



Saskatchewan 4-H Council Inc.
Meeting of the Board of Directors
April 25, 2021; GoToMeeting Platform
MINUTES

Present: Becky Huber, Cameron Choquette, Louise Sroka, Mike Kirzinger, Michell Heidecker, Trena Hoffus-Preston, Glenn Gress, Jason Frey, Brittany Stepp, Kylie Mackie, Brooklyn Trask, Leah Clark, Cera Youngson (EO)	Regrets: Stan Figley, Alvin Pawlitza, Dylan Watt
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Chairperson: Glenn Gress

Secretary: Cameron Choquette

1. Welcome, Introductions, and Attitude of Gratitude

The meeting began with rollcall and a brief welcome. Directors shared gratitude for being able to meet and for optimism for more in person opportunities for our members on the horizon in coming months.

2. Call to Order & 4-H Pledge

President Choquette called the meeting to order with the reciting of the 4-H Pledge at 8:38 a.m.

3. Conflict of Interest Declaration

Directors Stepp, Kirzinger, Hoffus-Preston and Frey declared conflicts of interest related to scholarship applications.

Management declared a conflict as an individual member of 4-H Canada that has voted in the 4-h Canada Board of Directors election.

4. Approval of Agenda with Power to Add

THAT the agenda be approved with the Power to Add.

CARRIED

5. Consent Agenda

- a. Minutes and Recommendations – March 23, 2021
- b. 4-H Saskatchewan Report
- c. Chair's Report
- d. Advisory Council Report
- e. Ambassador Report
- f. Ministry of Agriculture – Minister's April 6 Letter

THAT the consent agenda items be accepted as circulated.

CARRIED

6. Unfinished Business

- a. 4-H Saskatchewan Database Project

AdSol staff Michael Baldwin and Sarah Hoddipott presented two technical demonstrations of the iMIS for Clubs product. The first was for 4-H Saskatchewan staff on April 6, 2021 and a session for volunteers/directors was held on April 13, 2021.

There were some questions and concerns arising from the demonstration which were discussed. There is a desire for a mechanism for General Leaders to 'approve' their club registrants before they are finalized. The bulk of discussion focused on ensuring that the membership and General Leaders are well-informed of the coming change, and well-supported throughout the transition.

THAT Management be authorized to proceed with transitioning Saskatchewan 4-H Council membership registration to the iMIS for Clubs platform for the 2021-2022 membership year.

- *The board of directors is to have an opportunity to trial the final system before it is launched to the membership*
- *The Advisory Council and ambassadors are to be engaged as champions.*
- *Clubs will have the opportunity to use paper format if they prefer.*
- *THAT \$30,000.00 be requested from the Saskatchewan 4-H Foundation (Hesje FUND) upon receiving the Adsol/iMIS invoice.*

CARRIED

7. New Business

a. Volunteer Screening List for Approval

An updated Volunteer Screening List was provided. Directors expressed concern that some general leaders were not aware that there were outstanding screenings in their club.

THAT the Volunteer Screening list be approved.

CARRIED

b. 4-H Canada

i. Updates for Information:

1. Accreditation & Brand Agreement

The Brand Agreement has been signed on behalf of Saskatchewan 4-H Council. We are awaiting the counter-signed document, and then will receive our accreditation insignia.

2. Annual General Meeting

4-H Canada's AGM will be July 13. Directors will be forwarded any relevant information (resolutions, etc.) that is received.

3. National Opportunities & Activities.

- 4-H Canada Scholarship applications are open until May 31.
- There is not information available on 2021-22 programs and opportunities (Member's Forum, Service Leaders, etc.)
- We are awaiting the final strategic plan and committee information following the February 24 Town Hall.

- 4-H Canada has arranged Media Training for senior leadership
- Those that have received AAP licenses will have an opportunity to meet monthly beginning in April 2021.

ii. 4-H Canada Director Elections

Elections have opened for 4-H Canada Board of Directors. Voting closes on April 30. We are a voting member and can vote for four of the six candidates below.

THAT Cameron Choquette to vote for 4-H Canada Board Nominees (Jones, Masters, Stone, and Whetter) on behalf of the Saskatchewan 4-H Council Inc.

CARRIED

c. 2019-2020 Aging Out Member Recognition

A director requests that we consider an acknowledgment or recognition/commemorative item for the members that aged out in 2020 to recognize their 4-H involvement and the disappointment of not being able to show/sell/achieve as they typically would in their final year due to the COVID programming suspension. The Board discussed, and did not decide to pursue a recognition/acknowledgement.

d. Agenda and Management Reporting

Directors reviewed a briefing note outlining proposed changes to the board agenda timeline recommending ways that reporting can be improved and administrative time reduced.

