



Saskatchewan 4-H Council Inc.
Meeting of the Board of Directors
February 6, 2022; Cargill Facility, Aberdeen, SK
MINUTES

Cameron Choquette, Mike Kirzinger, Jason Frey, Trena Hoffus-Preston, Becky Huber, Kylie Mackie, Louise Sroka, Dylan Watt, Laura Holizki, Brooklyn Trask, Michell Heidecker	Regrets:
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Chairperson: Cameron Choquette

Secretary: Shelby Corey

1. Welcome, Introductions, and Attitude of Gratitude

2. Call to Order & 4-H Pledge

President Choquette called the meeting to order with the recital of the 4-H pledge at 8:51 am.

3. Conflict of Interest Declaration

4. Approval of the Agenda with Power to Add

THAT the agenda be approved with the Power to Add.

CARRIED

5. Consent Agenda

The following items were circulated with the agenda:

- Minutes and Recommendations – October 25, 2021
- Chair's Report – Verbal – *In Camera*
- Advisory Council Report
- Ambassador Report
- Development Report

THAT all of the consent agenda items be accepted as circulated.

CARRIED

6. Unfinished Business

a. Governance Recommendation (AGM Resolution)

At the April 25, 2021 Board Meeting the board of directors tabled the Governance Committee recommendation on the AGM resolution regarding dissolved club funds to give time to further refine it.

The issues we were seeking to refine/address were (a) whether we could ensure funds raised in a certain community/area could continue to support that area, (b) whether to

encourage/explicitly state that donations could be made to non-4-H organizations prior to dissolution. A resolution briefing note was circulated.

Below is the Governance Committee recommendation (April 25, 2021)

THAT the committee recommends the board accept the AGM Resolution regarding dissolved club finances as amended at AGM, with the rewording of District #35's resolution to "Clubs may designate another suitable alternative in their club constitution, but funds must remain within the 4-H organization. Any charitable gifts to external organizations should be made prior to year-end. The motion becomes:

In the event of dissolution, or when a club does not return to operation at the start of the next 4-H year, the property and assets of the club must be held in trust for a period of two years.

- a. Clubs that do not return to operation at the beginning of the 4-H year, shall:
 - i. Submit a year-end summary with information of the last year of operation **by the club registration deadline.** ~~District #32 amendment~~
 - ii. Submit a Dissolved Club Fund Directive form indicating where the funds/assets/records shall be distributed in the event the club does not reform.
 - Choices will be limited to: District that the club belonged to, **a club within the District, the Saskatchewan 4-H Foundation** ~~District #35 amendment~~ or transferred to the "Club Start-up Fund" to support other clubs in starting.
 - ~~A club can designate an acceptable other option in their constitution (If the clubs already have it stated in their constitution, where they choose the funds to go, can that not be an option over & above the two already listed); District has no amendment~~
 - ~~Clubs may designate another suitable alternative in their club constitution, but funds must remain within the 4-H organization. Any charitable gifts to external organizations should be made prior to year-end.~~
 - **Either the entire portion of the club funds, or a percentage of, can be allocated to any of the above choices; However all funds must be dispersed.** ~~District #39 amendment~~
 - iii. Transfer all funds and assets to the Saskatchewan 4-H Council to be held in trust.
 - iv. Close their bank account.
 - a. If the club restarts within the two-year waiting period, the Saskatchewan 4-H Council will reimburse the club's funds back to the reforming club.
 - b. If the club is not reformed during this time, the Saskatchewan 4-H Council will transfer funds as indicated on their Dissolved Club Fund Directive

Recommended motion *THAT PP1.3.8 (Club Split or Dissolution) be amended as follows to reflect the results of the 2021 Annual General Meeting Resolution, as well as the discussion of the Governance Committee and Board of Directors in July and October 2021:*

In the event of dissolution, or when a club does not return to operation at the start of the next 4-H year, the property and assets of the club **will be** held in trust for a period of two years.

- a. Clubs that do not return to operation at the beginning of the 4-H year, shall:
 - i. Submit a year-end summary with information of the last year of operation, **including profit, expenses and bank balance**, by the club registration deadline.
 - ii. Submit a Dissolved Club Fund Directive form indicating where the funds/assets/records shall be distributed in the event the club does not reform.
 - Choices **on the Dissolved Club Fund Directive form** will be limited to: District **Council** that the club belonged to, **other club(s)** within the District, **another registered 4-H club or District 4-H Council**, the Saskatchewan 4-H Foundation, **the Canadian 4-H Foundation**, or transferred to the **Saskatchewan 4-H Council's** "Club Start-up Fund" to support other clubs in starting.
 - **Clubs seeking to distribute funds to any other alternative will require approval from the Board of Directors. The intent is that funds raised for 4-H will remain within the 4-H organization, however approval can be granted for club funds to be distributed to other organizations in the community or registered charities in extenuating circumstances.**
 - the club funds, or a percentage of, can be allocated to any of the above choices; however all funds must be dispersed.
 - iii. Transfer all funds and assets to the Saskatchewan 4-H Council to be held in trust for **a period of two years.**
 - iv. Close their bank account.

