



Saskatchewan 4-H Council Inc.
Meeting of the Board of Directors
January 30, 2021; Saskatoon Inn Hotel & Conference Centre
MINUTES

Present: Becky Huber, Louise Sroka, Trena Hoffus-Preston, Michell Heidecker, Kati Culbertson, Stan Figley, Mike Kirzinger, Dylan Watt*, Brittany Stepp, Cera Youngson (EO), Glenn Gress, Leah Clark*, Jason Frey*, Nora Schock, Cameron Choquette, Alvin Pawlitza. (*) attended via teleconference	Regrets:
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Chairperson: Glenn Gress

Secretary: Cameron Choquette

1. Call to Order & 4-H Pledge

President Gress called the meeting to order with the 4-H pledge at 12:07 pm.

2. Gratitude Remarks

Directors began the meeting by sharing reasons they were thankful including the work that brought us to a strong financial position at year-end, the volunteers and leaders who are creating a place for young people to belong during COVID.

3. Approval of the Agenda

THAT the agenda be approved as presented.

CARRIED

4. Conflict of Interest Declaration

Director Schock declared a conflict of interest as she is a scholarship sponsor. Director Watt declared a conflict as he had applied for a scholarship.

5. Consent Agenda Items

THAT the following consent agenda items be approved as circulated:

- Minutes and Recommendations – December 17, 2020
- Advisory Council Report
- Ambassador Report
- Ministry of Agriculture Report

CARRIED

A director commented that the AC Report has been compiled by staff and suggested that the Advisory Council determine a way to take on this responsibility themselves.

THAT the board recommend to the Advisory Council that they designate a member to be responsible for developing the AC Report to the Board.

CARRIED

6. Business Arising from Minutes

a. Maple Creek Meeting

At the December 17 meeting, requested that items and outcomes from the Maple Creek meeting be distributed to committee. Applicable items were distributed to either the finance or program policy committee. Those that remained were discussed by the board of directors together.

THAT Regional Town Halls be added to the Leaderama program for fall 2021.

Governance committee to continue towards creating this venue for grassroots leaders and volunteers to have an opportunity to be heard and have questions answered. Would like to see this as a Town Hall / open mic style. Will need to determine an appropriate moderator, and ensure they have the skills or training manage conversation and collaboration. Would like to see a written documentation of action items that come out of the town hall.

CARRIED

THAT management take the qualities of the staff/specialist feedback provided and integrate where appropriate and applicable for hiring, training and evaluation of staff.

CARRIED

THAT President Gress and Ms. Youngson author a follow-up letter to Ms. Mackie to share the discussion that was had and the items that were decided

CARRIED

a. 4-H Saskatchewan Database Project

i. Mitacs Student Intern Project

The Mitacs Student Internship project with intern, Taryn Leason is complete. The full report was provided to directors, alongside a proposal/quote for the recommended product.

ii. 4-H Canada - National Infrastructure Leadership

At the December 17 meeting, following 4-H Canada's Town Hall directors were updated on 4-H Canada's emerging strategic priorities including intention to lead exploration / development of nationally infrastructure projects (websites/databases).

THAT the 4-H Saskatchewan Database Project be tabled to a future meeting.

CARRIED

- **ACTION ITEM** – Glenn Gress and Stan Figley to reach out to Valerie Stone to receive information on a timeline for 4-H Canada's infrastructure projects as it impacts our decision to move forward.

7. New Business

a. Volunteer Screening List for Approval

THAT the volunteer screening list be approved as presented

CARRIED

b. Accreditation Update

i. Brand Agreement

Directors reviewed the circulated second draft and Q&A document provided by 4-H Canada.

THAT the 4-H Canada brand agreement be accepted, and Glenn Gress be authorized to sign the finalized version on behalf of 4-H Saskatchewan.

CARRIED

ii. Outstanding Accreditation Related Files

The final policy changes required for accreditation were circulated and discussed. Policy changes are to be effective for the new registration year beginning September 1, 2021.

THAT the Policy Suite PP-1 – Saskatchewan 4-H Requirements be amended as presented to align with accreditation related policy changes.

CARRIED

THAT the Policy Suite PP-3 – Programs be amended as presented, with addition to refer to 5.2.4 to align with accreditation related policy changes.

CARRIED

THAT the Policy Suite PP-5 – Communications be amended as presented to align with accreditation related policy changes.

CARRIED

THAT the Policy Suite PP-6 – Risk be amended as presented to align with accreditation related policy changes.

CARRIED

THAT the Policy Suite Appendices be amended as presented to align with accreditation related policy changes.

CARRIED

ACTION ITEM – Management to ensure a revised copy of the MOU for leaders is sent in the 2021 Registration Package as well as relevant policy change information (incident reporting, activity planning, program safety, processes for dealing with conflict and behaviour).

ACTION ITEM – Management to ensure that all accreditation related policy changes are clearly communicated to our volunteers and leaders so that they are aware of the changes, and where to go to find the relevant information. Recommend making this easy to understand in a format such as a flowchart.

c. 4-H Canada Topics

i. 4-H Canada Leadership Summit Attendees

As there were financial implications, the Selections Committee had elevated this discussion to the board table.

THAT 4-H Saskatchewan fund up to 20 (twenty) positions for the 4-H Canada Leadership Summit.

CARRIED

ii. 4-H Canada Town Hall follow-up and Provincial Leadership Advisory Committee

4-H Canada held a series of consultations with provincial organizations in the fall and then utilized the feedback to develop the 4-H Canada Resilience Plan which was shared with provincial representatives (chairs) at the November 13 Town Hall. At that meeting, the representatives unanimously endorsed strategic priorities moving forward. The Terms of Reference for the new Provincial Leadership Advisory Committee were presented.

