



4-H Alberta Board Meeting

DRAFT MINUTES

May 25, 2024

1:00 pm

In Person and Virtual

Attendees: Christine Suominen (Chair), Syeda Khurram, Nora Paulovich, Janice Wirsta, Kathleen Linder, Simone Demers-Collins, Austin Andrew, April Aspden, Andy Pittman, Grace Adler, Wes Novotny, Arlene Good, Nora Paulovich, Kurt Kinnear (CEO), Teresa Wasney (Executive Assistant)

Regrets: Carmen Andrew (GOA)

Pledge

1. Opening Comments/Call to Order – Christine Suominen called the meeting to order at 1:32 pm.

2. Introduction of new Board members - Christine Suominen

3. Approval of Agenda – Christine Suominen

MOTION to approve agenda as presented made by Simone Demers-Collins, seconded by Kathleen Linder. Carried.

4. Approval of Minutes – Christine Suominen

- i. **March 9, 2024**
- ii. **March 11, 2024**
- iii. **April 29, 2024**

MOTION to approve minutes made by Austin Andrew, seconded by Nora Paulovich. Carried.

5. Leadership Training Requirements for New/All Directors – Christine Suominen

- Police checks are done, list of training required for new directors will be sent to new board members including OH&S training along with orientation information.

6. Chair Report - Christine Suominen

- i. AGM completed and all motions passed; met with Hall of Fame recipients; met with Minister of Ag in Edmonton; CEO performance review completed, with association plan of action and goals to be provided to the board; exit interviews for board members were held; 4-H Foundation received charitable status and will schedule their first AGM next year.
- ii. **Govt update written report submitted by Carmen Andrew.**
- iii. **Market and Economic Update from ATB was presented as information.**

7. Management Update Report - Kurt Kinnear

- Hired summer camp coordinators
- Programs - provincial judging and communications completed
- Senior Symposium was a success
- Summer program registration to date is good

- Full audit for accreditation with 4-H Canada to be done this year
- Working on provincial programming
- Higher number of scholarship applications received
- Club payments approved to go out from sponsors
- Applications for Elmer and Ona Hansen fund scholarship to be received in early May
- Fund development team - have met their budget goals for 2024
- Final stages of hiring AC for West Central
- Upgraded phone system at 4-H Centre
- Incident reports/conflicts - improving process, working well
- Leader workload survey has been received, as have the report on follow-up interviews- special meeting to go over results will be called in the near future
- Intro clubs report to be tabled
- On-going discussions on club year starting/closing dates, option for shorter programs, volunteer workload, and the possibility of extending registration deadlines.

8. Election and Appointment of Officers - Christine Suominen

- **Chair** - Christine Suominen
- **Vice-chair** - Syeda Khurram
- **Treasurer** - Janice Wirsta
- **Secretary** - Nora Paulovich

- No opposition to having board members holding their current positions into a second year with exception of Nora Paulovich who has held the Secretary position for 2 years, and should be replaced as board policy suggests a maximum two-year term for any 4-H Alberta officer.

- Floor opened for nominations for secretary. Syeda Khurram nominated Simone Demers-Collins, seconded by Austin Andrew. Carried. Simone Demers-Collins accepted to be the Board Secretary.

- All four positions will need to be filled next year, as Simone will be finishing her three-year term on the 4-H Board. It was agreed to have co-chairs in Audit and Finance.

MOTION: Kathleen Linder moves to continue positions of Christine Suominen as Chair, Syeda Khurram as Vice Chair, Janice Wirsta as Treasurer and Simone Demers-Collins as Secretary for the year 2024-2025, seconded by April Aspden. Carried.

9. Committees - Review of Committee Work & Appointment of Chairs

- i. **Audit and Finance** - review of committee role by Janice Wirsta
 - Additional responsibility this year will be the approving 4-H Alberta sustainability plan
- ii. **Governance and Nominating** - review of committee role by Christine Suominen
 - Bylaws and nominations process are two major roles, requiring a new chair
- iii. **Community Engagement** -review of committee role by Kathleen Linder
 - Hall of Fame every year or possibly every 2 years; nominations for 2024 to close on Sept 1st
 - Invisible ink issue will be discussed & recommendation brought forward to the board
 - Sept 11 next meeting
- iv. **People and Resources** - review of committee role by Syeda Khurram
 - Special board meeting with HR to be scheduled for June 13, 2024 @ 4pm virtually, 2 hours, Teresa to send out calendar invites on Google Meet
- v. **Strategic Growth** - review of committee role by Christine Suominen

- Austin Andrew to be new chair
- vi. **Fund Development/Scholarships** - review of committee role by Simone Demers-Collins
 - Discussion regarding name of committee and scholarships

MOTION: Simone Demers-Collins makes motion to change name of the Fund Development Committee to Development Committee, to reflect the work that is done in sponsorships, scholarships, gift acquisitions as well as fund-raising, seconded by April Aspden. Carried.

- vii. **Ad hoc - Risk Register** - Review of committee role by committee chair, Austin Andrew
 - **ACTION:** Each committee to go through the risk registry as compiled and check which identified issues pose risks to their committee, and report to Austin.

10. Board Meeting Schedule and Committee Schedules for 2024/25 - Christine Suominen

- i. **Master Schedule**
 - **ACTION:** Teresa Wasney to add new special meeting to schedule
 - **ACTION:** Next board meeting moved to Sept 14th, Teresa Wasney to send out calendar invites
- ii. **Regional Gathering Potential Dates**
 - Oct 5 or Nov 16
- iii. 2025 AGM date may move to June 7. Further discussion needed re: date with least conflicting activities.

11. Board Work Plan

- i. **Board Self Assessment - Syeda Khurram**
 - Provided overview of results of 2024 assessment
 - Positive feedback to governance training session held in April
 - Discussed importance of board retreat and in - person meetings
 - Discussed the wording of questions to be more direct
 - Have improved as a board over the past 3 years
 - **ACTION:** Christine Suominen to look for venues or 4-H Centre for Sept 14 for board retreat for weekend Friday until Sunday

Nora Paulovich left meeting at 4:03 pm.

Janice Wirsta left meeting at 4:21 pm.

- ii. **Board Exit Interviews - Christine Suominen** - indicated that these will continue to be done at the end of each director's term

12. Orientation for new Board members - Christine Suominen - will be held this summer to get new members ready for September work plans, Teresa Wasney is main contact.

13. Written Report on Seminar: Navigating the Future attended by Christine Suominen and Simone Demers Collins, is in the board meeting folder

14. NEW - New Director Question Period

15. Next Meeting: September 14, 2024 at 4-H Centre

Teresa Wasney left meeting at 4:24 pm.

16. In-Camera: MOTION to go in camera at 4:02 pm made by Austin Andrew, seconded by Syeda Khurram. Carried.

Kurt Kinnear left meeting at 4:32 pm.

MOTION to go out of camera at 4:57 pm by Kathleen Linder, seconded by Austin Andrew. Carried.

17. Adjournment: MOTION to adjourn by Grace Tabler at 4:58 pm.



Christine Suominen (4-H Alberta Board Chair)



Simone Demers-Collins (4-H Alberta Secretary)











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Final Audit Report

2024-09-28

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