- b. If the club restarts within the two-year waiting period, the Saskatchewan 4-H Council will reimburse the club's funds back to the reforming club.
- c. If the club is not reformed during this time, the Saskatchewan 4-H Council will transfer funds as indicated on their Dissolved Club Fund Directive

CARRIED

b. M. Sutter Correspondence

M. Sutter is requesting the board address a decision made by the Melfort Regional Show Committee.

Motion to accept option 1 – to respect the Regional Show committee current decision.

CARRIED

7. New Business

a. Volunteer Screening List for Approval

An updated Volunteer Screening List will be provided.

THAT the Volunteer Screening list be approved with the addition of Cara Harms and Cheri Breckner.

CARRIED

b. 4-H Canada

i. Accreditation Update

The first Annual Accreditation review is taking place this spring. Management will submit required documentation to 4-H Canada (membership statistics, proof of good governance through AGM minutes, etc.).

ii. Membership Related

1. Select new 4-H SK P-LAC Representative

Recommended motion *THAT Brittany Stepp be selected as the new 4-H SK P-LAC representative for an interim position until spring board meeting ~~a two-year term (2022-2024)~~*

Tabled to re-elect new PLAC at our spring meeting, Brittany will attend town hall meeting while attending Leadership Summit April 22-24.

CARRIED

Recommended motion *THAT the 2022-2023 Governance Committee be tasked with ensuring the position description and PLAC Terms of Reference be added to the Orientation Manual.*

2. Resolution

The 4-H Canada AGM resolution deadline is typically late March. If there are any items that 4-H Saskatchewan wishes to bring forward, recommend forming a task group to work on this in advance of the AGM pre-meeting.

3. Town Hall

Consider if there is any business that Saskatchewan or to be brought up through Provincial Supervisor Group (ED) or Provincial Leadership Advisory Committee (elected board representative).

Accepting other youth safety training ie. Respect in sport

c. **AGM**

i. Overview of AGM

Management will provide an overview of the 2022 AGM plan and outline areas or board responsibility.

ii. AGM Responsibilities

1. Provincial Council Meeting Front Table

The President, Executive Director and Secretary will oversee the Provincial Council meeting. The President chairs the meeting, the ED provides support, and the secretary takes the official minutes.

2. Regional Meeting Roles

Regional Specialists will work with Regional Directors, AC and ambassadors to determine a Chair, Recording Secretary, Board Report presenter, Scrutineers, Regional Meeting presenter as designated in regional meeting policy etc.

3. Elected Roles

a. Resolution Chairperson

The board of directors selects a resolution chairperson.

Elect Resolution Chairperson

Louise Sroka nominated Mike Kirzinger – Nomination accepted

No other nominations

b. Board Voting Representative (for Resolutions/Elections)

The board of directors has one vote at the provincial council meeting. This role is selected to be the speaking and voting representative on behalf of the board during resolutions and elections.

Elect Board Voting Representative to AGM

Louise Sroka nominated Jason Frey – Nomination accepted

No other nominations

c. Nominations and Finance Spokesperson

These are asked to present the nominations report and the financial report (alongside auditor, ED and Accounting Officer). They are elected at committee and are often the chair of the committee.

Finance – Becky Huber, Sandi Sirois, Auditor, as per Finance committee meeting minutes

Nominations – Mike Kirzinger volunteered

8. Risk, Compliance & Insurance

d. Risk/Incident Updates

No incident reports since last meeting

Minimal risk from board resignations, as advised by lawyer

Receive for information.

e. Compliance Update

- *Audit* - The interim audit has taken place. The audit will take place February 8 – 10. The final statement will be presented to the board on February 23 at 7:00 pm. The statements will then be prepared to be circulated as required by the NPC Act (must be circulated no less than 15 days before the date of AGM to all Members (as per 4-H Bylaws 5.01 and Page 75 of NPC Act).
- *Major Funding Agreements* - Funding Ministry of Agriculture year-end report is being prepared for submission on March 1, 2022. The SPRA Global Funding Agreement report is being prepared for mid April.

9. 4-H Saskatchewan Update

Management will provide an update on progress against targets set in 2021 Business Plan. There is opportunity to discuss and for questions/answers.

