

4-H FOUNDATION OF ALBERTA



Board Meeting Minutes

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Alberta 4-H Centre
Friday July 14, 2006

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Present

Tim Church
Pat Pringle

Carol Arntzen
Ken Holmes

Greg Hawkwood
Les Lyster

Conference Call

Marie Logan

Maryanne Sandberg

Tony Lefebvre

Regrets

Carole Tkach

Henry Wiegman

Staff

Bruce Banks

CALL TO ORDER

Chair Tim Church called the meeting to order at 1:40 pm

APPROVE AGENDA

Motion 06-22. Moved by Pat Pringle seconded by Maryanne Sandberg that the agenda be adopted as presented.
CARRIED

ADOPTION OF PREVIOUS MINUTES

Motion 06-23 Moved by Carol Arntzen seconded by Ken Holmes that the minutes of the April 7, 2006 board meeting be adopted as presented.
CARRIED

BUSINESS ARISING FROM THE MINUTES

None

2006 COMMITTEES

Motion 06-24 Moved by Ken Holmes, seconded by Les Lyster that the 2006 Committees as presented be accepted.
CARRIED

NEW BUSINESS

Director Application

Motion 06-25 Moved by Tony Lefebvre, seconded by Les Lyster that the director application be approved as discussed. (application is attached)
CARRIED.

Employee Pension Plan

Motion 06-26 Moved by Maryanne Sandberg, seconded by Carole Arntzen that the pension plan presented be accepted in principle with the Human Resources Committee to work out final details and costs to be presented in the 2007 operating budget.
CARRIED

Privacy Policy

Bruce Banks will work with a legal firm experienced with privacy policies and bring a privacy policy to the November meeting for approval by the board.

Planned Giving

The power point information that was sent out in the reports is for 4-H Foundation information only and should one of our directors know of someone doing estate planning and want to leave a legacy to 4-H they should contact either Bruce Banks or Henry Wiegman.

4-H Promotion Protocols

During the discussion on this item it was mentioned we should be using terms like brand, lobbying, advocacy instead of promotion when working in the area of promoting the Alberta 4-H program.

Motion 06-27 Moved by Les Lyster, seconded by Marie Logan that we recommend to the Alberta 4-H Partners that Alberta 4-H seek a recommendation from the Minister of Agriculture to do a presentation to the Standing Policy Committee.
CARRIED

\$90 for 90 years Legacy Fund Capital Campaign

Bruce Banks made this proposal on behalf of Henry Wiegman. The purpose is to increase the Legacy Fund balance during our 90th anniversary in 2007 by encouraging 4-H families and friends to contribute \$90.00 to the Alberta 4-H Legacy Fund.

Motion 06-28 Moved by Marie Logan seconded by Maryanne Sandberg that we proceed with the \$90 for 90 years Legacy Fund capital campaign and that Greg Hawkwood become chair of the committee.
CARRIED

Alberta 4-H Legacy Fund

Motion 06-29 Moved by Marie Logan, seconded by Carol Arntzen that commencing in 2007 that the interest earned by the Alberta 4-H Legacy Fund be distributed to the registered Alberta 4-H District and Regional Councils.
CARRIED

FINANCIAL REPORT

Motion 06-30 Moved by Carol Arntzen, seconded by Tony Lefebvre that financial report be accepted as presented.
CARRIED

BANK SIGNING AUTHORITY

Motion 06-31 Moved by Carol Arntzen, seconded by Ken Holmes that the bank signing authority be granted to any two of Tim Church, Carol Arntzen, Bruce Banks, Henry Wiegman, Susann McGowan, Elizabeth Gainer for all 4-H Foundation accounts. In addition Greg Hawkwood and Jerry Hall will be granted signing authority on the 4-H Foundation Casino Account (sub 28).
CARRIED

NEXT CASINO

The next casino for the 4-H Foundation of Alberta is scheduled for August 21 & 22 at Casino Calgary in Calgary. Anyone that is interested in volunteering should call Greg Hawkwood by July 31.

REPORTS

Alberta 4-H Centre Expansion

Ken Holmes reported that he was able to get a quote on the cost of a cabin with 10 rooms and a sitting area. The current cost would be \$480,000.00 for the cabin plus site preparation.

Canadian 4-H Council Report

Greg Hawkwood provided the attached report.

Alberta 4-H Council Report

Maryanne Sandberg provided the attached report.

Alberta 4-H Branch Report

Henry Wiegman provided the attached report.

Management Report

Bruce Banks provided the attached report.

