



4-H Alberta Board Meeting

MINUTES

Via Zoom call

December 12, 2022 @ 5 p.m.

Attendees: Andy Pittman (Chair), Christine Suominen, Syeda Khurram, Lyanne Almberg, Andrea Hanson, Kathleen Linder, Scott Bodie, Simone Demers-Collins, Amanda Hardman, Janice Wirsta, Representative (GOA) Marcia Hewitt Fisher, Kurt Kinnear (CEO), Teresa Wasney (Recording Secretary/Exec. Assistant)

Regrets: Nora Paulovich

1. Opening Comments/Call to Order

- Andy Pittman called the meeting to order at 5:06 pm
- Welcomed Marcia Hewitt Fisher (GOA) who introduced herself to the board
- Andy Pittman acknowledged the passing of board member Charlene Preston and in her honor a moment of silence was held

2. Approval of Agenda – Andy Pittman recommended to hear numbers 6, 7 and audit and finance report before management report immediately after minutes approval due to time restraints. **Motion** by Syeda Khurram to change order of Agenda, seconded by Amanda Hardman. No opposition. Carried.

3. Approval of Minutes – Andy Pittman

- **September 17, 2022 Minutes** - **Motion** by Syeda Khurram to approve minutes with amendments, seconded by Andrea Hanson. No opposition. Carried.
- **Review of Action Items** - Kurt Kinnear informed staff of HR hiring

4. CFO Update and Report – Candice McKay

4.1 Balance Sheet and Income Statement

- Current budget is in good shape
- **Motion** by Syeda Khurram to approve the balance sheet and income statement as presented, seconded by Scott Bodie. No opposition. Carried.

4.2 ATB Investment Summary - reviewed

4.3 2022 Budget Report - reviewed

4.4 MNP Quote December 2022 Year End Approval

- Discussed quote provided by MNP
- **Motion** by Scott Bodie to approve MNP quote for 2022 year audit requirements with maximum cost of \$52K, seconded by Syeda Khurram. No opposition. Carried.
- **Action Item** - Kurt Kinnear to check the actual numbers with MNP as per Audit & Finance Committee discussion

5. Budget 2023 - Kurt Kinnear

- Board review of budget previously reviewed in detail with Audit & Finance Committee

- **Motion** by Syeda Khurram to approve budget as presented and recommended by Audit & Finance committee, seconded by Scott Bodie. No opposition. Carried.

Syeda Khurram and Candice McKay left the meeting at 6:01 pm.

6. Expense Recovery Fee for Scholarship Investments - Kurt Kinnear

- Discussion held
- **Motion** by Janice Wirsta that we move forward with a reduced expense recovery fee of 0.5% of the fund balance but not to exceed 50% of the fund's investment return, for 2022 only. Seconded by Amanda Hardman. No opposition. Carried.
- **Action item** - communication to scholarship fund holders regarding the 2022 expense recovery fee

7. Chair Report - Andy Pittman

- Presented report

8. Management Update Report - Kurt Kinnear

- Presented report
- **Action item** - Kurt Kinnear will speak with Scott Bodie to work on Foundation charitable filing.

9. Committees Updates

- **Audit and Finance - Syeda Khurram** - tabled for next meeting
- **Governance and Nominating – Scott Bodie**
 - Presented report, discussed planning for nominations for board directors for 2023
 - **Motion** by Scott Bodie to appoint Christine Suominen to fill position of representative for East/West Central until next AGM, seconded by Simone Demers-Collins. No opposition. Carried.
- **Community Engagement - Andrea Hanson**
 - Presented report
 - **Motion** by Andrea Hanson on behalf of the Community Engagement Committee to include in the Terms of Reference the youth director. Seconded by Christine Suominen. No opposition. Carried
 - **Motion** by Andrea Hanson to provide funding for mileage for regions to attend 4-H Centre on January 21, 2023, for one vehicle per region. Seconded by Kathleen Linder. No opposition. Carried.
- **People and Resources - Christine Suominen**
 - Presented report
 - HR staff will serve as ex-officio delegate to the Committee
 - **Motion** by Christine Suominen that the Terms of Reference be updated as amended and presented. Seconded Andrea Hanson. No opposition. Carried.
- **Programs and Growth – Amanda Hardman**
 - Report: Meeting in January 2023
 - Focus on Strategic Plan within Terms of Reference
- **Scholarships - Janice Wirsta**
 - Presented report

- **Motion** by Janice Wirsta for Scholarship Committee to split into two with one being a Scholarship Committee and the other a Fund Development Committee. Seconded by Simone Demers-Collins. No opposition or questions. Carried.

Simone Demers-Collins left the meeting at 6:57pm

Action Item - Kurt Kinnear to get investment policy wording for Audit & Finance Committee

10. Committee Meeting Schedules for 2022/23 - Andy Pittman

- Terms of Reference
- Set meeting dates and enter in drive
- Prepare for next AGM

11. Leadership Training Requirements for Directors – Andy Pittman

- Update provided

12. Foundation update - Kurt Kinnear - verbal update provided

13. Hall of Fame update - Andrea Hanson - postponed

14. January In-Person Meeting with Regional Executives – Format, schedule, topics, other details - Andy Pittman

- Request for committees to share thoughts on topics and subjects
- **Action item** - email Andy Pittman suggestions for discussion points
- Option to have regions attend Friday night at 4-H Center if desired

15. Communication - Andy Pittman

- Discussed the use of social media

16. CEO Review - Christine Suominen

- Presented and discussed CEO review process
- **Motion** by Christine Suominen to adopt the timeline as presented in the CEO Performance Review Procedure. Seconded by Scott Bodie. Carried.

17. Risk Management Plan - bring forward to March 2023 meeting

18. 4-H Canada event in Spring of 2023 - Andy Pittman

19. Honoring Memory of Charlene Preston

- Discussed coordinating with East/West Central

20. Next meeting – March 4, 2023, at 4-H Centre - Kurt Kinnear to confirm booking

Action item: Kurt Kinnear to check with the 4-H Center if it is open Sunday after the Regional Executive Gathering for potential board meeting.

Marcia Hewitt Fisher and Teresa Wasney left the meeting at 7:39 pm.

21. Motion by Christine Suominen to go in camera at 7:40 pm, seconded by Scott Bodie. None opposed, carried.

Kurt Kinnear exited from in camera at 7:47 pm.

Motion by Kathleen Linder to come out of camera at 8:04 pm. Seconded by Scott Bodie. None opposed, carried.

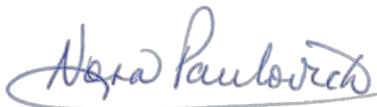
22. Adjournment - Motion by Amanda Hardman to adjourn at 8:05 pm. Seconded by Christine Suominen, carried.

ADDENDUM:

An Email motion was brought by Janice Wirsta on January 24, 2023 and seconded by Nora Paulovich, unanimously approved and passed on January 26, 2023 as follows: **"I, Janice Wirsta, make the motion that the December 12, 2022 motion, which approved a 2022 expense recovery fee of 0.5% on the scholarship fund balance or half of the individual scholarship investment return - whichever would have been lower - be amended. The new motion will approve a waiving of the 2022 scholarship expense recovery fee due to the negative returns of the 4-H Alberta scholarship investments held with ATB Wealth."**



4-H Alberta Board Chair - Andy Pittman



4-H Alberta Board Secretary - Nora Paulovich