



## 4-H Alberta Board Meeting

March 4, 2023, at 8:30 a.m. @ Alberta 4-H Centre

### MINUTES

**Attendance:** Andy Pittman (Chair), Carmen Andrew (GOA), Syeda Khurram, Kathleen Linder, Lyanne Almberg, Scott Bodie, Amanda Hardman, Simone Demers-Collins, Christine Suominen, Janice Wirst, Kurt Kinnear (CEO), Teresa Wasney (Recording Secretary/Executive Assistant)

**Senior Leadership Team:** Bianca von Nagy, Shane Guiltner, Bridget Mahaffey, Susann Stone

**Regrets:** Nora Paulovich, Andrea Hanson

#### 4-H Pledge

1). **Call to Order** at 9:04 am by Andy Pittman

2). **Agenda – Motion to approve Agenda as presented by Christine Suominen, seconded by Simone Demers-Collins. No opposition. Carried.**

3). **Minutes from December 12, 2022 – Motion to approve Minutes of December 12, 2022 as presented by Scott Bodie, seconded by Amanda Hardman. No opposition. Carried.**

- **Action items**
  - Kurt Kinnear confirmed MNP year end quote costs
  - Expense recovery fee was communicated to scholarship fund holders
  - Foundation Charitable Status application was finalized and awaiting signature
  - Investment policy wording for Audit & Finance Committee was confirmed by Kurt Kinnear
  - Andy Pittman confirmed requests for information for upcoming Regional gathering were sent
  - Andy Pittman confirmed that the 4-H Centre was available for board gathering after Regional gathering but did not take place

#### 4). **Chair Report – Andy Pittman**

- **Provided report - discussed Regional gathering event from January, as well as some 4-H Canada news and initiatives**
  - **Action:** Andy Pittman to forward information regarding 4-H Canada board nominations to all board members

**Candice McKay joined meeting virtually at 9:34 am.**

**Syeda Khurram joined meeting in person at 9:40 am.**

#### 5). **Management report – Kurt Kinnear**

- **Presented report - discussed positive news regarding member numbers, leader screening, club supply process and Reference Guide**

#### **6). Government of Alberta Update – Carmen Andrew**

- Presented report - positive updates were provided on Green Certificate Program, Economic Development in Rural Alberta Plan, CAP program, Ag for Life, and Ag Societies funding

#### **7). Financial Report – Candice McKay**

- Detailed report provided - confirmation that audit has been started, and discussed potential completion to enable planning AGM date
- Signed Compliance Report was provided
- **Motion to approve financials as presented by Syeda Khurram, seconded by Scott Bodie. No opposition. Carried.**

**Candice McKay left the meeting at 10:52 am.**

#### **8). Committee reports**

- a) **Audit and Finance – Syeda Khurram** - Report was presented - Credit card policy was reviewed with minor changes suggested

**Presentations from 4-H Alberta Staff Senior Leadership Team:**

**Bianca von Nagy joined virtually at 11:06 am - Leader of Fund Development, Grant Applications and Scholarships**

- Oversees scholarships, donations, grants, and fund development
- Scholarships in 2020 and 2021, where it is today and moving forward
- Fund Development - discussed past challenges and current standing with strong sponsor relationships
- Impact of inflation and recession
- Future - lots of potential for growth

**Bianca von Nagy left meeting at 11:48 am.**

**Susann Stone entered meeting in person at 11:48 pm - Chief Programs and Delivery Officer**

- Discussed Summer 2020 - 2021 programming and challenges due to covid
- Summer 2021 -2022 started in covid but increased programs both virtual and in person
- Ambassador selection, leader days, opportunities, webinars, Trailblazers, Program Catalogue
- Summer Staff interviews and hiring
- Club Supplies and Resources
- Risk Management - 4-H Canada accreditation, leader screening and training, incident reporting
- Programs Team Highlights and opportunities

**Susann Stone left meeting at 12:42 pm.**

**Break for lunch until 1:15 pm.**

**Bridget Mahaffey entered meeting virtually at 1:20 pm. - Director of Strategic Growth**

- 4-H Alberta Reference Guide - tool and resource for community, home for policies and information, Code of Conduct
- ORS - Online Registration System - upgraded, moving forward with modernizations
- Screening and Training
- Goals for Area Coordinator Team

**Bridget Mahaffey left the meeting at 1:46 pm.**

**Sherry Howey - Director of 4-H Centre & Programs - Video Presentation**

- 4-H Centre video tour
- Outdoor kitchen
- Discussed past and ongoing maintenance and future plans

