



**Saskatchewan 4-H Council Inc.**  
**Meeting of the Board of Directors**  
**October 25, 2020; Saskatoon Inn; Saskatoon, SK**  
**CORPORATE MINUTES**

|  |                 |
|--|-----------------|
| <b>Present:</b><br>Stan Figley, Brittany Stepp, Cera Youngson (EO), Glenn Gress, Leah Clark, Nora Schock, Alvin Pawlitzka, Kati Culbertson, Michell Heidecker, Cameron Choquette, Becky Huber, Mike Kirzinger, Trena Hoffus-Preston, Louise Sroka, Dylan Watt. | <b>Regrets:</b> |
|--|-----------------|

Chairperson: Glenn Gress

Secretary: Cameron Choquette

Director Clark indicated that she would be abstaining for all votes due to the writ legislation currently in place that requires her to not show bias.

**1. Call to Order & 4-H Pledge**

President Gress called the meeting to order with the 4-H pledge at 8:47am.

**2. Attitude of Gratitude**

Directors expressed their gratitude for being able to gather in person, connect with each other, and learn more about how we can contribute to the strength of the 4-H program.

**3. Approval of the Agenda**

*THAT the agenda be approved as amended with the addition of Ms. Mackie's correspondence.*

CARRIED

**4. Conflict of Interest Declaration**

Director declared a conflict of interest as a scholarship donor.

**5. Consent Agenda**

- a. Meeting Minutes from: August 13
- b. Saskatchewan 4-H Council Report
  - i. Saskatchewan 4-H Foundation Update
  - ii. 4-H Canada Update
- c. Ministry of Agriculture (due to WRIT, there is no update)
- d. Advisory Council Update

*THAT the consent agenda items be approved as presented.*

CARRIED

**6. Unfinished Business**

**a. Form Nominations and Resolutions Committee**

*THAT the Nominations and Resolutions Committee be struck with Directors Pawlitzka, Frey, and Huber in addition to President Gress, Vice President Figley, and Executive Director Youngson.*

CARRIED



**b. Form Risk Management Committee**

*THAT the Risk Management Committee be struck with Directors Kirzinger, Frey, Sroka, and Secretary Choquette.*

CARRIED

**c. Executive Position Elections**

For the position of Vice President, both Directors Figley and Culbertson let their names stand for election. **Director Figley** was elected as Vice President for a term ending at the 2021 AGM of the Council.

For the position of Secretary, both Directors Stepp and Choquette let their names stand for election. **Director Choquette** was elected as Secretary for a term ending at the 2021 AGM of the Council.

For the position of Foundation Representative both Directors Pawlitza and Kirzinger let their names stand for election. **Director Pawlitza** was elected as Foundation Representative for a term ending at the 2021 AGM of the Council.

For the position of AC Representative, both Directors Stepp and Schock let their names stand for election. **Director Schock** was elected as AC Representative for a term ending at the 2021 AGM of the Council.

*THAT the ballots be destroyed.*

CARRIED

*THAT the Council's signing authority be amended to include Glenn Gress, Stan Figley, Cameron Choquette, Cera Youngson and Shelby Corey.*

CARRIED

**d. Incorporating a Youth Voice at the Board (Tabled from Feb)**

(February 20, 2020 Motion) THAT the Board refer the matter of member representation on the Board to the Governance Committee to examine and evaluate the Advisory Council, Member Delegates and youth participation in governance, our current structure, and how the Council can proceed to improve our governance as a whole.

Vice President Figley indicated that the Governance Committee has this item on its workplan for post-AGM 2021. Incorporating youth voice will be examined as well as an overall governance review of the Council to determine if our structure is best serving the needs of our members and leaders.

**e. Accreditation**

**i. Action Plan / Letter to 4-H Canada**

Management presented the letter to 4-H Canada that asked for an extension to meet accreditation standards and detailed the Action Plan to meet the requirements by February 15, 2020.



**ii. 4-H Council and 4-H Foundation MOU / Agreement**

*THAT the Council present the memorandum of understanding to the Foundation and pending their approval, President Gress be permitted to sign the MOU.*

CARRIED

**iii. Incident Reporting Platform**

Management spoke to how the incident reporting platform would be used and expressed concerns about who will have access to the data. Being that the platform is owned by 4-H Canada, there are some clarifications around permissions and access that need to be addressed.

*THAT the Council ask for a memorandum of understanding be drafted between 4-H Canada and the Council for the use and access of the incident reporting platform.*

CARRIED

**iv. Brand Agreement**

The Board reviewed the draft brand agreement from 4-H Canada alongside legal counsel's opinion of the agreement. Management will ask 4-H Canada to answer some questions to clarify clauses around ability to maintain usage (promotional store items, sanctioning third-party event hosts, domain names) and structure/terms of the agreement.

**f. Hall of Fame**

*THAT the Hall of Fame option as presented by Management to renovate the Hall of Fame in a plaque and ledge format be approved in the amount up to \$2,500.*

CARRIED

**7. New Business**

**a. Volunteer Screening List for Approval**

*THAT the volunteer screening list be approved as presented.*

CARRIED

*THAT the Council accept late training and screening documents from returning leaders until the club registration deadline of November 15, 2020.*

CARRIED

**b. 2021 Operations Plan and 2021 Budget**

The Board reviewed the first draft 2021 budget in detail and provided comments on reducing lottery revenue, reviewing phone/technology costs, and the total amount of wages and salaries present in the budget. A discussion took place on the Council's 9.4 FTE, workload, and how best to manage programs in a virtual setting.

