

**4-H Council of Alberta**  
**RR 1 Site 7 Box 1 Westrose AB TOC 2V0**



**Phone: (780) 682-2648 Toll Free 1-877-682-2244**  
**Email: council@4hab.com www.4h.ab.ca**

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## **GOVERNANCE UPDATE FOR REGIONS FROM PROVINCIAL COUNCIL**

The 4-H Council of Alberta held our regular fall meeting on October 25<sup>th</sup> at the 4-H Centre. We discussed a number of topics, and those highlights (included below) will be sent out to the regions as always. There are a few that will also be mentioned in this update regarding governance, and information regarding Council income and expenses.

We have started to receive some feedback from a few regions regarding the 4-H Alberta governance proposal. We appreciate those who have taken the time to give constructive feedback. In order for the 4-H community to have a full understanding of the summary of the process, you are encouraged to read through the material.

*The documents that best summarize the process are:*

- a) The summary of the May 2013 meeting,
- b) The proposal,
- c) The September 13, 2014 meeting summary, and
- d) A flowchart of the concept which the proposal presents. The flowchart was just created during the recent Council meeting, so this is a new addition to the information; hopefully it will help with an understanding of the concept.

All 4-H Alberta Council directors have numerous copies of all of the items listed. Please contact your region's director for more information, or for copies of these items. The regional reps who attended the September meeting will provide an overview of things but if you have specific questions that you need clarification on, Council directors can provide answers to those questions.

One thing we would like to encourage moving forward is that we aren't looking for a yes or no answer regarding the proposal, but rather we would like to encourage everyone to look through the main details of the proposal, and if there are specific parts that you don't understand or agree with, please explain why and offer constructive alternatives to those specific areas. Please understand there is currently no timeline on this process. We are at the stage where we simply want to encourage a conversation about specific pros and cons.

We also invited the A/ADM of Alberta Agriculture and Rural Development to attend our Provincial Council meeting. ADM John Brown graciously attended, and we had a very thorough conversation about the current state of 4-H Alberta governance. We also discussed ways that we all might work more productively together to collaborate in the interim. All involved considered it a very positive and encouraging conversation, and we look forward to working more on this collaborative approach.

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## **4-H Alberta Legacy Builders**



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Council will also be providing a financial statement with information from the last 2 years of operations, to provide regions with more clarity regarding the need for fee increases as part of this report.

On behalf of the 4-H Council of Alberta,

Respectfully,

A handwritten signature in black ink, appearing to read 'Andy Pittman'.

Andy Pittman, President

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## 4-H COUNCIL OF ALBERTA UPDATE

Fall 2014

Welcome back to the 2014-2015 4-H Club year!

### **Golden Clover Award – Deadline November 1, 2014**

Applications are open for nominees for the Golden Clover Award. Visit [www.4h.ab.ca](http://www.4h.ab.ca) to download the application or contact Council to have one sent out. The Golden Clover Award is to recognize individuals or groups who have exhibited outstanding leadership while initiating a special contribution such as an innovative idea, program, activity or event that has made a significant difference to 4-H Alberta.

### **Who can be nominated?**

- An individual or group who has outstanding leadership skills while initiating their special contribution to 4-H at the club, district, regional or provincial level.
- Past or Present - Members, Leaders, Sponsor Representatives, Clubs, District Councils, Regional Councils, 4-H Alumni, 4-H Staff, 4-H Supporters

### **Examples of special contributions:**

- Creating and piloting a new project or program
- Starting or re-organizing an event at the club, district, regional or provincial level
- Creating a new program, activity or partnership at any level
- Making a special contribution to 4-H
- Outstanding leadership, mentorship, volunteerism
- Facilitating a unique experience for members

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### **Cleaver Kids**

We are into the second year of officially welcoming Cleaver Kids into the 4-H family as an introduction to 4-H. Each year we encourage leaders and clubs to review the information provided to get familiar with the requirements and skill development of Cleaver Kids.

Remember that Cleaver Kids are to participate in age appropriate activities and progress as they grow into junior 4-H members. Clubs that register Cleaver Kids online, their leader will receive information via email or mail after registration. We encourage clubs, districts and regions to call council with any questions or if you need suggestions on how to implement a successful Cleaver Kids plan into your club.

### **Cleaver Kids Leader Training – November 28-30, 2014**

Come learn how to lead your Cleaver Kids to success through hands on learning. The training is a great opportunity to network with other leaders, enhance your Cleaver Kids program plan, learn more about Cleaver Kids skill development and requirements and have a little FUN with fellow 4-H Leaders.

Participants will receive valuable take home information to utilize in their club of the next year.

The training will start Friday evening and wrap up Sunday by noon. All Cleaver Kids Leader are encouraged to attend.

For more information or to register contact the 4-H Council of Alberta.

