



**4-H Alberta Board Meeting  
MINUTES  
September 9, 2023  
10:00 am - 12:00 p.m.  
At Alberta 4-H Centre**

**Attendees:** Christine Suominen (Chair), Syeda Khurram, Janice Wirsta, Kathleen Linder, Scott Bodie, Simone Demers-Collins, Amanda Hardman, Austin Andrew, April Aspden, Andy Pittman, Carmen Andrew (GOA - observer), Kurt Kinnear (CEO) and Bianca von Nagy (recording secretary), Nora Paulovich

**Regrets:** Andrea Hanson

**Pledge**

**1. Opening Comments/Call to Order – Christine Suominen**

Meeting called to order at 10:04 am.

**2. Approval of Agenda – Christine Suominen**

Motion to approve the Agenda by Janice Wirsta. Seconded Simone Demers-Collins. Motion carried.

**3. Approval of Minutes – Christine Suominen**

**- May 27, 2023**

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

Motion to approve the Minutes by Austin Andrew. Seconded by Kathleen Linder. Motion carried.

**4. Chair Report - Christine Suominen**

Christine Suominen reported on her uploaded report and highlighted that she attended 4-H Canada's AGM.

**5. Management Update Report - Kurt Kinnear**

Kurt Kinnear presented a brief update to the Board, referencing the previously uploaded report.

He addressed the following highlights:

- The Volunteer Workload Assessment results were reviewed
- Staff updates:
  - Teresa Wasney is scheduled to return in October
  - Madeline Luft resigned from programming team and the search for a replacement is underway
  - Brenda Murdock resigned as Area Coordinator in the East and West Central Regions
  - Lori Nielsen will launch the 4-H Pilot Program in Calgary
- The group discussed the 4-H Canada accreditation requirements and the importance of screening 4-H Alberta Leaders

- Group discussion regarding the new club program to continue to cover traditional 4-H learnings, review underway regarding largest membership growth, conflicts have gone down with implementation of strike rule

Action Item:

- Christine Suominen requested a refresher of the accreditation process with 4-H Canada; Kurt Kinnear will connect with 4-H Canada to facilitate a presentation

## 6. Senior Leadership Team Update - Bianca von Nagy

Bianca von Nagy presented on the Scholarship Program and the Fund Development progress, priorities and challenges. She reviewed the scholarship program improvements and outcomes.

## 7. Committees Updates, Summary of Committee Roles, Appointment of Chairs

- i. **Audit and Finance - Janice Wirsta**  
The CFO reviewed the monthly report, reporting on healthy cash flow.
- ii. **Governance and Nominating - Scott Bodie**  
Scott Bodie provided an overview of the Committee roles and tasks.
- iii. **Community Engagement - Kathleen Linder**  
The Community Engagement Committee will meet later in October.
- iv. **People and Resources - Syeda Khurram**  
The People and Resources Committee will meet upon the return of the head of the HR department.
- v. **Strategic Growth - Amanda Hardman**  
The committee has not met yet but will further review priorities during the first meeting.
- vi. **Fund Development/ Scholarships - Simone Demers-Collins**  
Simone Demers-Collins is in the process of familiarizing herself with the scholarship history and will focus on how to align the work of the scholarship committee with the priorities and work of the fund development committee.  
  
The Fund Development Committee is slated to have TOR in December.
- vii. **Government of Alberta - Carmen Andrew**  
As the Agriculture and Irrigation representative, Carmen Andrew provided an update.

## 8. Board Self-Assessment summary - Christine Suominen

The group reviewed the assessment summary.

The board will continue to work on streamlining the meeting agenda and process.

The group explored a variety of options for recruiting potential new board members.

Action item:

- Carmen Andrew offered to share some workshop opportunities available through the Government of Alberta. Amanda Hardman will take the course through her involvement with an agriculture society and will report back on her experience.

## 9. Board Work Plan 2023-24

Christine Suominen has created a framework for a board work plan. Will add Oct 14th regional gathering and a meeting prior to prepare for the regional gathering.

November will include director election reminders as well as governance training.

Looking to do full board governance training.

December Budget and CEO review.

## 10. Risk Management Framework Adoption

A. Andy Pittman discussed risk assessments and management.

B. **Motion** to approve the risk management policy as presented made by Scott Bodie and seconded by Syeda Khurram. Carried.

## 11. Leadership Training Requirements for All Directors – Christine Suominen

**Motion** by Nora Paulovich that leader screening and training for 4-H Alberta board members must be completed prior to the first quarterly board meeting following the AGM commencing in 2024. All current Board members are required to complete screening and training October 31, 2023. Seconded by Janice Wirsta. Motion Carried.

## 12. Regional Gathering - Christine Suominen

### i. October 14th, 2023

## 13. Next Meeting: December 4, 2023 at 4pm

## 14. In-Camera

Kathleen Linder moved to go in camera at 12:50 pm, seconded by Simone Demers-Collins. Carried.

Kurt Kinnear left meeting at 1:15 pm.

Simone Demers-Collins moved to go out of camera at 1:40 pm, seconded by Austin Andrew. Carried.

## 15. Adjournment

Janice Wirsta adjourned the meeting at 1:41 pm.

## Minutes of the September 9, 2023 board meeting:



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Christine Suominen, Chair



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Nora Paulovich, Secretary