*THAT the Board of Directors Meeting Package will be sent 7 (seven) days prior to the meeting.
The Volunteer Screening list is an exception that can be sent ahead.*

CARRIED

8. Risk, Compliance & Insurance

a. Form Risk Management Committee

The Risk Management Committee is responsible for focusing on risk management to assist the board in its oversight of risk. The purpose of the committee is to ensure the existence of a strong risk management culture at all levels of the organization to effectively protect youth, volunteers, and our organizations' assets and reputation. Composition: Chairperson of Governance, and four other members of the board of directors. President and Executive Director as ex-officio.

THAT the 2021-2022 Risk Management Committee be formed with Jason Frey (as Governance Chair), Trena Hoffos-Preston, Leah Clark, Glenn Gress, as well as Cameron Choquette and Cera Youngson as ex-officio members.

b. Compliance

Management presented compliance report providing an annual update on compliance items (e.g. legal registration, provincial filings, payroll and MERC remittances.)

THAT the Compliance Report be received for information.

CARRIED

c. Insurance

Management is corresponding with 4-H Canada to arrange a presentation with a spokesperson from BFL for governing leadership and staff. They have indicated an interest in setting up national calls for all directors/staff. Directors will receive an updated insurance coverage overview and policy when it is available (awaiting from 4-H Canada, as it renews April 1 annually). See certificate of insurance.

9. 4-H Saskatchewan Update

Management provided an update on progress against targets set in 2021 Business Plan

10. Committee Workplans

The Chairperson of each committee shared their committee workplan for the year.

11. Committee Reports

The Chairperson of each committee provided a report to the board on the work of the committee including 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.

The finance committee set out the workplan and elected their chair, Becky Huber. Major items of discussion were: reporting to stakeholders and membership, monitoring the financial situation, and foundation relations.

b. Governance

The Governance committee set out the workplan and elected their chairperson, Jason Frey. The major items of discussion at the meeting were: Governance Structure Review and incorporating a youth voice, reviewing the march 20, 2021 AGM Resolution, developing a volunteer mentorship program, and venues for grassroots feedback.

c. Selections

The Selections committee created the annual workplan and elected their chairperson, Mike Kirzinger. Discussions included modernizing the scholarship platform, recognizing 4-H contributors and finalizing the adjudicators for scholarships.

d. Program Policy

The program committee set out the workplan and elected the chair, Brittany Stepp. Items of discussion were: beginning the review of the beef and light horse projects, setting out a timeline review of 4-H Saskatchewan projects, adopting the presented project review framework and procedures, AAFC funding for a new project and the possibility of a fourth Universal Record Book.

THAT the Committee reports be adopted as presented.

CARRIED

12. Committee Recommendations

The Board of Directors discussed and approved the recommendations of the committees. (attached)

THAT the selections (4), finance (2), and program (6) recommendations be adopted.

CARRIED

[ACTION] The governance recommendation (AGM resolution) will be deferred to the next meeting.

The Board made the following directives based on callouts and discussion resulting from the Workplans and Reports

- That Kylie Mackie will join the Beef Review/Revision Committee
- That the Program Policy add the Discover/Explore Program to their 2021-2022 Workplan

Discover / Explore Program	Committee to discuss how to revitalize the Discover/ Explore Programs	Program	Discuss at July meeting
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- That the Board of Directors add the Hall of Fame Eligibility (required tenure of 15 years or 30 years) to the July Agenda for further discussion
- That Alvin Pawlitz, Becky Huber and a staff person (to be designated by management) will form the new award/recognition subcommittee.
- That staff update the Club Constitution template to include a list of assets, a list of liabilities or commitments, and a dissolution clause.

13. Correspondence/Other Business

Items to other stakeholders (4-H Canada, 4-H Foundation)

- i. Correspondence to Ministry
Cameron Choquette and Cera Youngson to author a thank you letter to the Minister when the agreement is done.
- ii. Correspondence to 4-H Foundation
Mike Kirzinger with Cameron Choquette and Becky Huber to respond to correspondence with the foundation.
- iii. Correspondence to 4-H Canada
Cameron Choquette to discuss operations.
- iv. Correspondence to the Advisory Council

Information regarding record books, championing the new database, YAC process and governance committee questions (Dylan Watt and Louise Sroka to head).

14. Next Meeting

- a. Call of the chair
- b. 2021-2022 Meetings
 - 4-H Foundation Meeting – May 12, 2021
 - 4-H Canada AGM – July 13, 2021
 - Summer Conference Call – July 17, 18, 24 or 25
 - Fall Meeting – October 16/17, October 22/24 or October 29/31
 - Winter Meeting – January 28/30 or February 4/6
 - Pre-AGM Meeting – March 18, 2022
 - AGM 2022 – March 19 – 20, 2022

15. In-Camera

- a. ED Excused

THAT the meeting enter in-camera with ED excused.

CARRIED

- b. ED Present

THAT the meeting enter in-camera with ED present

CARRIED

16. Check-in

Directors closed the meeting with parting thoughts and thanks to all for a productive first meeting. Positive feedback was shared on the meeting timing, agenda package, and general tone and conduct of the meeting.

17. Adjournment

THAT we adjourn the meeting at 2:40 pm.