### **4-H Council of Alberta Financial Information**

For the 2013-2014 club year the 4-H Council of Alberta fees are \$20 per member. Invoices to regional Presidents and Regional Directors will be soon circulated.

Each year the 4-H Council of Alberta's financial information is reviewed by an outside firm within one of the three levels of assessments listed below. The approved financial statement is available for review and also can be found in the 4-H Alberta Annual Report. The 4-H Council of Alberta has graciously been provided substantial operational revenue by one of our Partners, the 4-H Foundation of Alberta. They have access to funds that can be utilized to support the 4-H program in Alberta. Without that assistance the last two years, the 4-H Council of Alberta would have had a statement with a significant deficit.

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For the year end of 2013 a Notice to Reader was completed by Grant Thornton. They recommended a Notice to Reader was an efficient assessment and they also indicated that a full audit is not required each year.

*There are three levels assessments:*

1. *Audit* - Audits provide an opinion, all documents and transactions are reviewed, sample testing is completed to make sure there are no issues and they retain all source documents from the client.

2. *Review Engagement* - The 4-H Council of Alberta had a Review Engagement done in 2012. Review engagements, review very few source documents. They follow a computer program that numbers are entered from financial statements, to ensure there are not red flags. A full understanding of what is going on is obtained. The company provides five notes to help interpret the numbers, they have more formal conversations with finance departments and all information is processed in their office and they retain certain information for their records. The final statement will look the same as a notice to reader with and addition of three notes.

3. *Notice to Reader* - All 4-H Council of Alberta's revenue and expenses were reviewed as the same process as that of a review engagement. Two notes are provided with the financial statement, the company retains no documents for their records and the total expense was \$1500 less than that of a Review of Engagement.

Grant Thornton indicated that they were very comfortable with the numbers that were put before them and feel the 4-H Council of Alberta's financial records are straight forward and easily understood. They do a quality job and go beyond many other companies when a notice to reader is provided as it follows their standards.

If your Council has any additional questions please contact council.

**Show your 4-H Colors Day – November 5, 2014**

The main event for the 4-H Canada office will be the new **4-H Selfies with Sears** campaign which runs from November 4-10, 2014. Members will be encouraged to wear their 4-H greens and then take a “selfie” with fellow club members and Sears staff. Photos will be uploaded to the 4-H Canada contest site (<http://enter.4-H-Canada.ca>) and the first 15 qualifying submissions will be awarded a \$200 Sears Gift Card.

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### **Seeking Director at Large**

4-H Council of Alberta is seeking applications of a position of Director at Large. The 4-H Council of Alberta is in search of a dynamic individual with 4-H experience, board experience, and a strong desire to represent 4-H Alberta members and leaders to assist in moving 4-H Alberta and the 4-H Council of Alberta forward. Applications can be obtained by contacting the 4-H Council of Alberta.

### **4-H Insurance**

If your clubs needs: a proof of insurance, have questions about 4-H insurance, an accident and incident report form please contact 4-H Council.

Please remember to report any accident or incidents that may occur at any level of 4-H events to the 4-H Council using the report form.

Visit [www.4h.ab.ca](http://www.4h.ab.ca) under the 4-H Council of Alberta for general information and livestock club information, also frequently asked questions can be found in the quick facts.

### **Leader Screening**

Over the past year, the 4-H Council of Alberta has screened more leaders than were previously screened in a 4-H year. With your help, we want to continue to increase the number of screened leaders involved in our 4-H Alberta program.

Leader Screening is a crucial part of keeping our youth safe and providing them a place to learn and grow. By becoming a 4-H volunteer Leader, you are becoming part of a group of individuals who have collaborated almost 100 years to help create an effective program that leads to bright futures of our Alberta youth. Our continued success depends on valued and passionate volunteers.

If you are elected by your club as a leader (in any capacity) please ensure your screening is up to date and/or complete. You will need your username and password and a few minutes of your time to complete the process. Step by step screening instructions will be emailed to you upon registration. A learning tutorial can be found on [www.4h.ab.ca](http://www.4h.ab.ca).

Need more help? The 4-H Council of Alberta encourages leaders to call in order to be walked through the online process, check your status, and get clarification and assistance. We have strived to make this process easier for you to complete and we appreciate any feedback or concerns that you wish to offer.

**Deadline Reminder:** December 15, 2014 is the deadline to complete the online application, have references submitted and send in a criminal record check.

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We look forward to your call! We can do it!! Let's be the lead in youth organizations with our screening processes!

*Criminal Record Checks*

If you reside in the Fort Saskatchewan or Spruce Grove area you will require an originally signed Criminal Record Check letter, we will be happy to supply this to you upon request. Contact our office with your name, address, club, district and phone number.

For future reference there will be changes coming to the criminal record check process in the next two years time. As we receive confirmed details we will pass them on.