Receive for information.

Management will present the 2022 revised draft budget and business plan.

Discuss and provide feedback.

THAT the 2022 Business Plan be adopted as presented/circulated.

CARRIED

10. Committee Reports

The Chairperson of each committee is to provide a **verbal report** to the board on the work of the committee. They are asked to include any highlights of the meeting or areas of significant

discussion, the decisions that were made within their authority, and the actionable items that have come from the meeting, including recommendations to the board.

a. Finance.

Main items of business were the Quarter 4 statements, investment updates, and preliminary discussion on the 2022 budget

See: 4-H Saskatchewan Q4 Budget to Actual Financial Comparison

b. Governance

Main items of business are determining future of governance/organizational review, reviewing GP2 (Board Operations), and business continuity/ED succession plan. ED Performance Review and Board Assessment not completed.

c. Selections

Main items of business at Winter meeting were the selection of Hall of Fame and new “Builder” award recipients, and discussing new online platform for award applications (through IMIS)

d. Program Policy

Main items of business at Winter meeting are updates on ongoing items, discussing senior program options, and COVID impacts on spring and summer programs.

e. Nominations & Resolutions

Main items of business at the Winter meeting are submitted nominations and (4) resolutions for AGM 2022.

f. ED Recruitment / Transition Committee

Ad Hoc committee overseeing ED Recruitment and Transition to provide update.

THAT the Committee reports be accepted as presented

CARRIED

11. Committee Recommendations

The Board of Directors will approve (or further discuss) recommendations of the committees. These will be circulated after the applicable meetings.

Committee Recommendations

An updated version will be circulated or provided on screen.

g. Finance

- a. Year-end financial statement (unaudited)
- b. 2022 Budget Recommendation



THAT Q4 Financial Statements: RECOMMENDS THAT the board approves Quarter 4 (Unaudited) Financial Statements as circulated.

2022 Preliminary Budget: RECOMMENDS THAT the 2022 Budget be tabled

h. Governance

- a. Board Assessment / ED Performance Review (n/a)
- b. Changes to GP-2 (Board Operations) Policy

Board Composition Review / Governance Structure Review: RECOMMEND THAT the committee postpone the Board Composition Review and Governance Structure Review until after we have a permanent ED in place.

BOD Assessment, RECOMMEND THAT the board do an informal board assessment today in lieu of a traditional assessment (time permitting) instead this year and discuss the successes and challenges we have dealt with this past year (30-45 min)

Policy Review, RECOMMEND THAT the committee table this until we get a permanent ED hired.

Lowering membership age deadline, RECOMMEND THAT the board keep the current age limit as is.

i. Selections

- a. Hall of Fame Inductees
- b. Inaugural Builder Inductees

IMIS Forms Module Proposal: RECOMMEND THAT the board approve \$950.00 through the Hesje Fund (annually) for purchase of the Forms Module in IMIS to be utilized for selections going forward. This system will be reevaluated in June 2023 to analyze its functionality.

Leadership Summit: RECOMMEND THAT the committee seeks interest from the Board for anyone wanting to attend. If no board members wish to fill open spots, staff will then be reached out to as per suggestions brought forward by the previous ED.

Hall of Fame Inductees: RECOMMEND THAT the board review the Hall of Fame eligibility requirements. Committee recommends the board discuss changes involving Joint and/or Group Submissions only, given at least one individual meet the minimum volunteer service length of 15+ years and any subsequent individual(s) must have at least 10+ years of service. For adjudication purposes, joint submissions will be evaluated by the volunteer with the highest service length.

Motion to amend policy 4.3.1 leadership service to change the length of service for partners to change joint submissions for minimum years service from 15 to at least one with 15 and other at least 10 years.

CARRIED

THAT initial builders: Les Ferguson, Duane Bristow, Bill Ferguson, Pat Katz be submitted as the initial builders. Call on board for fifth.

THAT Stanley and Susan Locke be inducted into the Hall of Fame for 2022. Stan has 16 years service, Susan has 13.

j. Program Policy

c. Any COVID related recommendations

Beef Policy update in regards to Beef market sales: RECOMMEND THAT Regional 4-H specialists meet with Show Committee's to over all relevant 4-H policies in order to complete their sanctioning process.

Policy Review, RECOMMENDS THAT the committee begin review in May 2022 with PP-1 (Saskatchewan 4-H Requirements) and PP-2 (Saskatchewan 4-H Projects) suites.

