

4-H Alberta Board Meeting

MINUTES

May 27, 2023

1:30 - 3:30 p.m.

At Alberta 4-H Centre

Attendees: Andy Pittman (Chair), Christine Suominen, Syeda Khurram, Andrea Hanson, Janice Wirsta, Kathleen Linder, Scott Bodie, Amanda Hardman, Austin Andrew, April Aspden, Carmen Andrew (GOA - observer), Kurt Kinnear (CEO) and Simone Willmann

Regrets: Nora Paulovich, Simone Demers-Collins.

Pledge

1. Opening Comments/Call to Order – Andy Pittman

Meeting called to order at 1:30pm.

2. Approval of Agenda – Andy Pittman

Amendment - remove CFO report.

Motion to approve the agenda as amended by Amanda Hardman.
Seconded Christine Suominen.
Carried.

3. Introductions for new Board members

The Board members introduced themselves.

4. Approval of Minutes – Andy Pittman

- **March 4, 2023**

Action Item: Board to follow-up on action items from these minutes.

Motion to approve the minutes by Kathleen Linder.

Seconded by Amanda Hardman.

Carried.

- **May 2, 2023**

Motion to approve the minutes as amended by Scott Bodie.

Seconded by Austin Andrew.

Carried.

- **May 8, 2023**

Motion to accept the minutes as amended by Amanda Hardman.

Seconded by Christine Suominen.

Carried.

Added Addendum to the May 8th, 2023 minutes. (add \$200,000 to the Pilot Programming motion)

5. Leadership Training Requirements for New/All Directors – Andy Pittman

Andy Pittman discussed the New Member/All Directors Checklist.

Action Item: Update the list to include how often the different training requirements needed to be redone.

6. Chair Report - Andy Pittman

Andy Pittman reminded the Board of his report from the AGM previously today.

7. Management Update Report - Kurt Kinnear

Kurt Kinnear presented a brief report to the Board.

He spoke to the Board about the Staff retreat that happened this past week.

Volunteer Workload Assessment project underway.

Discussion of Area Coordinators. And Area Directors.

8. Election and Appointment of Officers - Andy Pittman

- **Chair**

Nominations:

Christine Suominen (by Scott Bodie). Accepted nomination.

Kathleen Linder moved to cease nominations.

Seconded by Scott Bodie.

Carried.

Christine Suominen elected as Chair of the 4-H Alberta Board.

- **Vice-chair**

Nominations:

Scott Bodie (by Andrea Hanson). Accepted nomination.

Syeda Khurram (by Janice Wirsta). Accepted nomination.

Austin Andrew moved to cease nominations.

Seconded by Kathleen Linder.

Carried.

An anonymous ballot was held.

Andy Pittman and Simone Willmann acted as scrutineers of the ballots.

Syeda Khuramm elected as Vice-Chair of the 4-H Alberta Board.

- **Treasurer**

Nominations:

Janice Wirsta (by Kathleen Linder). Accepted nomination.

Andrea Hanson moved to cease nominations.

Seconded by Austin Andrew.

Carried.

Janice Wirsta elected as Treasurer of the 4-H Alberta Board.

- **Secretary**
Nominations:
Nora Paulovich (by Syeda Khurram). Accepted nomination prior to the meeting previously.

Kathleen Linder moved to cease nominations.
Seconded by Scott Bodie.
Carried.

Nora Paulovich re-elected as Secretary of the 4-H Alberta Board.

Carmen Andrew left the meeting at 3:55pm.

9. Committees Updates, Summary of Committee Roles, Appointment of Chairs

- i. **Audit and Finance - Syeda Khurram**
Syeda Khurram (now the past chair of the Audit & Finance Committee) provided an overview of the Committee roles and tasks.

Janice Wirsta will take over as Chair of the Audit and Finance Committee.

- ii. **Governance and Nominating - Scott Bodie**
Scott Bodie provided an overview of the Committee roles and tasks.

- iii. **Community Engagement - Andrea Hanson**
Andrea Hanson (now the past chair of the Community Engagement Committee) provided an overview of the Committee roles and tasks.

Kathleen Linder will take over as Chair of the Community Engagement Committee.

- iv. **People and Resources - Christine Suominen**
Christine Suominen (now the past chair of the People and Resources Committee) provided an overview of the Committee roles and tasks.

Syeda Khurram will take over as Chair of the People and Resources Committee.

- v. **Strategic Growth - Amanda Hardman**
Amanda Hardman provided an overview of the Committee roles and tasks.

- vi. **Scholarships - Janice Wirsta**
Janice Wirsta provided an overview of the Committee roles and tasks.

Discussion of a Fund Development Committee and the Scholarships Committee and the overlap. Suggestion of a name change.

Simone Demers-Collins will take over as Chair of this Committee.

Action Item: Christine will talk to Simone Demers-Collins about a new TOR by September for this Committee.

10. Board Exit Interviews - Christine Suominen

This will occur in the coming weeks.

11. Board Self-Assessment summary - Andy Pittman

The summary is not available yet. Another reminder to the Board members to complete this Self-Assessment as soon as possible.

12. Board Meeting Schedule and Committee Schedules for 2023/24

i. Master Schedule

The Board reviewed the current draft of the Master Schedule and set the Board meeting schedule for the upcoming year.

ii. Regional Gathering Potential Dates

Discussion for both a Fall meeting and a Winter meeting.

13. Orientation for new Board members - Christine Suominen

Christine Suominen will be in contact with the new Board Members.

14. Additional Items:

Andy Pittman reminded the Board of the Risk Management Policy document and the Committee Chairs document.

Kathleen Linder left the meeting at 4:38pm.

Kurt Kinnear gave an overview of the Leadership Summit that occurred at the end of April. Across the Provinces, 4-H Alberta is doing very well.

Andy Pittman gave an overview of the DEI Discussion Meeting with 4-H Canada.

15. Next Meeting

August 30, 2023 on Zoom at 5pm - Review of Strategic Plan

September 9-10th, 2023 at the 4-H Centre. (length tbd)

16. In-Camera

4:54pm Simone Willmann left the meeting

4:54pm Scott Bodie moved to go in camera. Amanda Hardman seconded. Carried.

5:24pm Kurt Kinnear left the room.

5:25pm Andrea Hanson moved to go out of camera. Amanda Hardman seconded. Carried.

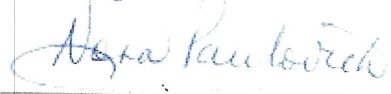
17. Adjournment

5:27pm Syeda Khurram moved to adjourn the meeting. Carried.

Minutes of the May 27th, 2023 Special Board Meeting:



Andy Pittman-Board Chair



Nora Paulovich-Board Secretary