



4-H Alberta Board Meeting Minutes

Saturday April 2, 2022

1:00 – 4:00 p.m.

Attendees: Andy Pittman (Chair), Cathy Price, Nora Paulovich, Evan Jamieson, Scott Bodie, Andrea Hanson, Evan Jamieson, Kathleen Linder, Christine Suominen, Janice Wirstra, Kurt Kinnear (CEO), Simone Willmann (Recording Secretary), and Jake Kotowich.

Regrets: Syeda Khurram

Pledge

- 1) **Opening Comments/Call to Order – Andy Pittman, Chair (1 pm)**
Andy Pittman called the meeting to order at 1:03pm.
- 2) **Approval of Agenda – Andy Pittman**
Cathy Price moved to approve the agenda as presented. Kathleen Linder seconded. CARRIED.
- 3) **Approval of Minutes - Andy Pittman**
Board Meeting: February 7, 2022
- Review action items from minutes
Cathy Price moved to accept the minutes with amendments. Seconded by Evan Jamieson. CARRIED.
- 4) **Management Update Report – Kurt Kinnear**
Kurt Kinnear presented the Management Report to the Board.
- 5) **CFO Update – Andy Pittman**
Andy Pittman gave a brief update on behalf of the CFO.
- 6) **Report from the Chair - Andy Pittman**
Andy Pittman presented his report to the Board.
- 7) **Operational Policies Review - Andy Pittman**
Andy Pittman presented the Policy Review document.

Motion: Cathy Price so moves: The transfer of operational policies into operational guidelines and incorporated into the 4-H Alberta Handbook, as presented by our CEO Kurt Kinnear, is consistent with 4-H Alberta's mission, vision, and values and is not inconsistent with what needs to be done to achieve 4-H Alberta's Strategic Goals, acknowledging that these policies listed are operational in nature and will be managed by 4-H Alberta to align with 4-H Alberta's values and strategic plan.

Seconded: by Evan Jamieson.

CARRIED.

8) **Committee Reports:**

a. **Audit and Finance**

- Andy Pittman gave a brief update on behalf of the Audit and Finance Committee.

b. **Governance and Nominating – Nora Paulovich
- Bylaws**

Motion: Nora Paulovich moves to correct the acknowledged clerical errors identified and resubmit to Corporate Registries the Bylaws as approved at the April 26, 2021 Board Meeting.

Seconded: Cathy Price
CARRIED.

ACTION ITEM: Simone Willmann will make the changes as instructed and send them to Scott Bodie for submission to Corporate Registries.

Nora presented new bylaw amendments on behalf of the Governance and Nominating committee.

Motion: Nora Paulovich moves to approve the amendments to the Bylaws as written and that these be brought to the AGM in June.

Seconded: Scott Bodie
CARRIED.

ACTION ITEM: Scott Bodie and Nora Paulovich, assisted by Simone Willmann, will make sure that the proper filing and copies/blacklining occurs and will have the Bylaws ready to be presented at the AGM.

- **Director positions, applicants, process**

Nora Paulovich continued presenting the update.

c. **Scholarship**

d. **Community Engagement – Andrea Hanson**

Andrea Hanson gave an update.

e. **Programs and Growth – Evan Jamieson**

Evan Jamieson presented the Committee update.

f. **People and Resources – Christine Suominen**

Christine Suominen presented the Committee update.

Motion: Christine Suominen moves that the mileage rate for 4-H Alberta be updated to match the current Canadian CRA automobile allowance rates.

Seconded: by Evan Jamieson.
CARRIED.

9) **Board Governance Policies**

- **Communication policy**

Andy Pittman gave an update on this document.

- **Board self-evaluation**

Andy Pittman presented the document.

ACTION ITEM: Andy Pittman will send out the self-evaluation document to enable the Board self-evaluation to be completed before the June 2022 AGM.

10) Code of Conduct Enforcement

The Board discussed this document.

Motion: Christine moves to adopt the Code of Conduct Enforcement within the 4-H Alberta Handbook including the Three-Strike process.

Seconded: Nora Paulovich

CARRIED.

11) AGM planning

Andy Pittman gave an update on the processes.

12) CEO Contract Review – Andy Pittman

Saved for In-Camera discussion.

13) Other Items - Board training – reminder

Andy Pittman gave a reminder to the Board.

- 4-H Canada event

- Letter of Direction for ATB (official signing)

The Board reviewed and discussed.

14) Next Meeting – initially planned for May 2 – consideration for later in May to coincide with completion of audit as well as final plan confirmation for AGM

Meeting planned for May 2, 2022 at 4pm and then a second meeting at the end of May.

ACTION ITEM: Andy Pittman will draft a letter and send it to the AG minister and the Chief of Staff.

4:26pm Jake and Simone left the meeting.

15) In-Camera

Motion: Kathleen moved to go in camera

Second: Nora seconded

The board went in camera at 4:27 p.m.

Motion: Christine moved to go out of camera

Second: Nora seconded

The board went in camera at 5:27 p.m.

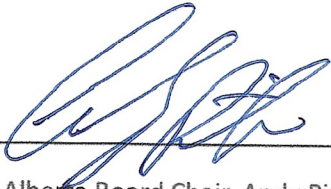
Motion: Christine moved that the draft CEO contract be addressed and completed by the Board Executive following this meeting.

Second: Evan seconded

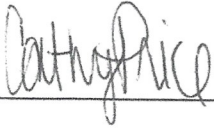
16) Adjournment (4:00 pm)

Cathy - 5:28 pm

Minutes of the April 2, 2022 Board Meeting:



4-H Alberta Board Chair, Andy Pittman



4-H Alberta Board Secretary, Cathy Price



Recording Secretary, Simone Willmann