



## 4-H Alberta Special Board Meeting

### MINUTES

June 19, 2024

4:00 pm

Virtual

**Attendees:** Christine Suominen (Chair), Syeda Khurram, Nora Paulovich, Janice Wirsta, Kathleen Linder, Simone Demers-Collins, Austin Andrew, Grace Tabler, Wes Novotny, April Aspden, Andy Pittman, Kurt Kinnear (CEO), Teresa Wasney (recording secretary), Shama Yunus-Joynt (Trestle Management/HR),

**Regrets:** Arlene Good

### Pledge

1. **Opening Comments/Call to Order** – Christine Suominen called the meeting to order at 4:05 pm.
2. **Approval of Agenda** – **MOTION** to approve agenda by Simone Demers-Collins, seconded by Nora Paulovich, carried.
3. **Approval of Minutes - May 25, 2024** - tabled for next meeting.
4. **Volunteer Workload Recommendations - Shama Yunus-Joynt**
  - i. **Volunteer Survey Report** - shared with board
    - Brief review of report presented to board
    - Discussed areas of concern
    - Most enjoyable aspects
    - Focus groups helped solidify the findings
    - Risks to 4-H Alberta
    - Volunteer recruitment and retention recommendations
    - Materials and training suggested to meet recommendations
    - Culture of change needs to be fostered
    - Tenure of volunteers to be examined
    - 4-H Alberta Support required
    - Volunteer coordinator, as a possibility
  - ii. **Recommendations**

**Operational:**

    - Develop an easy volunteer training manual
    - Improve member workload by improving relevance & usability of materials
    - Clarify AC role as it pertains to each region
    - Develop training platform for all volunteers that establishes best practices for volunteers
    - Create role to champion volunteers and head the volunteer program
    - Develop modular online training program for each specific role within AB 4-H to assist in Volunteer retention. Create more self-serve options & improve user experience to the ORS to reduce volunteer workload

### **Governance:**

- Make terms in Code of Conduct more explicit to clarify behavioural expectations to reduce conflict
- Finalise 3-Strike Rule, its enforcement & investigation process and convert to 4-H AB policy
- Limit terms of office of executives to effecting better governance
- Establish a conflict of interest policy for board members
- Provide governance training in Strategic Planning, the development of Vision, Mission, Values. Encourage further board training to establish parameters of governance vs operations
- Emphasise the value of 4-H family input in programming at regional, and possibly district levels
- Define role and accountability expectations of Key Leaders Establish maximum club volunteer requirements Communicate to 4-H AB community - results and recommendations from survey

### **Board Discussion:**

- Terminology, marketing and learning materials must be clear and easily understandable to a broader audience
- Growth should be defined as part of the Vision statement
- Volunteers should be welcomed into 4-H, recognizing the importance of their role, the plan to retain their services and the plan for succession for volunteers - all to creating a positive experience
- Need to identify what will add the most value to reduce workload and admin for volunteers - and once identified this should become the priority
- Developing training manuals for volunteers to reduce frustration, increase ease of finding information, could result in higher volunteer retention to share the load
- ORS improvements need to be made
- Costs associated with each recommendation need to be identified

**ACTION:** Kurt Kinnear to provide cost statement associated with each recommendation and a timeline of when priorities may be expected to be completed, to bring to the board for approval at the fall meeting.

**ACTION:** Kurt Kinnear to also send board a summary of what is currently in the process of being addressed at the operational level.

**ACTION:** Shama Yunus-Joynt to draft statement of the results of the survey and recommendations/actions to be released by board chair into the community in multiple communication formats, including Scoop.

**ACTION:** Kurt Kinnear to finalise conflict policy and present it to People & Resources for fall implementation.

Shama Yunus-Joynt and Teresa Wasney left meeting at 6:21 pm.

#### **5. Next Meeting - September 14, 2024 at 4-H Centre**

#### **6. In-Camera**

**MOTION:** Syeda Khurram moves that board move in-camera at 6:22 p.m., seconded by Janice Wirsta, carried.

Kurt Kinnear left the meeting at 6:31 p.m.

**MOTION:** April Apsden moves that that board move out-of-camera at 6:43 p.m., seconded by Austin Andrew, carried.

**7. Adjournment:** Christine Suominen declared the meeting adjourned at 6:44 p.m.



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Christine Suominen (4-H Alberta Board Chair)



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Simone Demers-Collins (4-H Alberta Secretary)











# Minutes 4-H Alberta Special Board Meeting June 19, 2024

Final Audit Report

2024-09-28

Created:	2024-09-25
By:	Executive Assistant (exec.assist@4hab.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2Jv4YyYYiI0MePxM4sLmvzUkAU_SsIMJ

## "Minutes 4-H Alberta Special Board Meeting June 19, 2024" History

-  Document created by Executive Assistant (exec.assist@4hab.com)  
2024-09-25 - 7:31:33 PM GMT
-  Document emailed to christine.suominen@4hab.com for signature  
2024-09-25 - 7:31:37 PM GMT
-  Document emailed to simone.demers-collins@4hab.com for signature  
2024-09-25 - 7:31:38 PM GMT
-  Email viewed by christine.suominen@4hab.com  
2024-09-26 - 5:55:59 PM GMT
-  Signer christine.suominen@4hab.com entered name at signing as Christine G. Suominen  
2024-09-26 - 6:00:07 PM GMT
-  Document e-signed by Christine G. Suominen (christine.suominen@4hab.com)  
Signature Date: 2024-09-26 - 6:00:09 PM GMT - Time Source: server
-  Email viewed by simone.demers-collins@4hab.com  
2024-09-28 - 9:16:55 PM GMT
-  Signer simone.demers-collins@4hab.com entered name at signing as SIMONE M DEMERS-COLLINS  
2024-09-28 - 9:17:38 PM GMT
-  Document e-signed by SIMONE M DEMERS-COLLINS (simone.demers-collins@4hab.com)  
Signature Date: 2024-09-28 - 9:17:40 PM GMT - Time Source: server
-  Agreement completed.  
2024-09-28 - 9:17:40 PM GMT