



4-H Alberta Board Meeting

DRAFT Minutes

December 14, 2023

4:00 pm

Virtual - Zoom call

Attendees: Christine Suominen (Chair), Syeda Khurram, Nora Paulovich, Andrea Hanson, Janice Wirsta, Kathleen Linder, Scott Bodie, Simone Demers-Collins, Amanda Hardman, Andy Pittman, Kurt Kinnear (CEO), Teresa Wasney (recording secretary)

Regrets: Carmen Andrew (GOA - observer), Candice McKay (CFO), Austin Andrew, April Aspden

Pledge

1. **Opening Comments/Call to Order** – Christine Suominen called meeting to order at 4:09 pm.
2. **Approval of Agenda** – Motion to approve agenda by Nora Paulovich, seconded by Simone Demers-Collins, carried.
3. **Committee Updates:**
 - i. **Governance and Nominating - Scott Bodie**
 - Have 3 diversity director positions coming up for renewal, after in-depth discussion committee recommends for this year the 2 diversity director positions that are filled by Christine Suominen and Syeda Khurram be protected due to their executive positions and leave Scott Bodie's position the only one open for filling.
 - Board reviewed and discussed different variations available.
 - Terms of executive positions should be respected.
 - Board to review bylaws in January if revisions are necessary.

Christine Suominen and Syeda Khurram left meeting at 4:30 pm.

- Discussion held on recommendation and all in agreement to adopt

Motion: We move that one diversity director position be advertised and the other 2 diversity director positions be recommended by the board to be renewed because those 2 have executive positions. The diversity director presently serving as board chair be renewed for 1 year and the diversity director presently serving as vice-chair be renewed for 3 years as a recommendation to be put before the board at the AGM. Nora Paulovich makes this motion, seconded by Andrea Hanson, no opposition, carried.

Two board members abstained - Christine Suomen and Syeda Khurram

- Discussion held regarding voting process for slate of nominations as one vote and not on individual basis

Janice Wirsta joined meeting at 4:44 pm.

Christine Suominen and Syeda Khurram rejoined the meeting at 4:45 pm.

- **Action:** Christine Suominen to send out email regarding board recruitment
- **Action:** Andrea Hanson and Amanda Hardman doing video to go on website

ii. Community Engagement - Kathleen Linder

- Discussed Hall of Fame, applications, MLA involvement
- Next meeting February

iii. People and Resources - Syeda Khurram

- Report provided to board
- Confirmed CEO is the only employee of the board, board cannot discuss employee matters other than the CEO
- Employee Handbook going out soon to staff
- Staff have been informed that all concerns or matters are to go directly to HR
- HR reviewing whistle blower policy, speak up policy, CEO performance review process
- Andy Pittman to be added to the meetings as past chair going forward
- Board to possibly be involved in exit interview panel

Motion: Syeda Khurram moves to amend the term “assessment” to “survey” in point 7 of TOR, seconded by Andrea Hanson, no opposition, carried.

iv. Strategic Growth - Amanda Hardman

- Met Dec. 2, updated TOR, revised wording to specify not looking at operations, looking at direction organization is moving in, we make suggestions and board makes changes
- Went over strategic plan, noted suggestions for changes

Motion: Amanda Hardman moves to approve the draft 2023 TOR, seconded by Simone Demers-Collins, no opposition, carried.

v. Fund Development/Scholarships - Simone Demers-Collins

- TOR are straight forward and provided to board, included scholarships and fund development even though distinctive

Motion: Simone Demers-Collins moves that the TOR be approved in principle as presented, seconded by Nora Paulovich, no opposition, carried.

- Discussed title of “Business Development Team” and whether name needs to be consistent with “Fund Development Committee”
- Discussed changes to federal government law on scholarships and bursaries, must be dealt with by end of 2024
- Discussed proposed 50/50 program

Andy Pittman - reports and information to be in meeting folders prior to board meetings to provide time for review

Teresa Wasney left meeting at 5:22 pm.

In Camera: Motion to go in camera at 5:23 pm made by Scott Bodie, seconded by Kathleen Linder, carried.

Out of Camera: Motion to go out of camera made by Janice Wirsta at 5:42 pm, seconded by Simone Demers-Collins, carried.

Syeda Khurram left meeting at 5:46 pm.

Motion: Scott Bodie made a motion, seconded by Kathleen Linder, the following section be added to the Board Governance Operating Principles:

Leader Screening

Leader screening and training for 4-H Alberta board directors must be completed prior to the first quarterly board meeting following the AGM after election. The relevant screening is as required on the 4-H Alberta website and the 4-H Alberta Reference Guide.

All in favor. Carried.

Other Matters:

- Next **Regional Gathering will be virtual on January 20, 2024.**
- Fund Development Committee will bring recommendation forward to the Board regarding tax receipts for donations and CRA compliance.
- Christine Suominen announced that the **AGM of 4-H Alberta will be on May 25, 2024.** Since the 4-H Center is booked for that weekend, she and Teresa Wasney will explore other venues
- **Canada Leader Summit will be in Vancouver in early April 2024.** It was advertised in the Scoop for volunteers to submit applications with a short turn around time of 2.5 weeks.

Next Meeting: In person at the 4-H Centre the weekend of **March 9, 2024.** Christine suggested Board Governance training be included.

In camera: Scott Bodie moved to go in camera at 5:59 pm, seconded by Simone Demers-Collins. Carried. Kurt Kinnear left the meeting at 6:00 pm. Simone Demers-Collins moved to go out of camera at 6:23 pm, seconded by Scott Bodie. Carried.

Adjournment: Kathleen Linder moved to adjourn the meeting at 6:20 pm.

Date: 19/03/2024

Signature: 

Christine Suominen

Board Chair

Date: 26/03/2024

Signature: 

Nora Paulovich

Board Secretary