



# Saskatchewan 4-H Council Board of Directors Meeting

January 28, 2023 | 8:30 AM – 2:00 PM | 4-H Provincial Office, Saskatoon.

**Chairperson:** Cameron Choquette

**Secretary:** Brittany Stepp

**Present:** Stacey Hawkins, Michell Heidecker, Robyn McNeil, Trena Hoffus-Preston, Mike Kirzinger, Louise Sroka, Jason Frey, Kylie Mackie, Danica Keifer, Aubrey Eaten (ED), Cameron Choquette, Dwayne Summach, Brittany Stepp

**Absent:** Becky Huber, Susan Avramenko

## MINUTES:

1. **Introductions** – Attitude of gratitude
2. Cam **called** meeting **to order** at 8:43 am with quorum reached. **4-H pledge was recited.**
3. **Conflict of Interest Declaration**
  - a. Mike Kirzinger has personal ties to both nominations to Builders Award nominees and Hall of Fame nominees.
4. **Approval of the Agenda with power to add**

**THAT** the agenda be approved with power to add

Carried

5. **Consent Agenda**

**THAT** all consent agenda items be approved as circulated.

Carried

Circulated: Minutes from Oct 29-30, 2022, AC Report, Ambassador Report, Development Report

6. **Unfinished business**

Circulated: For information, letter to be sent to [REDACTED].

**THAT** the letter be approved to send to [REDACTED] on behalf of the board

Carried

7. **New business:**
  - a. **Select date for the audit to be presented to the board.**

*Audit will take place Feb 7-8, 2023. The board will need to select a date for the audit to be presented and reviewed. Statements must be provided to the membership no less than 15 days before the AGM.*

**THAT Feb 27, 2023 at 7 pm** be selected for the audit to be presented to the board of directors.

Carried

**b. 4-H Canada**

i. Accreditation Update

Aubrey completed the accreditation annual checkup with 4-H Canada in December 2022. All required documentation has been submitted

ii. Membership Related

1. 4-H Sk P-LAC Representative.

*Current 4-H SK P-LAC representative serves for a two year term (2022-2024)*

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 4-H Saskatchewan wishes to bring forward at the Town Hall. Alternatively, could be brought up through Provincial Supervisor Group (ED) or Provincial Leadership Advisory Committee (elected board representative).*

**c. AGM**

i. Overview of AGM

Management will provide an overview of the 2023 AGM plan and outline areas of board responsibility.

ii. AGM Responsibilities

1. Provincial Council Meeting Front Table

The President, Executive Directors 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 appoints Mike Kirzinger seconded by Stacey Hawkins**

**Carried**

b. Board Voting Representative (For Resolutions/Electrons)

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**

**Mike Kirzinger appoints Trena Hoffus-Preston seconded by Louise Sroka**

**Carried**

**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.*

**Louise Sroka appointed as spokesperson for Nominations.**

**Becky Huber appointed spokesperson for Finances.**

**8. Risk, Compliance & Insurance**

**a. Risk/Incident Updates**

*No incident reports since last meeting*

*Received for information.*

**b. Compliance Update**

- i. Audit – the interm audit has taken place. The audit will take place Feb 7-8. The final statement will be presented to the board on Feb 27, 2023 at 7 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).*

- ii. Major Funding Agreements*

*Circulated: Proposed Ministry of Agriculture 3 Year Funding Agreement.*

*The Ministry of Agriculture 3 Year funding agreement is due March 31, 2023.*

*The attached draft has been reviewed by Aubrey Eaten and Bryce Lewans (Public Trust Specialist, Ministry of Agriculture). Board of directors review and recommendations will be needed before it can be signed.*

*The SPRA Global Funding Agreement report is being prepared for mid April.*

**9. 4-H Saskatchewan Update**

*As circulated: Executive Director's Q4 (Year in review) Progress Report*

*Management will provide an update on progress against targets set in 2023 Business Plan.*

*Received for information.*

**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**

*Circulated: 4-H Saskatchewan Q4 Budget to Actual Financial Comparison*

Cam Choquette presented report on behalf of Becky Huber

**b. Governance**

*Governance/Organizational Review*

*ED Performance Review and Board Assessment*

Aubrey Eaton (ED) presented report on behalf of Louise Sroka. Not much to report back.

**c. Selections**

Mike Kirzinger presented report

**d. Program Policy**

Brittany Stepp - No report to present due to meeting being postponed until closer to AGM as requested by 4-H Staff

**e. Nominations & Resolutions**

Mike Kirzinger presented report

***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.

**a. Finance**

Year-end financial statement (unaudited)

***THAT the Q4 financial statements be approved as presented.***

**Carried**

**b. Governance**

Board Assessment / ED Performance Review (n/a)

No recommendations

**c. Selections**

Hall of Fame Inductees

Inaugural Builder Inductees

***THAT Harvey Walter be inducted into the Hall of Fame. THAT Tracey Fitzsimmons & Thelma Howard be inducted into the Builders Award.***

**Carried**

**d. Program Policy**

No recommendations

**e. Nominations & Resolutions**

**a. Resolutions recommended for AGM**

**THAT District 1 Cloverbud resolution be put forward for AGM resolutions to be voted on by membership on March 18/19, 2023.**

**Carried**

**THAT District 10 Cloverbud resolution be put forward for AGM resolution to be voted on by membership on March 18/19, 2023**

**Carried**

*District 13 resolution be declined and this district will be notified.*

*Board of Directors draft motion was declined.*

*District 10: Be it resolved that all beef cloverbud members that pay a full membership fee have access to taking multiple beef projects. If a Regional show or club wants to limit numbers at their show then it must be disclosed in their club/regional show rules at the start of the membership year.*

*District 1: Be it resolved that rule 2.3.2 – 4c. be removed entirely from the 4-H policies because Cloverbud Beef members should receive the same benefits as any other aged member.*

*District 13: Be it resolved that 4-H Saskatchewan changes Policy 2.3.2 #4 to include: b. A trained 4-H leader may demonstrate on an animal for teaching purposes to Cloverbud and Junior members, at a 4-H or 4-H Sanctioned event, as needs arise.*

*Board of Directors: Be it resolved that under rule 2.3.2 Choice Eligibility of Project Animals. The number of project animals taken by any member in a given 4-H year will be determined by:*

- i. District Constitution*
- ii. Motion at the fall District Meeting*
- iii. Club discretion*

## **12. Correspondence / Other Business**

### **a. Items to/from other stakeholders**

#### **i. Resignation Letter**

Circulated: Cameron Choquette

#### **ii. District 8 Online Registration Letter**

Circulated: Letter

#### **iii. 4-H Foundation**

#### **iv. Ministry of Agriculture**

#### **v. Advisory Council**

#### **vi. 4-H Canada**

**THAT Correspondence be received as information**

**Carried**

**13. Next Meeting**

- a. Call of the chair
- b. 2023 Meetings
  - i. Auditor presentation / Meeting with Board - Feb 27, 2023 7 pm
  - ii. Pre-AGM Meeting – Mar 17, 2023 – Last meeting of the 2022-2023 board of directors
  - iii. AGM 2023 – Mar 18-19, 2023
  - iv. Re-organization Meeting – Mar 19, 2023 – first meeting of the new board for introductions and elections.
  - v. First meeting of new board – date TBD – April/May 2023 – Plan is for this to be an online ZOOM meeting (goal is to reduce spending and time spent on meetings)

**14. In-Camera**

- a. **ED Present** **Carried**
- b. **ED Excused** **Carried**

**15. Check-In**

**16. Adjournment** **1:04 pm** **Carried**