**NEW** – Each region will be asked to provide one name to become that region's Leader Screening Liaison. The role of this individual is to assist in communicating regional questions or concerns to Council about Leader Screening, assist in educating the importance of leader screening in their region and also learning more about methods on how to complete the screening for 4-H Leaders. Please send this liaison's name and contact information to [susann.stone@4hab.com](mailto:susann.stone@4hab.com) as soon as possible after your fall regional council meeting.

**4-H Alberta 100<sup>th</sup> Anniversary Celebration**

Where will you be in 2017? Planning is underway for the celebration and there are opportunities available to get involved on a planning sub-committee. Visit [www.4h.ab.ca](http://www.4h.ab.ca) for committee info.

**4-H Council of Alberta Business Plan**

The Council directors reviewed the current business plan first developed in 2012 at the past meeting. From the goals set in the previous business plan the Council is please with the accomplishments and achievements:

- Development and evaluation of Cleaver Kids, has seen growth and positive impacts
- Development of Regional Gathering to share and receive feedback from regional councils has grown over the past three years
- Assist in developing a selection process for the Youth Advisory Committee rep to 4-H Canada
- Have communication through YAC
- Provide communication through Council updates after 4-H Council of Alberta meetings
- A relationship with 4-H Canada and have a better understanding of other provinces operations
- Continue to upgrade and improve the Leader screening process and communication to leaders, gradually screening more leaders each year

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- Ongoing review of 4-H policies
- An overall vision for 4-H Alberta through communication, feedback from leaders and partners, representing the grassroots– ongoing

Over the next three years the 4-H Council of Alberta is moving toward goals, strategies and measures based around the following topics:

- Collaborative agreement
- Cleaver Kids
- Risk Management
- Communication
- Governance

A final version of the business plan for the 4-H Council of Alberta will be found on [www.4h.ab.ca](http://www.4h.ab.ca) very soon and circulated when completed.

**Upcoming dates**

**November 28-30, 2014 – Cleaver Kids Leader Training**

**March 26, 2015 – 4-H Council of Alberta Meeting**

**March 27, 2015 – Regional Gathering (open to regional councils)**

**March 29, 2015 - AGM July 18-19, 2014**

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**Contact 4-H Council of Alberta:**

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<p align="center"><b>Secretary/Treasurer - Director - Calgary</b>                      Cheryl Hardy                      403-975 5630  <a href="mailto:chardy@4hab.com">chardy@4hab.com</a></p>	<p align="center"><b>Director - Northwest</b>                      Dorothy Carlson                      (780) 785-2506  <a href="mailto:dcarlson@4hab.com">dcarlson@4hab.com</a></p>
<p align="center"><b>Director - Member at Large</b>                      Tim Church                      403-334-4175  <a href="mailto:tchurch@4hab.com">tchurch@4hab.com</a></p>	<p align="center"><b>Director - Northeast</b>                      Barbara Granigan                      780-755-2121  <a href="mailto:bgranigan@4hab.com">bgranigan@4hab.com</a></p>
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<p align="center"><b>Past President - Director - Member at Large</b>                      Mark Sayers                      (403)308-0277  <a href="mailto:msayers@4hab.com">msayers@4hab.com</a></p>	<p align="center"><b>Executive Director</b>                      Susann Stone                      (780) 898-4223 Cell  <a href="mailto:susann.stone@4hab.com">susann.stone@4hab.com</a></p>

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## 4-H Council of Alberta Statement of Operations

(Unaudited - see Notice to Reader)

Year ended March 31

	2014	2013
<b>Revenues</b>		
Operational revenue	\$ 65,000	\$ 41,400
Alumni dues	130	220
Apparel Income	-	392
Cleaver Kids registration	12,090	3,540
Interest	568	697
Regional dues	<u>58,620</u>	<u>61,180</u>
	<u>136,408</u>	<u>107,429</u>
<b>Expenditures</b>		
4-H Alberta Council	-	1,987
Accounting fees	420	399
Alberta Leaders' Conference	-	1,465
Apparel purchases	-	1,201
Canadian Council meetings	2,200	2,292
Canadian Council memberships	-	625
Cleaver Kids	25,867	22,591
Equipment	2,000	1,388
Golden Clover Award	294	554
Insurance - general liability	13,519	11,476
Insurance - member and leader accident	5,193	5,556
Insurance - director and officials liability	2,447	2,447
Leader screening	27,557	17,902
Marketing	514	1,948
Memorials	174	-
Office	933	1,075
Ontario Leaders' Conference	2,548	1,654
Operational	31,494	12,702
Recognition	622	711
Telephone and conference calls	5,931	6,267
Travel	<u>14,387</u>	<u>12,882</u>
	<u>136,100</u>	<u>107,122</u>
Excess of revenues over expenditures	<u>\$ 308</u>	<u>\$ 307</u>