



4-H Alberta Board Meeting

DRAFT MINUTES

March 11, 2024

7:00 pm

Virtual

Attendees: Christine Suominen (Chair), Syeda Khurram, Andrea Hanson, Kathleen Linder, Scott Bodie, Simone Demers-Collins, Amanda Hardman, Austin Andrew, April Aspden, Andy Pittman, Kurt Kinnear (CEO), Teresa Wasney (Exec. Assistant)

Regrets: Nora Paulovich, Janice Wirsta

Pledge

1. **Opening Comments/Call to Order** – Christine Suominen called meeting to order at 7:06 pm.
2. **Approval of Agenda** – Christine Suominen - Motion to approve agenda by Simone Demers-Collins, seconded by Syeda Khurram, carried.
3. **Committees Updates**
 - i. **Audit and Finance - Syeda Khurram**
 - Met Feb 28th, Kurt Kinnear to present reserve fund update at next meeting for board approval
 - Seeking board approval to increase combined credit card limit, approved by audit and finance committee
 - **Motion** made by Syeda Khurram to increase Mastercard combined credit limit from \$40K to \$60K, seconded by Kathleen Linder, carried.
 - ii. **People and Resources - Syeda Khurram**
 - Key discussions regarding volunteer survey
 - Plan forward by Kurt Kinnear to do face to face group discussions, solution focused, education of developed programs, IT integration, resolve burnout issues
 - Developing process for staff exit interviews conducted by Shama/HR
 - Whistle blower and speak up policies - Shama/HR is point of contact, still building policy
 - **Action:** Kurt Kinnear to share results of volunteer survey to board members
 - iii. **Strategic Growth - Amanda Hardman**
 - Strategic Plan updates presented to board for approval
 - Provided an overview of revised wording with discussion from board
 - Remove from Mission statement “through effective leadership” and add it to end of vision statement. Mission statement should be first followed by vision statement.
 - Board discussed meaning of Innovative Programming - description needs to be developed more, add “across or throughout AB” to strengthen program delivery statement
 - Social, Safe and Inclusive - change to “Adopt best strategies in implementing and developing programs, resources and policies” and after policies add “in both current and new programs”
 - Innovative Program Delivery - remove “innovative” in statement
 - Organisational Excellence - changed wording to reflect that we are an organisation and not a business
 - Added Embrace Diversity
 - Values and Principles - Community - remove brackets around diversity, equity and inclusion

- **Motion** to adopt strat plan as amended by Austin Andrew, seconded by Simone Demers-Collins, carried.
- **Action item** - provide approved plan to board at next meeting

Amanda Hardman left meeting at 8:06 pm.

iv. Fund Development/Scholarships - Simone Demers-Collins

- Seeking approval to change the name of committee and staff team
- Questions regarding name to go back to the committee for different options and to match with the staff team
- Gift acceptance policy - policy has been expanded and aligns with new provincial and federal regulations
- **Motion** to accept gift acceptance policy to be reviewed once every 2 years to ensure it aligns with provincial and federal laws made by Simone Demers-Collins, seconded by April Aspden, carried.

4. PLAC Report - Andy Pittman

- Presented PLAC report to board
- Cyber security insurance
- Board training
- Update on 4-H Canada inclusion statement that must be adopted by provincial organisations for accreditation
- Interim CEO update - cutbacks, new CFO, next meeting summit in Vancouver in spring

5. Risk Register - Andy Pittman

- Working on risk management policy and register
- Ad Hoc committee: Kathleen Linder, Andy Pittman, Scott Bodie, Syeda Khurram, Austin Andrew (Chair)
- To present to board for May meeting

6. AGM - Christine Suominen

- Christine Suominen to send email to regional executives that we have started the process for AGM set for May 25, 2024
- Working towards making the AGM a quick and easy online process
- AGM Venue - Reynolds Museum, Assembly Room
- Currently gathering regions' voting members, financials reviewed at end of April, interview process for board positions in the works
- Goal to get AGM packages out by May 1-3

7. Next Meeting: April 29, 2024 @ 4pm - special audit meeting

8. In-Camera: Motion to go in camera by Austin at 8: 52 pm. Seconded by Andrea. Teresa Wasney left meeting at 8:52 pm.

Kurt left the meeting at 9:15 pm.

Out of camera motion by Simone at 9:59 pm. Seconded by Syeda.

9. **Adjournment:** Motion to adjourn by Scott at 10:00 pm.

Date: 06/03/2024

Chair: Christine Suominen

Christine Suominen

Date: 05/31/2024

Secretary: Nora Paulovich

Nora Paulovich