THAT Director Stan Figley be nominated as the Saskatchewan representative to the Provincial Leadership Committee (one-year term – renews in January 2022, and every two years thereafter).

Louise Sroka/Becky Huber

CARRIED

ACTION ITEM – A position description for the PLAC Representative will need to be developed and added to the Orientation Manual.

iii. 4-H Canada Resolution Process

Directors discussed whether there were any items that 4-H Saskatchewan wishes to bring forward. The 4-H Canada resolution deadline is typically late March. No resolutions will be submitted. Some other items were discussed, and suggested that our PLAC representative bring them to that table.

ACTION ITEM – Director Figley to bring forward discussion around the limitations created for grassroots clubs by spouses being unable to fulfil the Rule of Two.

a. AGM Related

iii. Nominations

The nomination report from the Nominations & Resolutions Committee was read and discussed. Directors reopened the discussion on the following



recommendation that had been passed at committee: "THAT we extend the deadline to Monday, February 22, 2021."

THAT the recommendation to extend nominations deadline until February 22, 2021 be accepted.

DEFEATED

iv. Resolutions

No 2020 board meeting decisions affected bylaws (which need to be presented to the membership at the next AGM). No member proposals/resolutions were received. Staff had proposed a potential resolution to ensure that there was an item for debate at the meeting.

THAT the board of directors put forth the proposed resolution to the Annual General Meeting.

Whereas folded clubs do not always close out their bank accounts when they are dissolved, and

Whereas many bank accounts from folded clubs still contain large sums of money that sit unused, and

Whereas members and leaders trying to "restart" clubs have difficulty gaining access to these bank accounts of previously folded clubs,

Be it resolved that:

All 4-H clubs that do not return to operations at the start of the 4-H year must submit a year end summary for the prior year, close their bank account, and transfer all remaining funds to the Saskatchewan 4-H Council to be held in trust.

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CARRIED

v. Financial Statements

Directors noted that Financial Statements must be made available to the membership no later than March 5, 2021. A meeting will be set with the auditor between February 24 and March 5.

vi. Other Items

Directors discussed other information or announcements that could be made as a part of the AGM program. Suggestions included an update on our Government Agreement, the Hesje Major Gift, the implementation of the Provincial Leadership Advisory Committee, and the database project (depending on progress).

8. 4-H Saskatchewan Update

Management provided two documents:

- 1) 4-H Saskatchewan: 2020-A Year in Review with outlined our programming, as well as successes and challenges in 2020
- 2) 4-H Saskatchewan 2021 Business Plan which outlines intended path forward in the new year.

The business plan is to be tabled to the meeting with the auditor.

9. Committee Reports

- a. Chairperson Alvin Pawlitza presented a verbal report from the Finance Committee
- b. Chairperson Stan Figley presented a verbal report from the Governance Committee as well as from the Nominations & Resolutions Committee
- c. Chairperson Brittany Stepp presented a verbal report from the Program Policy Committee
- d. Chairperson Kati Culbertson presented a verbal report from the Selections Committee

THAT the reports be accepted as presented.

CARRIED

10. Committee Recommendations

THAT the Finance Committee Recommendations be approved as presented

CARRIED

THAT the recommendation to approve the budget (with noted changes and caveat) be approved as presented*

Including the removal of the membership fee and \$10,000 increase in sponsorship). With the caveat that the finance committee will have the ability to revisit and amend over the 2021 year to be able to respond/react to COVID restrictions impacts on programming, and to be able to respond to future decisions regarding the database project (eg. national infrastructure or iMAS), response to Enterprise Communication RFI

CARRIED

THAT the Governance Committee Recommendations be approved as presented

Becky Huber/Cameron Choquette

CARRIED

THAT the Program Policy Committee Recommendations be approved as presented

CARRIED

THAT the Public Speaking recommendation be approved as presented with the following clarifications

- *The Timeline for public speaking is to be moved backwards. Provincials would be held in end of April or early May, and Regionals would be in mid-April. District recommended timeline should be within late March to mid-April.*
 - *Clubs that do not wish to participate in the competitive (district/regional/provincial) can meet their public speaking requirement and choose to be non-competitive and wait to hold their events when safely allowed, or do a video submission to meet their needs now.*
 - *Competitive clubs should move forward with live virtual (or be prepared to do in person if the option is allowable by the date they select)*
 - *District competitions may proceed live virtual (or in person if the option is allowable by the date they select).*
 - *Regional Events will be hosted by the office (assistance of regional committees where they are interested in being involved)*
 - *Provincial competitions will be hosted by the Provincial Office end of April / early May*
- CARRIED

THAT the Selections Committee Recommendations be approved as presented

CARRIED

11. Correspondence / Other Business

a. Items to other stakeholders

Directors discussed correspondence to other stakeholders:

- Contact Valerie Stone about national infrastructure project
- Stan Figley to bring forward spouse rule to PLAC
- Advisory Council recommendation to take responsibility for their report.

b. Issues Management – Kylie Mackie Correspondence

Directors received a letter of concern following the cancellation of the Leaderama virtual forum as information.

12. Next Meetings

- a. Call of the Chair
- b. Conference Call with the Auditor (last week of February)
- c. Pre-AGM Meeting (between March 10 – March 18)
- d. Annual General Meeting (March 20, four locations)
- e. 2021-2022 Meetings
 - Post AGM – First meeting of the new board for introductions and elections (March 23)
 - Spring meeting – first board and committee meetings of new board (late April and early May)

13. In Camera

THAT we enter in-Camera session with Executive Director excused

CARRIED



CANADA
4-H Saskatchewan

THAT we enter in-Camera session with Executive Director present

CARRIED

14. Check-in

Directors did not complete a check-in.

15. Adjournment

THAT we adjourn the meeting at 7:09pm.

Chairperson

Secretary