



**Saskatchewan 4-H Council Inc.**  
**Meeting of the Board of Directors**  
**October 23 - 24, 2021; Cargill Facility, Aberdeen, SK**  
**MINUTES**

Cameron Choquette, Louise Sroka, Dylan Watt, Michell Heidecker, Trena Hoffus-Preston, Glenn Gress, Brittany Stepp, Stan Figley, Mike Kirzinger, Leah Clark, Becky Huber, Brooklyn Trask. The following directors attended virtually: Jason Frey, Alvin Pawlitza, Kylie Mackie	<b>Regrets:</b>
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Chairperson: Cameron Choquette

Secretary: Brittany Stepp

**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 4:30 pm on Saturday, October 23.

*Note: The meeting began October 23 and was recessed at 5:58 pm. The meeting resumed on October 24 at 8:45 am. Some items were discussed out of this agenda order for better flow of the meeting, but have been recorded in order for readability of the minutes. This has been noted by the item, where applicable.*

**3. Conflict of Interest Declaration**

The following directors declared conflicts and were recused from relevant conversations:

- Michelle Heidecker is related to a director on the Melfort Regional Show board.
- Cameron Choquette is from the same community as M.Sutter.
- Brittany applied to be the Agribition Chaperone.
- Mike Kirzinger works for a sponsor.

**4. Approval of the Agenda with Power to Add**

*THAT the agenda be approved with the Power to Add and with the agenda items reordered as discussed, addition of the verbal Chairs Report, and "Cloverbud Age Deadline" item.*

CARRIED

**5. Chair's Report**

Cameron Choquette provided a brief verbal report. He has attended a 4-H Canada national strategic fundraising call, conducted an exit interview for an outgoing staff member, and connected with the new chair of 4-H Canada, Carlie Whetter.

**6. Consent Agenda**

The following items were circulated with the agenda:



- Minutes and Recommendations – April 25, 2021
- Advisory Council Report
- Ambassador Report
- Development Report

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

CARRIED

## **6. New Business**

### **a. Cloverbud Age Deadline**

*Item discussed at beginning of meeting*

The Governance Committee had spent some time on this item and elevated it to the board for discussion. A director had suggested that the board consider amending the deadline for a Cloverbud to turn six to be eligible for 4-H (currently December 31 of the membership year). The goal would be to allow members to join *once* they turn six regardless of date. Benefits would be to recruit members to 4-H earlier and to increase membership. The concerns or issues discussed included difficulties meeting 4-H requirements (e.g. public speaking, animal selection deadlines) if joining later in the year, whether there would be insurance coverage.

**[ACTION]** *That the Cloverbud Age Deadline information be presented at Share Fair at Leaderama for discussion and feedback to the board. The board would consider submitting this as a resolution to AGM 2022 if feedback is positive.*

### **b. Volunteer Screening List for Approval**

A list of Volunteer that had completed the required screening documentation was presented. A note was provided that there were a few with outstanding criminal record checks due to issues at their detachments. These were approved pending the receipt of their acceptable criminal record checks.

*THAT the Volunteer Screening list be approved.*

CARRIED

### **c. M. Sutter Correspondence**

M. Sutter had sent in a letter requesting the board address a decision made by the Melfort Regional Show Committee. The board discussed briefly (M.Heidecker recused herself) before directing to the Risk Management Committee.

*THAT the board defers this appeal to the Risk Management Committee.*

CARRIED

**[ACTION]** That Melfort Regional Show Committee be provided an opportunity to submit their own documentation and reasoning for the decision rendered. The committee can then address and provide a decision for M.Sutter and the Melfort Regional Show Committee

**d. Review Foundation MOU**

The Foundation / Council MOU is to be reviewed annually. The board discussed possible changes to be brought to the Foundation at their fall meeting.

*THAT the board approves the Foundation / Council MOU with the suggested amendments*

- *replace the Council Chair's name*
- *remove pending accreditation from point #2*

*CARRIED*

**e. Risk, Compliance & Insurance**

Management provided a brief risk, compliance, and insurance update. No incident reports had been received since July meeting. The Risk Management Committee needs to convene a meeting before year-end and is tasked with working on a Risk Register. The interim audit has taken place. Management is still working with 4-H Canada to arrange a director/staff insurance overview with BFL Canada representatives.

**f. 4-H Saskatchewan Update**

*Item presented Friday, October 22 and discussion took place Saturday, October 23*

Management provided an update on progress against targets set in the 2021 Business Plan. Highlights included an update on the launch of My4-H Online (IMIS system), challenges with staff resignations and hiring, low program registrations,

Management also presented the draft to the 2022 Budget and Business plan and directors discussed what to include in the next revisions.

*THAT the information be received.*

*CARRIED*

*THAT the meeting be paused at 5:58 pm on October 23.*

*The meeting resumed on October 24 at 8:45 am with the recital of the pledge.*

*CARRIED*

## 7. Unfinished Business

### a. Governance Recommendations (AGM Resolutions)

At both the April and at the July Board Meetings the board of directors tabled the Governance Committee recommendation on the 2021 AGM resolution to give time to further refine it so as to address concerns (where funds had a specific purpose locally) and to respect the 2020 AGM resolution that “funds raised for 4-H should stay with 4-H”. After discussion, the board had solidified their intention (to allow for dissolved funds to support “other” organizations in extenuating circumstances if presented to and approved by the board of directors), but still needed to work on the exact wording.

*THAT Management provide a draft revision of the policy so to capture the spirit of the discussion and ensure readability. Request that it be presented side-by-side with original to illustrate changes.*

*CARRIED*

*[ACTION] Once confirmed, the board feels it is important to clearly communicate to clubs that they should consider any local/sponsor requirements for their funds, and to ensure they clearly understand what will happen with the funds (held in trust with 4-H Saskatchewan for the two-year waiting period and then distributed as directed by the club. If the club restarted it would receive its funds back).*

## 8. COVID & 4-H Programming

Directors reviewed a package of information from 4-H Canada, as well as a letter received from a parent requesting 4-H Saskatchewan implement a vaccination mandate.

