



CANADA

## MINUTES

### **4-H Canada Board of Directors Meeting**

Tuesday, February 23, 2016

Via teleconference at 6:00 p.m. (EST)

Present: Donna Bridge  
Cameron Choquette  
Jennifer Christie  
Stan Figley  
Blain Hjertaas  
David Hovell  
Randy Mowat  
Valerie Pearson  
Leanne Sprung  
Lyndon Stewart  
Valerie Stone

Staff: Shannon Benner - CEO  
Don Singer - Director of Finance & Administration

By Invitation: Ruth Sweet - Recording Secretary, MinuteTakers Inc.

Regrets: Kendra Elliott

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#### 1. **CALL TO ORDER**

Proper notice been given and there being a quorum present Donna Bridge called the meeting to order at 6:03 p.m. and presided as Chair.

#### 2. **APPROVAL OF AGENDA**

The Chair asked if there were any additions or deletions to the proposed agenda.

Motion: "It was resolved that the agenda be approved as presented.  
Seconded and passed.

#### 3. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked if there were any errors or omissions to the minutes of the

Board Meeting that was held on November 10, 2015.

- 3... Motion: "That it be resolved that the minutes of the Board meeting held on November 10, 2015 be approved as presented"  
Seconded and passed.

4. **PRESIDENT'S REPORT**

Highlights were noted as follows:

- (a) *Board's Working Well Together* – The December 2015 Foundation meeting was successful and noted that good work will be coming out of it in the future. It was added that the Boards are working well together.
- (b) *CEO Performance Appraisal* – The performance appraisal of CEO S. Benner will be finalized by May 2016.
- (c) *Change of Date for November 2016 Meeting* – The date of the November 2016 meeting in Toronto is being changed to coincide with the Royal Winter Fair. The new date is tentatively set for the weekend of November 4-6, 2016.

5. **FOUNDATION CHAIR REPORT**

Highlights were as follows:

- (a) *Foundation Meeting – February 11, 2016* – It was noted that the Provincial and National relations continue to be good.
- (b) *Review of Balance Sheets and Draft Budget* – Thanks and congratulations was given to Don Singer for his hard work on the statements. Discussion took place regarding the level of and ways to fund the portfolio. Major sponsorships were also discussed and with a soft economy an effective sponsorship machine be in place. A member queried whether there is a system in place where endowments are explored that could grant money to the Foundation. It was noted that endowments are being explored and they are being approached by 4-H.
- (c) *Joint Council and Foundation Board Meeting* – It was discussed that the meeting to be held Toronto in November 2016 be a joint meeting of Council and Foundation Boards.

Motion: " That the scheduled November 2016 meeting to be held in Toronto be a joint meeting of Council and Foundation Boards."  
Seconded and passed.

6. **CEO REPORT**

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Highlights were noted as follows:

- (a) *Leadership Forum* –Leadership Forum finished last week and focused on capacity building. Stakeholders were heard and engaged.
- (b) *Update on Milestones Achieved* –
  - i) Impact on Youth – Priority: Increase our impact on youth by supporting the advancement and implementation of world-class 4-H positive youth development programs that have measurable impact. At the national level, the program year will close with an increase of approximately 250% participant growth. The key takeaway was noted that, the increase in quality and caliber of measurement in those experiences, in addition to quantitative growth was seen. A copy of Science and Technology report that was created for stakeholders was provided for Board members.
  - ii) Identity – Priority: Strengthen and align the 4-H brand across Canada. Define our role in Canada as leaders in positive youth development and maintain a relevant voice with today's youth. The most successful initiative launched in 2015 was the brand. As the year closes, we have intentionally shifted from the identity alignment initiative into telling the story and thought leadership on compelling pieces relevant to 4-H. The challenge ahead lies in articulating what success looks like for the 4-H movement in Canada, not just 4-H Canada.
  - iii) Leadership Excellence – Priority: Support capacity building of 4-H volunteers and professional staff across the country, which will result in high quality skilled and engaged leadership. 2015 saw the execution of a hiring plan that introduced several new positions and a higher level of expertise and depth to the team. The team is preparing for the 3<sup>rd</sup> annual Leadership Summit, which is themed around the 'Environment and Healthy Living' pillar.
  - iv) Resources – Priority: Secure resources that enable us to excel in our work with youth as well as provide us with diversified and long term with the 4-H movement. In 2015/2016 we were able to engage our corporate partners in terms of their investment in the 'pillar' concept of support our engagement of youth. This model was successful; we do see examples of our stakeholders that have increased return on investment because of their investment in the 'brand' and moving away from program specific support. We were successful in retaining more than 95% of corporate partners and many of them increased their level of investment. In the past year also saw increased support to the overall movement of 4-H across Canada. At a national level, we secured and administered more than \$180k in scholarships to members, provided more than \$170k directly to clubs and slightly less than \$500k to provinces.
- (c) *Insurance Summary* – A review of coverage and capacity was provided for Board

information.

- (d) *Alumni Strategy and Vision* – Alumni were surveyed and opportunities were realized.
- (e) *CEO Commended* – Board members commended the CEO on her reports.

## 7. **COMMITTEE REPORTS**

### 7.1 **Audit and Finance**

- (a) *Terms of Reference* – The committee chair presented an audit and finance report which included terms of reference. Don Singer was thanked for his leadership in this collaboration. It was noted that the committee has good governance and has given due diligence.

Motion: “That the terms of reference be accepted AND the document remove the word ‘management’ from clause 5.

Seconded and carried

Motion: “That the third quarter statements be accepted.

Seconded and passed.

- (b) *Budget Proposal* – A budget proposal for the period April 1, 2016 to March 31, 2017 was presented which included notes It was noted that the 2016-2017 budget does not incorporate any potential planning changes and consultant costs revenues if/when Global 4-H Summit 2017 is implemented.

Motion: “That the budget for the fiscal year April 1, 2016 to March 31, 2017 as presented be duly approved as presented.

Seconded and passed.

### 7.2 **Governance Committee**

Discussion ensued regarding the honorary member process and criteria. Board buddy assignments have been distributed and Board policies will be brought to the next Board meeting.

### 7.3 **Risk Management**

It was noted that the Risk Management Committee met on January 27, 2016 where they reviewed insurance claims and the present insurance coverage. The next meeting of the Risk Management committee will be held in April 2016.

### 7.4 **YAC Mentor**

What is YAC, Guideline for becoming a YAC member, YAC structure, YAC membership terms, YAC membership selection, YAC on the 4-H Canada Board of Directors, Admissions and AGM working group responsibilities, and YAC

mentor.

7.5 **2017 Event**

The planning process is underway; an update will be coming as soon as available.

7.6 **Acceptance of Committee Reports**

Motion: "That the committee reports be accepted"  
Seconded and passed.

8. **DATE OF NEXT MEETING**

The next meeting of the 4-H Board of Directors will be held on Tuesday, May 17, 2016 commencing at 6:00 p.m. (EST).

9. **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 8:08 p.m.  
Seconded and passed.