**Shane Guiltner entered meeting virtually at 2:13 pm. - Director of Marketing, Communications & Technology**

- Marketing and Communications - 4-H Alberta website, rebranding, new processes and systems in place, growth and engagement on social media channels, monthly Scoop, town halls
- Future opportunities - consistency and growth, develop systems, new channel opportunities, alliance opportunities with sponsors and stakeholders
- Technology - upgrades, ORS, laptops, Google Workspace

**Shane Guiltner left meeting at 2:56 pm.**

**CEO Presentation to the Board - Kurt Kinnear**

- **Completed Projects-** online registration system, technology, club workflow process and volunteer resources, conflict resolution, language alignment, staff resources and HR structure, budgeting and financial processes, scholarship processes and sponsorship relationships, communication cycles and transparency, new ideas for growth, membership on the rise

**Action Item: CEO is to create a recommendation to build a program to bring 4-H AB into more communities throughout Alberta.**

**8. Continued:**

- a) Audit and Finance: 4-H Alberta Credit Card Policy wording revisions. **Action Item: CEO to review credit card policy regarding authorized spending.**

Syeda Khurram - shared update from AFSC/Women in Ag award

- b) Governance and Nominating – Scott Bodie
- discussed nomination and interview process for volunteer board position vacancies
  - Next meeting will focus on Board Bylaws and policies
- c) Scholarship – Janice Wirsta
- Online registration system going well
  - Next meeting - reviewing processes, applications, Fund Development Committee



- Discussed new Fundraising Committee - Janice Wirsta and Scott Bodie indicated interest in sitting on new committee
  - **Action Item: Andy Pittman will contact Foundation to have member appointed to Fund Development Committee**
  - **Action Item: Janice Wirsta and Scott Bodie to draft TOR for new committee**
  - **Action Item: Carmen Andrew will find out about posting board positions on GoA website announcements**
  - **Action Item: Kurt Kinnear will contact Bianca von Nagy regarding new committee.**
- d) Community Engagement – Andrea Hanson - Not Present
- Board discussed regional gathering and process for feedback
- e) Programs/Strategic Growth – Amanda Hardman
- Met Feb 15, 2023 and went over TOR - to align with strategic governance not operations
  - Changed committee name to Strategic Growth Committee
  - **Action: Board members to review TOR and approval to be moved to next board meeting**

**Janice Wirsta left meeting at 5:09 pm.**

- f) People and Resources – Christine Suominen
- CEO performance review was conducted
  - Performance review process will be refined annually

**9). Presentations from Senior Leadership Team (staff) of 4-H Alberta – 11 am to 2:45 pm - presentation minutes as noted above**

**10). Regional Gathering - debrief - Andy Pittman**

- Discussed feedback raised by regions, positive event, volunteer burnout, revisions to processes

**11). AGM date - Motion to set date for AGM on May 27, 2023 at 4-H Centre, if available, pending confirmation from CFO regarding audit brought by Kathleen Linder, and seconded by Simone Demers-Collins. No opposition. Carried.**

**12). Risk Management - Andy Pittman**

- Risk management plan feedback process discussed, framework being developed will consist of quarterly oversight by committees and annual Board review of risk management strategy
- **Action Item: Andy Pittman will assign Risk Management Plan review to committees**

**13). Communications Policy - Andy Pittman**

- Developed a year and half ago, communication principles, review of policies, flow of communication between board, CEO and staff
- **Action Item: Board to look through communications policy to review at next board meeting**

**14). Diversity, Equity, and Inclusion – 4-H Canada - Andy Pittman**

- Discussed DEI in 4-H Alberta as requested by 4-H Canada

**15). Board Self-Assessment - Andy Pittman**

- Annual exercise for all Board members, to be completed prior to Board meeting following AGM

**16). Strategic Plan and long-term vision discussion - Andy Pittman**

- Strategic growth

**17). Any other new business - AFSC Women in Ag awards covered by Syeda Khurram**

**18). Next meeting - After AGM in afternoon May 27, 2023, pending auditor confirmation.**

**19). In camera motion made by Kathleen Linder and seconded by Amanda Hardman at 6: 10 pm.**

**Teresa Wasney and Carmen Andrew left meeting at 6:10 pm**

**Kurt Kinnear left meeting at 6:14 pm.**

**Out of camera Motion made at 6:26 pm by Amanda Hardman and seconded by Scott Bodie.**

**20). Adjournment: Amanda Hardman motioned to adjourn at 6:27 pm.**

**Minutes of the March 4th, 2023 Special Board Meeting:**



Andy Pittman-Board Chair



Nora Paulovich-Board Secretary