executive Director's Quarter 3 Progress Report

Management will provide an update on progress against targets set in 2023 Business Plan. There is opportunity to discuss and for questions/answers.

Receive for information.

Management will write a new business plan based on the new strategic plan and present at the January 2024 board meeting.

SEE 2024 Budget draft

Discuss and provide feedback.

Aubrey presented the ED Quarter 3 report and the 2024 draft budget.

Motion: [REDACTED] makes a motion to accept the budget as presented.

Carried

11. Committee Recommendations

The Board of Directors will approve (or further discuss) recommendations of the committees.

SEE: Committee Recommendations

An updated version will be circulated or provided on screen.

a. **Finance** Stacey chaired the Finance meeting.

SEE: Q3 Finance Report Aubrey gave the financial report.

Motion: [REDACTED] makes a motion to put 2 GIC's at the 5-year rate and 1 GIC at the 4-year rate terms at the best rate available at the discretion of Financial Advisor, Paige Barnes from Edward Jones.

Carried

- b. **Governance** Kristin chaired the meeting. No recommendations.
- c. **Selections** (selections committee meeting will be held in November)
- d. **Program Policy** Jason chaired the meeting. The committee recommends that the best practice on how to host provincial curling include that draws are more convenient for all teams so travelling teams do not get eliminated on the first day.

Recommended Motion: THAT the Committee recommendations be adopted as presented.

Motion: [REDACTED] makes a motion to accept all committee reports as presented.

Carried

12. Correspondence/Other Business

- a. Items to/from other stakeholders
 - i. Letter From Edam West 4-H Club, John Grant
 - ii. Letter From Lloyd Expo to Edam West 4-H Club
 - The Board discussed the correspondence. The leader in question has had complaints brought forward to the Board in the past. [REDACTED] informed the Board that the Lloydminster Expo committee will not be acting against him. They will be updating their rules and policy. The letters have been received and noted but no action will be taken at this time.
 - iii. Letter from [REDACTED]
 - The Board has reviewed the letter and discussed the matter. They will not be taking action at this time, but the letter and incident have been noted.

13. Next Meeting

- a. Call of the chair
 - 3rd week in January. Aubrey will send out a doodle poll.
- b. 2023-2024 Meetings
 - Foundation Meeting Nov 7/23
 - December Foundation / Finance Meeting (Date TBD)
 - Auditor presentation / Meeting with Board – February 27 at 7:00 pm
 - Winter Meeting – In person – (Date TBD)
 - Pre-AGM Meeting – March 22, 2024
 - AGM 2024 – March 23-24, 2024

14. In-Camera

Motion: [REDACTED] makes a motion to go In-Camera

Carried

SEE: [REDACTED]

SEE: [REDACTED]

a. ED Excused

Motion: [REDACTED] makes a motion to go out of camera.

Carried

b. ED Present

Motion: [REDACTED] makes a motion to give 5 weeks of paid vacation a year to Aubrey.

Carried

Motion: [REDACTED] makes a motion to give Aubrey a \$3000.00 bonus to be paid the last pay period of 2023.

Carried

Motion: [REDACTED] makes a motion to implement a retroactive increase in salary to staff as of the first pay period of the 2023 year.

Carried

15. Check-in

- All Board members are extremely happy with the staff, the ED and how well the Board is working together.

16. Adjournment

- [REDACTED] adjourned the meeting at 3:55pm.