



CANADA  
4-H Saskatchewan

# Saskatchewan 4-H Council Board of Directors Meeting Minutes

October 19, 2024 | 8:30 AM – 3:30 PM | Comfort Inn and Suites  
203 Bill Hunter Ave, Saskatoon, SK S7R 1E3

**Chairperson:** Jason Frey      **Secretary:** Robyn MacNeil

**Attendance:** Jason Frey, Robyn MacNeil, Louise Sroka , Susan Avramenko, Dwayne Summach, Krystal Spray, Kristin Caldwell, Alysha Stoppler, Kierra Hawreliuk, Austin Olson, Stacey Hawkins and Trena Hoffus-Preston. (Aubrey (ED), Paige Barnes (Edward Jones), Ashley L’Henaff (staff) and Emma Panter (staff))

**Regards:** Joanne Richmond

8:30 am

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

Directors are asked to introduce themselves and share something they are looking forward to for the 2024-25 membership 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 calls meeting at 8:41am**

**3. Conflict of Interest Declaration**

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

**Dwayne Summach due to election campaign may not vote on motions.**

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

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

Carried

**5. Financial Update**

Paige Barnes – Edward Jones

**Discussed portfolio analysis and rates. Paige also discussed insurance on charitable donations. Aubrey invited Paige to the Foundation meeting in November.**

8:50 am

8:56am

**6. Consent Agenda**

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

a. **SEE** Minutes – June 17, 2024 – Below

**Carried**

b. **SEE** Chair’s Report

c. **SEE** Development Report

<p>[15 minute break at approximately 10:30 am]</p> <p>9:01am</p> <p>11:00 am</p> <p>9:27am</p> <p>12:00</p> <p>9:46am took break</p> <p>[45 minute lunch break]</p>	<p><b>7. Unfinished Business</b> None</p> <p><b>8. New Business</b></p> <p><b>a. Volunteer Screening List for Approval</b> An updated Volunteer Screening List will be provided.</p> <p><b>Motion:</b> THAT the Volunteer Screening list be approved. <b>Carried</b></p> <p><b>b. Review Foundation MOU</b> The Foundation / Council MOU is to be reviewed annually. If there are any suggested changes these can be brought to the Foundation at their fall meeting, and if needed discussed at the collaborative meeting in December. No changes are recommended by Management. <b>See:</b> Foundation MOU <b>Motion:</b> That the Foundation MOU be approved for 2025 <b>Carried</b></p> <p><b>c. Review 4-H Insurance</b></p> <p><b>SEE</b> Insurance Documents <b>Motion:</b> To Approval insurance coverage for 2024/25 <b>Carried</b></p> <p><b>d. New Record Book Proposal</b></p> <p><b>SEE</b> Presentation by Emma Panter Proposal to add alternative way to do a record book like digital ie slide show, websites, video, interactive pages, etc. Traditional record and alternative record books judged differently.</p> <p><b>e. New Beef Project Materials Proposal</b></p> <p><b>SEE</b> Presentation by Ashley L’Henaff Proposal to have a beef resource kit available for beef projects as of AGM 2025. Light horse 2026, sheep /goat 2027, other animal projects 2028 and ongoing.</p>
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approximately  
12:00 noon]

10:25am

**f. Alcohol Policy**

**SEE** Alcohol Policy Comparison

(4-H Alberta policy: Possession and/or use of alcoholic beverages, illegal drugs or non-prescribed inhalants or tobacco/tobacco products by participants at any 4-H activity targeted at 4-H members are forbidden and will result in disciplinary action.)

**Motion: to update policy by rescinding 4-H Saskatchewan's current policy and adopt 4-H Alberta's alcohol and drug policy as the new 4-H Saskatchewan Alcohol and Drug Policy.**

2:30 pm

10:49am

**Carried**

**g. Discover Club Policy Update**

**SEE** Discover Club Policies

Melodi has given the Board of Directors a proposal to update the Discovery Policy to be more inclusive and make changes to enhance and have less restrictions on the program.

**Motion: To approve the updated Discover Program Policy as presented**

**Carried**

3:20 pm

**h. Required Governance Training**

- Provincial Public Trust requires us to have a governance training session every three years. I have explained that we have the board members do the SARC training when they are elected. I am waiting to here if we will still need to do their training to meet the contract requirements. Training would need to be done before Apr 1/25.

Aubrey will contact the Board about training requirements, if they change.

