



CANADA

4-H Saskatchewan

# Saskatchewan 4-H Council Board of Directors Meeting

January 27, 2024 | 8:30 AM – 2:00 PM | 4-H Provincial Office, Saskatoon.

**Chairperson:** Jason Frey

**Secretary:** Robyn MacNeil

**Attendance:** Aubrey Eaton, Jason Frey, Kristin Caldwell, Robyn MacNeil, Louise Sroka, Mike Kirzinger, Stacey Hawkins, Trina Hoffus-Preston, Danika Keifer, Susan Avramenko, Scott Downie, Kylie Mackie, Joanne Richmond, Dwayne Summach, Shelby Longworth (Staff) and Melodi Hawksford-Lee (Staff-Online).

**Regrets:** Austin Olson

8:30 am

## Minutes

### 1. Welcome, Introductions, and Attitude of Gratitude

Directors are asked to introduce themselves, and share a **highlight of their membership year so far, as well as what they are most looking forward to in the upcoming year**, and something they are grateful for to begin the meeting.

### 2. Call to Order & 4-H Pledge

President Frey will call the meeting to order with the recital of the 4-H Pledge.

- Jason Frey calls the meeting to order at 8:38am.

### 3. Conflict of Interest Declaration

Directors are asked to declare any conflicts related to the topics on this agenda.

- Robyn MacNeil has a conflict with agenda item 11H a, Hall of Fame. (signed application)

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

Motion: THAT the agenda be approved with Power to Add.

Carried

### 5. Consent Agenda

Motion: THAT all consent agenda items be approved as circulated.

9:15am

Carried

- a. **See:** Minutes October 21, 2023

**Motion:** To adopt the minutes as presented.

**Carried**

**b. Chair's Report – Verbal**

Aubrey gave report. ESDC grant skews numbers a bit, as it was a one time donation but will go back to what it normally would be. Nothing else to report.

**c. **See:** Development Report**

Aubrey gave report. Nothing to discuss.

**6. Unfinished Business**

**7. New Business**

**a. Select Date for the Audit to be Presented to the Board**

Audit will take place February 7-8, 2024. 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.

**Motion:** That February 27, 2024 date be selected for the audit to be presented to the board of directors.

**Carried**

**b. 4-H Canada**

i. Accreditation Update

We will need to complete a full accreditation review this year (these take place every three years) with 4-H Canada this year.

ii. Membership Related

1. 4-H SK P-LAC Representative

- Stacey Hawkins is the rep.

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.

- Nothing to report.

3. Town Hall

<p>10:30am Break for 15 min</p>	<p>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).</p> <ul style="list-style-type: none"> <li>- Nothing to report.</li> </ul> <p><b>c. AGM</b></p> <ul style="list-style-type: none"> <li>i. Overview of AGM Management will provide an overview of the 2023 AGM plan and outline areas of board responsibility.</li> <li>ii. AGM Responsibilities <ul style="list-style-type: none"> <li>1. Provincial Council Meeting Front Table The President, Executive Director and Secretary will oversee the Annual Provincial Council meeting. The President chairs the meeting, the ED provides support, and the secretary takes the official minutes.</li> <li>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.</li> <li>3. Elected Roles <ul style="list-style-type: none"> <li>a. Resolution Chairperson The board of directors selects a resolution chairperson. <b>Elect Resolution Chairperson</b></li> </ul> </li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>- Nomination of Mike Kirzinger. Mike accepts. <b>Carried</b></li> </ul> <ul style="list-style-type: none"> <li>b. Board Voting Representative (for Resolutions/Elections) 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. <b>Elect Board Voting Representative to AGM</b></li> </ul> <ul style="list-style-type: none"> <li>- Nominatination of Louise. <b>Carried</b></li> </ul> <ul style="list-style-type: none"> <li>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.</li> </ul>
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- Nomination of Trina to be Nominations Spokesperson and Stacey to be Finance Spokesperson. Trina and Stacey accept.

Carried

**SEE:** Draft 2024 AGM Agenda (option 1 and 2)

**Motion:** To use option 2 at the upcoming rebranded AGM.

Carried

d. Review Proposed Changes to Bylaws pertaining to Reginal Restructure

Declared a conflict of interest for Robyn, Scott and Susan since the possible changes to the current bylaw will affect them being on the BOD.