Provincial Events & Programs: RECOMMEND THAT the board open up registration for Provincial curling beyond top 2 Junior & Senior qualifying teams at Regional Level to fill the 18 team slots. Preference will be given to regionally competing teams. Then given some regions have had low participation, have specialists reach out to District presidents to see if there would be any interest in sending teams that weren't able to compete at Regional level due to COVID-19 restrictions.

Golf Tournament Proposal: RECOMMEND THAT the board permits a one-time allowance of alcohol at the proposed 19+ golf tournament to be held in the summer of 2022. Board will then re-evaluate golf tournament event and alcohol policy at the October board meeting to determine feasibility and future opportunities.

k. Nominations & Resolutions

a. Resolutions recommended for AGM

18-Yr Old Delegates: RECOMMENDATION to the board for current 18 year old delegates to make phone calls peer to peer. Suggestion will be the AC reach out to members they think would be interested in these positions.

Nominations spokesperson at AGM: RECOMMENDATION for spokesperson has been deferred to the full board for final decision.

Resolutions put forward for AGM 2022: RECOMMENDATION THAT the committee approve resolution # 1 regarding curling bonds be received prior to districts & resolution #2 regarding high school credit requirements be put forward.

THAT the Committee recommendations be adopted as presented.

CARRIED

12. Correspondence/Other Business

a. Items to/from other stakeholders

- i. Leadership Summit Extra Spots - \$700 Dylan Watt would like to go to help promote new club format and network with other leaders. Willing to pay \$350 – Need to check with 4-H Canada to make sure Dylan can go.



That Dylan Watt and Trena Hoffus-Preston attend at 50% covered by 4-H SK. In event they cannot go, fill with Staff.

CARRIED

- i. 4-H Foundation
- ii. Ministry of Agriculture
We have received official correspondence from the Ministry of Agriculture designating Sarah Hein to the Foundation Board, and Nicole Lamers to the Council Board (Laura Holizki to serve while she is on leave)
- iii. Advisory Council
- iv. 4-H Canada

13. Next Meeting

- a. Call of the Chair
- b. 2021-2022 Meetings
 - Auditor presentation / Meeting with Board – February 23 at 7:00 pm
 - Pre-AGM Meeting – March 18, 2022 – last meeting of the 2021-2022 board of directors.
 - AGM 2022 – March 19 – 20, 2022
 - Re-organization Meeting – March 20, 2022 – first meeting of the new board for introductions and elections.
 - First meeting of new board – date TBD – April/May 2022 – typically a two-day meeting (April 22-24, April 29-May 1, May 4-6, May 11-13.
 - ** (exact dates to be determined dependent on if guest speakers, facilitators or other sessions will be a part of the meeting, and preference of directors

14. In-Camera

THAT we move in camera at 12:26 p.m.

CARRIED

THAT we move out of camera 2:30 p.m.

CARRIED

15. Check-In

Check-in is an opportunity to share any closing thoughts or opinions on the meeting. If there are any lingering questions, comments, or concerns/uncertainties, directors are asked to bring them forward.

16. Adjournment

THAT we adjourn the meeting at 2:37 pm

CARRIED



Signing Officer

Date

Beef & Light Horse Project Revision Ad Hoc (October 22, 2021)

- Request feedback during program policy and board meeting. Seeking more guidance on the Beef Manuals and activities
- Light Horse manuals will be more broke down into smaller sized manuals with a higher edit of Leader Guide
- Beef manuals will remain as four manuals, with edited content and more up to date graphics with a higher edit of Leader Guide.

Selections Committee Recommendations (October 23, 2021)

Recommendations:

THAT the Saskatchewan 4-H Builders Honour Roll award be created with the discussed terms and conditions from the Selections Committee Meeting.

Glenn Gress / Brittany Stepp *CARRIED*

THAT the new online platform for award applications be tabled to a future meeting.

Becky Huber / Glenn Gress *CARRIED*

THAT the deadline for Citizenship Congress, YAC and Leadership Summit be moved to November 15.

Glenn Gress / Trena Hoffus-Preston *CARRIED*

That Saskatchewan 4-H would cover 100% of 4 spots at \$700 for YAC, ED, Chair, and PLAC, and 50% of 6 spots for additional leaders or members at the 2022 4-H Canada Leadership Summit.

Glenn Gress / Becky Huber *CARRIED*

That it is recommended that the travel expense of the committee representative for 4-H Canada (Stan Figley) for the Town Hall be reflected in the budget.