**9. Risk, Compliance & Insurance**

**a. Incident Updates**

<p>11:13am</p> <p>Break for lunch at 11:34am</p>	<ul style="list-style-type: none"> <li>Incident reports will be reviewed during the in-camera session</li> </ul> <p><b>b. Compliance Update</b></p> <ul style="list-style-type: none"> <li>The interim audit has taken place. The audit will take place February 4 –6. The final statement will be presented to the board on February 24 at 7:00 pm.</li> </ul> <p>Zoom meeting for Board of Directors.</p> <ul style="list-style-type: none"> <li>Ministry of Agriculture mid-year report submitted and funding approved.</li> </ul>
<p>1:00pm</p>	<p><b>10. 4-H Saskatchewan Update</b></p> <p><b>SEE Executive Director’s Quarter 3 Progress Report</b>  Management will provide an update on progress against targets set in 2024 Business Plan. There is opportunity to discuss and for questions/answers.</p> <p><b>Aubrey updated the Board on progress.  Received as information.</b></p>
<p>1:38pm</p>	<p><b>SEE 2025 Business Plan</b>  Aubrey updated and discussed business plan</p> <p><b>SEE: 2024 Budget Draft</b>  <b>Discuss and provide feedback.</b>  Aubrey updated about budget. Key points are summer student salary increase due to adding 2 extra months, Shelby moves to salary position, large decrease in cost from less printing. Budget looks very good. Projected \$34,000 surplus.</p> <p><b>Motion: To approve the budget as presented</b></p> <p>Carried</p> <p><b>11. Committee Recommendations</b>  The Board of Directors will approve (or further discuss) recommendations of the committees.</p> <p><b>SEE Committee Recommendations</b>  An updated version will be circulated or provided on screen.</p> <p>a. Finance  <b>Motion: to reinvest \$50,000 GIC coming due December 23, 2024 with Edward Jones, at the best rate available on that day on a 1 year term GIC.</b>  Stacey/Susan - Carried</p> <p><b>Motion: To accept the Q3 financial report as presented.</b>  Carried</p> <p><b>SEE Q3 Finance Report</b></p>

	<p>b. <b>Selections</b> (selections committee meeting will be held in November) Kristin gave report on Member Forum, Building Award and Leadership Summit, etc.</p> <p>c. <b>Governance and Program Policy</b> Trena gave report.</p> <p>Motion: to adopt the merged Governance and Program Policy Terms of reference.</p> <p>Carried</p> <p>Motion: To adopt the update of Livestock show rules presented by Ashley.</p> <p>Carried</p>
<p>2:25pm 3:28pm</p>	<p>d. <b>Grievance Committee</b> Motion: that the Draft Grievance Committee Terms of Reference be approved, with changes as read. <b>Carried</b></p> <p>Motion: that the Draft Volunteer Discipline Policy be approved, with changes as read. <b>Carried</b></p> <p>Motion: that the Draft Volunteer Termination Policy be approved, with changes as read. <b>Carried</b></p> <p>12. In-Camera <b>Krystal in camera motion at 2:25pm</b> <b>Carried</b></p> <p>13. Out of Camera <b>Stacey made motion to go out of camera</b> <b>Carried</b></p>
<p>3:30pm  3:40pm</p>	<p><b>Grievance Committee</b></p> <p>a) <b>Loydminster Ex Incidents – BOD will wait on incoming incident reports.</b></p> <p>b) <b>Alameda letter – received as information. ED to send email to notify of received incident.</b></p> <p>c) <b>Judging – (Directive) Governance and Program Policy Committee will review and develop policy based on use of note using in judging competitions and bring to Board.</b></p> <p>d) <b>Tim Hortons Issue – received as information. ED send emails to notify of received incident.</b></p> <p>e) <b>Facebook Comments -ED contact 4-H Canada. BOD will watch for any breach of code of conduct.</b></p>

f) **Allegation received – treat as incident report and investigate.**

**Motion: to amend policy and request a new criminal check at anytime in the 3-year period and must be submitted within 30 days of request.**

**Carried**

Aubrey needs to notify all leaders/clubs of policy changes.

3:42pm

**14. Correspondence/Other Business**

a. Items to/from other stakeholders

Louise read letter from new Hall of Fame inductee thanking Aubrey, staff and the Board nominating her.

3:56pm

**15. Next Meeting**

a. Call of the chair

b. 2023-2024 Meetings

- Foundation Meeting Nov 22/24

- Jason and Krystal are unable to attend. Will another board member be able to represent the council.

- Krystal will attend and Stacey will attend and take Jason's place.

- Auditor presentation / Meeting with Board – February 24/25 at 7:00 pm

- Winter Meeting – In person – End January 2025

- Pre-AGM Meeting – March 21, 2025

- Propose we bring the board in Friday night for the meeting.

- AGM 2025 – March 22-23, 2025

**16. In-Camera Carried**

**SEE** Incident Reports

**SEE** Letters

a. ED Excused

Jason will go over ED's current contract and will amend it to include new salary

b. ED Present

**Out of Camera at 4:02pm Carried**

**17. Check-in**

**18. Adjournment Adjourn meeting at 4:03pm.**