**Motion:** To accept the new proposed changes to the bylaws as presented.

Carried

**SEE:** Current Bylaw vs Suggested Bylaw Chart

Shelby presented what the current and suggested bylaw differences would look like.

e. Review of Draft 2024-27 Strategic Plan

- Aubrey discussed working with Cam Choquette to put forth a draft of the Strategic plan. Shelby suggested to the BOD not to use the word 'mentorship' in the Vision or Mission statements.

**Motion:** Louise makes a motion to use option 2 Vision statement.

Carried

**Motion:** to use option 2 Mission statement but to omit the words 'in the world.'

Carried

**SEE:** 2024 Draft Strategic Plan

**SEE:** 4-H Restructure Presentation

Shelby discussed options. Mel presented 3 'considerations topics' for the BOD. After discussion,

Broke for lunch at 11:40am

Noon Break for Lunch

Back from lunch 12:45pm

Motion: To approve 2 considerations as presented.

Carried

The third consideration will be left at this time so Mel can investigate matter a bit more. She will come back with suggestions shortly.

**f. Review of Draft 2024 Business Plan**

**SEE:** 2024 Draft Business Plan

- Aubrey discussed business plan and strategic priorities and objectives.

**8. Risk, Compliance & Insurance**

**a. Risk/Incident Updates**

**SEE:** Incident Report

- No action will be taken at this time.

**SEE:** Addition to Incident Report

**SEE:** Report from Kaitlyn

**Receive for information.**

**b. Compliance Update**

- Audit - The interim audit has taken place. The audit will take place February 7-8. The final statement will be presented to the board on February 27, 2024 (date and time TBD). 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).

**9. 4-H Saskatchewan Update**

**SEE: Executive Director's Quarter 4 (Year-in-Review) Progress Report** (Separate attachment)

Management will provide an update on progress against targets set in 2024 Business Plan.

- Aubrey gave his report. Everything is going well. He gave most of his report in other discussions. Performance reports on staff are ongoing but very pleased with staff.

2:00pm

**Receive for information.**

- Aubrey to merge the committee reports and committee recommendations sections of the agenda for the next meeting with the goal of saving time.

**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**

- Stacey discussed that Q4 statements, audit presented to BOD on February 27, 2024. Talked about lottery and made \$12,500 over previous year. Edward Jones GIC's reinvested as requested by BOD.

**b. Governance**

- Robyn stated that the Governance committee discussed bylaw changes, district boundary changes, etc. at their meeting with Shelby. BOD should discuss setting a price for member fees that join more than one club. Aubrey was looking into how much it costs and give a recommendation at BOD meeting.

**c. Selections**

- Kristin discussed that the scholarship applications will be put on a Google form platform. They believe it will alleviate some issues for scholarships not being filled out correctly. The Selections committee approved George Bacon and Leslie Cochrane for the Hall of Fame inductees. They declined Nora Shock. They also approved Cody and Glenn for the Builders Award. Scholarship deadline is April 1<sup>st</sup>, 2024.

**d. Program Policy**

- Louise stated that the committee put off their meeting due to possible policy changes at AGM.

**e. Nominations & Resolutions**

- Trina discussed that the committee divided into 4 people to reach out to possible leaders that might want to join the BOD. Responses were very tough and hard to reach anyone.

**SEE:** Resolution From District 32

- Resolution has been dealt with as BOD agrees to have member fees be \$30 if they are registered in another club.

**Motion:** 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.

**Committee Recommendations**

An updated version will be circulated or provided on screen.

**f. Finance**

a. Year-end financial statement (unaudited)

- Stacey states that there is \$90K fluid cash with no interest being earned. Recommend taking up to \$75K and put it into something so it's making money. Also recommends it be renewed for the 2026 or 2027 year so it keeps investment ladder format flowing.

**Motion:** to accept the Q4 report and documents made by Sandy as presented.

Carried

**Motion:** to reinvest up to a maximum of \$75K of the available \$90K, into a GIC that would come due 2026 or 2027 at the best available rate on the date of the investment.