Glenn Gress / Brooklyn Trask *CARRIED*

Program Policy Committee Recommendations (October 23, 2021)

Recommendations:

THAT management prepare an RFP and hire writer(s) for the beef and light horse revisions

Trena Hoffus-Preston / Dylan Watt *CARRIED*

[ACTION] Staff to continue to run the Discover 4-H Program with the following actions:

- *Reach out to volunteer groups (U of S, 4-H Alumni, corporations with volunteer requirements) to see if we can run this program in other urban centers.*
- *Run a "spring" session of the program*
- *Keep the same, static program (most cost effective, easier to send to volunteers, easy to discuss)*
- *Evaluate after each year, tracking how many members we are retaining - fully review program after three years.*

Below recommendation not passed – will be returned to Program Policy committee for discussion



To create policy within the Market Sale policies: “market animal must be shown at show of sale whether that be an Achievement day sale or regional show sale depending on how club’s complete their project year.

Louise Sroka / Dylan Watt

CARRIED

Finance Committee Recommendations (October 23, 2021)

[ACTION] Management and Foundation Representative work with Foundation to select a date for a collaborative meeting

THAT the Quarter 3 Financial Statements be approved as circulated.

Mike Kirzinger / Leah Clark

CARRIED

THAT the matured GIC funds be reinvested. Paige Barnes is authorized to invest \$50,000 in a Two-Year GIC at the best rate of the day. The remaining interest is to be invested in the money market fund.

Glenn Gress / Mike Kirzinger

CARRIED

THAT Management receive a detailed invoice for all payables from BhTech for overdue payments. The Finance committee is to receive this invoice, and their recommendation to the board for payment will be required prior to invoice being paid.

Alvin Pawlitza / Kylie Mackie

CARRIED

THAT we postpone the decision (to request Development Officer 40% support) to a meeting in December [held prior to the collaborative meeting of the Finance Committee and the Foundation Trustees].

Glenn Gress / Leah Clark

CARRIED

[ACTION] Need to clarify the “Development Officer” given that the staff structure has changed. Need to also provide the value (\$) and note that the percentage could be lower than 20%.

[ACTION] Management to integrate comments and discussion on Draft 1 of the 2022 Budget. Second draft to be reviewed at a meeting in December. General comments: amortization and casual staff should be updated to reflect actual estimates, await a better indication of membership and budget more conservatively, consider impacts of staff restructure, incorporate contingency, incorporate decision on program offerings (e.g. AGM, programs)

THAT management report back to the Finance committee with a report detailing the program and financial impacts of possible staff restructures

Mike Kirzinger / Leah Clark

CARRIED

THAT management incorporate decrease in board expenses in to the budget revision

Leah Clark / Mike Kirzinger

CARRIED

Governance Policy Committee Recommendations (October 23, 2021)

[ACTION] Committee to review Governance Review from 2015, and revisit Governance Review

THAT the Leadership Mentorship Proposal be presented to the board as is for implementation this fall

Louise Sroka / Jason Frey

CARRIED



[ACTION] Management to update the Orientation Manual to incorporate 4-H key messages and speaking points, as well as representing 4-H for fundraising/development. The Foundation MOU could also be included.

*THAT Leah Clark be designated as Board Evaluation Administrator
Louise Sroka / Dylan Watt CARRIED*

*THAT Becky Huber be designated as the ED Review Administrator.
Stan Figley / Dylan Watt CARRIED*

*THAT GP2 (2.1 to 2.8) be reviewed at the next board meeting for January.
Jason Frey / Louise Sroka CARRIED*

[ACTION] that we add to the Annual Board Calendar that the Governance and Program Policy committee set out their plans for what policies are to be reviewed for their year (to the May meeting with work planning – the intent is that all policy will be reviewed on a three year rotation.

*[ACTION] Add Question to Share Fair at Leaderama and revisit at next meeting
We are considering removing the 'December 31' date limit for Cloverbuds. Cloverbud members are welcome to join whenever they turn six.*

Nominations Committee Recommendations (October 23, 2021)

*That the deadline for nominations be February 10, 2021
Mike Kirzinger / Stan Figley CARRIED*

*That directors on the nominating committee will call nominees from others district (e.g. SW calls NE, NW calls SE and vice-versa)
Stan Figley / Mike Kirzinger CARRIED*

That Job Description & Nomination Form be amended:

- adjust the terms ("What commitment am I making".*
- adjust the A- .*
- Nomination Deadline changed to 2022.*
- Change to Glenn Gress to be listed as the contact for the committee*
- That the nominee questions be amended to read:*
- What interest you about being a director on the 4-H Saskatchewan Board of Directors*
- What do you feel are some of the biggest opportunities for 4-H Saskatchewan as an organization.*
- What do you feel are some of the biggest challenges going forward for 4-H Saskatchewan as an organization.*
- Adjust biography question to indicate they should speak clearly to their background skills, experiences, and training.*

Mike Kirzinger / Stan Figley CARRIED