Directors considered and discussed trends related to COVID and youth programming in Canada and were asked to decide what (if any) adjustments should be made to program planning and/or 4-H requirements. Notable themes or areas of discussion included: respect for government to set mandates, respect for families to make choices, not wanting to exclude members, lack of capacity to enforce a mandate, concern that responsibility would be placed on volunteers to manage mandate locally, existing ability for clubs to select venues with mandates if this is their preference, distance for some clubs from testing areas. Management provided an update on the 4-H office building COVID requirements for staff.

*THAT 4-H Saskatchewan will not enforce an organizational mandate for vaccination. 4-H Saskatchewan will follow the requirements of the government and expect participants to follow the requirements applicable to the venue or activity type being utilized or undertaken.*

*CARRIED*

*[ACTION] Management and Chair to respond to letter from concerned parent*

*[ACTION] Management to author a COVID statement and key messages based on the discussion held during this meeting and provide to the board within one week*

## 9. 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.

- **Finance.**

Committee chair, Becky Huber provided a verbal update on the work of the Finance Committee. At their October 23 meeting, the main items of business were Quarter 3 statements, investment updates, and the first draft of the 2022 budget. All directors were provided the Q3 Budget to Actual Financial Comparison and Becky Huber went over some highlights including the successful reduction of PTO accrued liability, new Development Office report, significant outstanding invoice for network administration, and highlights from the budget discussion.

- **Governance**

On behalf of Committee chair, Jason Frey, Cameron Choquette provided a verbal update on the work of the Governance Committee held on October 23. Main items of business were the governance review facilitator discussion, involvement of the advisory council, mentorship program for leaders, and preparing for the board assessment and ED Performance Evaluation.

- **Selections**

Committee chair, Mike Kirzinger provided a verbal update on the work of the Selections Committee at their October 23 meeting. Main items of business were the terms created for the new '4-H Honour Roll award' and arranging for upcoming Selections including the first travel awards since COVID (Leadership Summit and Citizenship Congress).

- **Program Policy**

Committee chair, Brittany Stepp provided a verbal update on the work of the Committee at their October 23 meeting. Main items of business were determining the next step following the beef and light horse project reviews, how to revitalize the discover/explore programs, overview of planned programming changes, and ethics and integrity relating to market animal sales.

- **Nominations & Resolutions**

Newly elected Committee chair, Glenn Gress provided a verbal update on the work of the Committee at their October 23 meeting. They reviewed the positions up for re-election (noting that there are one-year terms in NW and NE to finish the roll-in to three year terms), the change of the deadline for nominations to February 10, and small changes to the nomination form and questions.

*CARRIED*

## **10. Committee Recommendations**

Recommendations and action items from each of the following committee meetings were circulated.

- a. Finance
- b. Governance
- c. Selections
- d. Program Policy

A recommendation regarding market animal shows and sales was removed for further consideration by the committee.

- e. Nominations & Resolutions

*THAT all the Committee Recommendations be adopted as presented.*

*CARRIED*

## **11. Correspondence/Other Business**

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

#### **i. Ministry of Agriculture**

Representative Leah Clark provided a brief verbal report highlighting that October is Agriculture Month, drought and cattle producer support programs, and the new public trust survey available on Saskatchewan.ca

#### **ii. Advisory Council**

Youth representatives Watt and Trask spoke to the AC report as well as discussion from governance committee on how to engage youth voices. There is an appetite from the existing YAC who are eager to be included and have more representation / voice at the board level.

*THAT we invite the Advisory Council members to join as a voice to committee meetings such as selections, governance & program policy.*

Becky Huber / Louise Sroka

CARRIED

[ACTION] Advisory Council also to be invited to sit in on the pre-AGM Board Meeting in person

[ACTION] Management to direct Discover Program questions to the Advisory Council for feedback

#### **iii. 4-H Canada**

Management provided a brief update on the new national strategic and operating committees which are beginning their work and developing their terms of reference. These align with 4-H Canada's revised strategic plan.

Director Figley, the Saskatchewan representative to the Provincial Leadership Advisory Committee to the 4-H Canada Board (P-LAC) provided a report. He spoke to all provinces completing accreditation, a revamp of the LEARNS website, and different growth strategies across Canada following a significant membership decrease due to COVID. He shared information from other provinces and 4-H Canada related to COVID, and noted that insurance will not cover COVID related claims. 4-H Canada is also considering standardizing governance training. The board discussed the impact of increased training and screening requirements on volunteers and tasked both Management and Figley to ensure this is voiced to 4-H Canada through our channels.

iv. **Other Business**

Director Gress shared an update about an opportunity and interest for 4-H programming in a local indigenous community where he has a family connection. He will correspond with Leah Clark and Management for resources.

**12. Next Meeting**

- Call of the Chair
- 2021-2022 Meetings
  - Foundation Meeting (Date TBD) following Fall Meeting
  - December Foundation / Finance Meeting TBD
  - Winter Meeting – February 4-5-6
  - Meeting with Auditor – February 23
  - Pre-AGM Meeting – March 18, 2022
  - AGM 2022 – March 19 – 20, 2022

**13. In-Camera**

*THAT we move in camera*

*CARRIED*

*THAT we move out of camera*

*CARRIED*

[ACTION] Management to work with Leah Clark to consider change of accommodations to reduce costs.



**14. Adjournment**

*THAT we adjourn the meeting at 12:39 pm*

CARRIED

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Signing Officer

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Date