



4-H Alberta Board Meeting

MINUTES

December 4, 2023

4:00 pm

Virtual

Attendees: Christine Suominen (Chair), Syeda Khurram, Andrea Hanson, Janice Wirsta, Kathleen Linder, Scott Bodie, Simone Demers-Collins, Amanda Hardman, April Aspden, Andy Pittman, Carmen Andrew (GOA - observer), Kurt Kinnear (CEO), Teresa Wasney (recording secretary) Nora Paulovich, Candice McKay (CFO)

Regrets: Austin Andrew

Pledge

1. **Opening Comments/Call to Order – Christine Suominen** called meeting to order at 4:01 pm

2. **Approval of Agenda** - Motion to approve Agenda as presented by Simone Demers-Collins, seconded by Andrea Hanson, carried.

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

- **September 9, 2023**
 - Revision that Nora Paulovich was present virtually therefore remove her from regrets. Andrea Hanson was not present. Motion to adopt Minutes with corrections by Nora Paulovich, seconded by Syeda Khurram, carried.
- **Review of Action Items**
 - All have been covered.
 - Accreditation process - Kurt Kinnear reached out to 4-H Canada to provide review of the process. 4-H AB is up to date and there are new requirements for next year. **Action: Christine Suominen** to work on providing new requirements to the Board when available.

4. **CFO Update and Report - Candice McKay**

- Reviewed statements as presented

5. **Budget 2024 - Kurt Kinnear**

- Reported that the Audit and Finance Committee reviewed budget in detail and approved it
- Presented summary of budget to the Board
- Staff salaries - proposing 5% raise to reflect cost of living increases
- Discussed having ATB to present their investment planning to the board
- **Action: Kurt Kinnear** to arrange for ATB to present at next meeting in March

Motion to approve Draft Budget 2024 as presented made by Syeda Khurram, seconded by Scott Bodie, no opposition, carried.

Motion to approve quote from MNP as presented made by Janice Wirsta, seconded by Simone Demers-Collins, no opposition, carried.

6. Govt of AB - Carmen Andrew

- Reviewed update to her department as presented, may be some program funding for 4-H AB waiting for approval

7. Audit and Finance Committee Update - Janice Wirsta

- No update other than what was in budget
- **Action:** make plan for legacy and reserve funds and develop financial strategy

8. Chair Report - Christine Suominen

- Reviewed report as presented
- Foundation charitable status application has been filed and approved with small revision, to be finalized early next year

9. Management Update Report - Kurt Kinnear

- Reviewed report as presented

10. Human Resources/Trestle Management - Shama Yunus-Joynt

- Reviewed volunteer survey with board
- Advised board of her work over the last year with 4-H AB staff and discussed future improvements towards positive outcomes and culture

April Aspden and Andrea Hanson left meeting at 5:58 pm.

11. Next Meeting - December 14th at 4pm

12. In-Camera - Motion to go in camera made by Kathleen Linder, seconded by Syeda Khuram at 5:59 pm. Carried. Teresa Wasney and Carmen Andrew left meeting at 5:59 pm. Kurt Kinnear left meeting at 6:20 pm.

Out of Camera - Motion to go out of camera made by Simone Demers-Collins, seconded by Scott Bodie, carried.

13. Adjournment - Simone Demers-Collines made motion to adjourn at 6:52 pm.

Date: Mar.19/24

Date: March 26, 2024

Signature: 

Signature: 

Christine Suominen

Nora Paulovich

Board Chair

Board Secretary