Carried

**g. Governance**

**Motion:** to accept the changing of the current bylaws, have the district boundary changes come into effect September 1, 2024, that all related policy and procedures to regions and district boundaries and finally board and advisory council structure be updated according to changed bylaws.

Carried

**Motion:** to set price for 4-H members who join additional clubs at \$30 per club after initial membership registration, effective September 1, 2024.

Carried

**h. Selections**

a. Hall of Fame Inductees

**Motion:** that the BOD put forth George Bacon into the 2024 Hall of Fame.

Carried

**Motion:** that the BOD put forth Leslie Cochrane into the 2024 Hall of fame.

Carried

b. Builder Inductees

**Motion:** that the BOD put forth Cody for the Builders Award.

Carried

**Motion:** that the BOD put forth Glen for the Builders Award.

Carried

i. Program Policy

- No meeting held. Will wait until new bylaws are passed.

j. Nominations & Resolutions

a. Resolutions recommended for AGM

- None

## 12. Correspondence/Other Business

a. Items to/from other stakeholders

i. Rule of Two Complaint

**SEE:** Letter

**SEE:** Email to 4-H Canada regarding letter

**SEE:** Letter from District 3-4 regarding Rule of Two

- Aubrey has taken calls regarding rule of two letter. Two board members also had a phone conversation about rule of two letter. No issues were resolved. The BOD acknowledged and discussed issues presented. Suggestion is to forward the letter from 4-H Canada that states the 'Rule of two' will not be changed for any reason. No other action will be taken at this time. Documents and correspondence will be kept for future reference.

ii. Leader Correspondence

**SEE:** Letter rejecting Leader Application

**SEE:** Letter from rejected Leader Applicant

- Aubrey discussed correspondence received. The BOD discussed issue. The Board will respond with a letter stating there is no appeal process.



iii. 4-H Foundation

- The Foundation hired Cameron Choquette to help create a draft handbook. Once it has been approved by the Foundation, it will be forwarded to the BOD.

iv. Ministry of Agriculture

- No correspondence. Money has been received and agreements have been signed. Office spaces have also been given back to them.

v. Advisory Council

- Danica let the BOD know that Austin Olson is the new YAK. A lot of the Advisory council went to Agribition on Regina.

vi. 4-H Canada

- Aubrey discussed 4-H Canada having a tough year due to money issues. Aubrey is dealing with getting accreditation done with them.

**b. Terms and Conditions proposed addition**

- Discussion about issues pertaining to terms and conditions to livestock rules at 4-H livestock sales. The BOD discussed concern and feel it is best to add to the policy programs and events.

**Motion:** That all 4-H livestock sales must have a terms and conditions.

**Carried**

**c. Volunteer List**

**Motion:** to approve the volunteer list.

**Carried**

**13. Next Meeting**

- a. Call of the chair**
  - February 27, 2024
- b. 2023 Meetings**
  - Auditor presentation / Meeting with Board
- February 27, 2024
  - Pre-AGM Meeting – March 22, 2024 – last meeting of the 2023-2024 board of directors.

	<ul style="list-style-type: none"><li>• Reginal Meetings and Youth Community Leadership Conference March 23, 2024</li><li>• AGM 2024 – March 23-24, 2024</li><li>• Re-organization Meeting – March 24, 2024 – first meeting of the new board for introductions and elections.</li><li>• First meeting of new board – date TBD – April/May 2024 – Plan is for this to be an online Zoom meeting (goal is to reduce spending and time spent on meetings)</li></ul> <p><b>14. In-Camera</b></p> <ul style="list-style-type: none"><li>a. ED Excused - motion to move in camera. 2:36pm <b>Carried</b></li><li>b. ED Present - motion to go out of camera. 2:48pm <b>Carried</b></li></ul> <p><b>15. Check-in</b></p> <p>Check-in is an opportunity to share any closing thoughts or opinions on the meeting. If there are any lingering questions, comments, or concerns/uncertainties, directors are asked to bring them forward. Everyone is very happy with our ED and the staff. Especially with Shelby and Mel and all the extra work they have done lately. Communication is much better and appreciated.</p> <p><b>16. Adjournment - Adjourned the meeting at 2:53pm</b></p>