Management will integrate the feedback given and present a second draft of the budget at the next meeting.



**c. 4-H Canada Strategic Plan & Town Hall Preparation**

**v. Strategic Planning Meeting – Oct 26**

Directors are invited to attend this facilitated discussion to help 4-H Canada develop their next strategic plan. A [Strategic Planning Deck](#) was provided to directors.

**vi. Town Hall – November 13**

This town hall will be a chance for senior leadership from across the provinces to engage with 4-H Canada's leadership. President Gress will be in attendance virtually.

**d. Leaderama**

Directors were encouraged to plan to attend the upcoming Leaderama programs (December 12 in Swift Current and Melfort). Directors also discussed options for Share Fair/Table Talks, which are an opportunity to gather feedback from grassroots leaders and senior members. Suggestions included: lottery/fundraisers, governance/organizational structure, and online registration.

**e. 2021 AGM Planning Directive**

Management presented three options for 2021 AGM – proceeding virtually (as it was in 2020), planning towards an in person event at the Saskatoon Inn (limited to unknown gathering limits, but likely needing to be significantly reduced from the regular 200), and a hybrid option (four regional meetings held in-person and then connected virtually for the Provincial Council meeting). It was determined that hybrid would be the best option, as there was an interest in bringing people safely together in person, but it is uncertain/unlikely that we would be able to gather the 80-100 needed for provincial council AGM in person under Public Health restrictions.

**f. Risk Management – Incident and Insurance Updates**

vii. The national insurance manual will be to provinces for review week of Nov 2.

**8. Committee Reports**

Each committee met Saturday, October 24. They reviewed their terms of reference, elected their chairperson, and set out their workplan for this shorter-than-normal year.

The **Finance Committee** Chairperson will be Alvin Pawlitz. Items discussed included focusing on our relationship with the 4-H Foundation (finalizing our MOU and determining if there are changes needed to donation options and current year funding, and the development officer support), investment options in the COVID environment (alternative short-term options while the GIC market is poor), and monitoring financial progress for the new budget year.

The **Program Policy Committee** Chairperson will be Brittany Stepp. Items discussed included integrating a bullying resource document from 4-H Canada in to our materials, a workplan with communication improvements and website suggestions, and the Cloverbud Beef Project and Electronic Record Book resolutions from AGM. The committee also discussed temporary adjustments to program policy (speaking, curling, livestock show rules) due to COVID restrictions, and developing safety and risk guidelines in project and program frameworks.



The **Selections Committee** Chairperson will be Kati Culbertson. Items discussed included the rubric for travel interviews and how to improve it, and options to increase the number of applicants and ease of application for both travel awards and scholarships. The committee discussed upcoming opportunities which have been transitioned to virtual programs (Citizenship Congress, Leadership Summit), and how to encourage attendance and select attendees.

The **Governance Committee** Chairperson will be Stan Figley. Items discussed included the club dissolution donation resolution from AGM, a committee chairperson description for the orientation manual, and changes to the nominations process. A task group was formed to review the ED performance review template, and plans were made to develop a Terms of Reference for the board. Plans were set out for the Board Assessment and ED Performance review processes in early January.

**9. Committee Recommendations**

*THAT the finance committee recommendation be approved as presented.*

CARRIED

*THAT the governance committee recommendations be approved as presented.*

CARRIED

*THAT the program policy committee recommendations be approved as presented.*

CARRIED

*THAT the selections committee recommendations be approved as presented.*

CARRIED

**10. Correspondence/Other Business**

**a. NEW – Standing Item – Items to other stakeholders (4-H Canada, 4-H Foundation)**

- Correspondence to Ministry
  - A letter of congratulations to the incoming Minister of Agriculture is to be authored.
- Correspondence to 4-H Foundation
  - The 4-H Council/Foundation MOU, as well as recommendations from the November 9 Finance Committee Meeting.
- Correspondence to 4-H Canada
  - Request for an MOU for iSight platform, questions from the Brand agreement and feedback/insight for Strategic Planning Process.

**b. Ministry – Governance Training Opportunity**

|                             |   |                         |                              |
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| <b>Essential Governance</b> | These sessions will focus on best practices for board governance. | <b>Nov. 24-25, 2020</b> | <b>February 9 – 10, 2021</b> |
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| <b>Oversight</b>           | Provides an in-depth look at financial oversight, Executive Director assessment, informing the board, crises management and more.      | <b>December 9 – 10, 2020</b> | <b>February 23-24, 2021</b> |
| <b>Governance Systems</b>  | Develop a board profile and director role descriptions, director orientation and onboarding, as well as assessments and board culture. | <b>January 12-13</b>         | <b>March 3-4</b>            |
| <b>Strategy &amp; Risk</b> | Strategic planning, identifying and monitoring risk, as well as developing a risk register for your organization.                      | <b>January 27-28, 2021</b>   | <b>March 16-17, 2021</b>    |

### c. Concerned Leader Correspondence

A change.org petition created by a concerned leader was provided to the board on Friday, October 23. Directors reviewed the petition and accompanying letter. The board formed a task group to set a meeting with the concerned leader to hear her concerns and find a resolution.

#### 11. Next Meeting

- Leaderama – December 12 – Not a meeting. Directors are encouraged to attend.
- Conference Call - December TBD
- Doodle Poll to select Winter Meeting date – January 29-30 or February 5-6

#### 12. In-Camera

*THAT the meeting enter in camera.*

CARRIED

*THAT the meeting exit in camera.*

CARRIED

#### 13. Adjournment

With there being no further business, we adjourn the meeting at 5:59pm.