NEXT MEETING

Friday November 24, 2006

ADJOURNMENT

Motion 06-32 Moved by Tony Lefebvre that the meeting be adjourned at 4:50 pm

4-H Foundation of Alberta

2006 Committees

4-H FOUNDATION OF ALBERTA STANDING COMMITTEES

<u>Finance</u>	Carol Arntzen, Tony Lefebvre, Ken Holmes, Bruce Banks
<u>Human Resources</u>	Carol Tkach, Tim Church, Les Lyster, Bruce Banks
<u>Leaders in Agriculture</u>	Greg Hawkwood, Susann McGowan, Bruce Banks

ALBERTA 4-H PARTNERS STANDING COMMITTEES

<u>4-H Partners</u>	Tim Church, Carole Tkach, Bruce Banks
<u>Scholarship</u>	Carol Arntzen, Pat Pringle, Susann McGowan
<u>Joint Marketing</u>	Marie Logan, Pat Pringle, Susann McGowan
<u>Hall of Fame Committee</u>	Greg Hawkwood
<u>Screening Committee</u>	Maryanne Sandberg
<u>Nomination Committee</u>	Tim Church

ALBERTA 4-H PARTNERS AD-HOC COMMITTEES

<u>2008 Leaders Conference:</u>	Pat Pringle, Ken Holmes
<u>\$90 for 90 Years:</u>	Greg Hawkwood, Foundation admin staff
<u>4-H Centre Expansion</u>	Ken Holmes, Maryanne Sandberg, Mark Shand, Bruce Banks

Application for Director

4-H Foundation of Alberta

Seek, Receive and administer resources to enhance 4-H in Alberta

The 4-H Foundation of Alberta's mission is to seek, receive and administer resources to enhance 4-H in Alberta. Directors who serve on the 4-H Foundation board dedicate their time, energy and skills in support of this mission.

This application form is designed to provide the Alberta 4-H Partners Nomination Committee with the information needed to recommend individuals for election to serve on the 4-H Foundation of Alberta board of directors. Please provide as much detail as you can as this form is an important source of information used in the selection process.

An interview will be scheduled with each applicant. The interview will be conducted by representatives of the Alberta 4-H Partners (one from each of Branch, Council & Foundation). An election will be conducted by secret ballot during the 4-H Foundation November meeting. All applicants will be notified by the end of November whether their application has been successful or not. An orientation meeting will be conducted with the successful applicants prior to December 31. The successful applicants will be encouraged to attend the annual Alberta 4-H Leaders Conference held in January. Your term of office will commence with the regular scheduled meeting following the annual general meeting which is usually held in early April.

Thank you for allowing your name to stand for consideration.

Deadline: Postmarked faxed or emailed by October 14, 2006

Send To: Bruce Banks
4-H Foundation of Alberta
RR 1
Westerose, Alberta
T0C 2V0

Inquiries: Phone 1-877-682-2153
FAX: (780) 682-3784
Email: bruce.banks@4hab.com

Applicant's Name	
Mailing Address	
Town/City	
Postal Code	
Residence Phone	
Business Phone	
Fax	
Email Address	

A. Corporate and Business Experience

Name of Company or Organization	Position Held	Years Employed

B. Board Experience (Corporate, Volunteer and other)

Name of Organization	Years	Executive Position(s)	Years

C. Community Organization Experience (including 4-H)

Name of Organization	Position	Years

D. Formal Recognition by Peers (Community Award, Company Award, Other)

E. Please describe how your skills and experience will assist the 4-H Foundation of Alberta achieve its mission.

F. Other Information (optional)

G. Please Provide Three References

Name	
Address	
Town/City, Province, P.C.	
Residence Phone	
Business Phone	

Name	
Address	
Town/City, Province, P.C.	
Residence Phone	
Business Phone	

Name	
Address	
Town/City, Province, P.C.	
Residence Phone	
Business Phone	

Signature

Date

Roles and Responsibilities
4-H Foundation of Alberta
Board of Directors

Duties of the Board

1. Ensure that all business transactions are in accordance with the 4-H Foundation's by-laws and the Articles of Incorporation.
2. Establish objectives; formulate, approve and adopt policies.
3. Evaluate resolutions submitted to board meetings.
4. Receive financial information and insure that true accounts be kept of monies received and expended.
5. Appoint the auditors for the annual audit of financial records.
6. Approve the annual operating budget. Approve capital plans and budgets.
7. Assess the results of operations through reports from the 4-H Foundation staff.
8. Elect the officers of the board.
9. Appoint the chief executive officer.
10. Evaluate the performance of the chief executive officer.
11. Offer guidance, advice and constructive suggestions to the chief executive officer.
12. Require that proper minutes of meetings be kept.
13. Communication with Alberta 4-H Council, Alberta 4-H Branch & Canadian 4-H Council/Foundation.
14. Ambassadors of the Alberta 4-H Program within the business community.
15. Thorough understanding of all funding opportunities that exist for the Alberta 4-H program.

Duties of a Director

1. Attend board meetings.
2. Knowledgeable in use of computer hardware or software or willingness to acquire knowledge.
3. Keep informed regarding 4-H and appropriate related agencies that may affect the operations of the 4-H Foundation and the 4-H program.
4. Participate in board discussion and decisions, keeping in mind the welfare of the 4-H family (Alumni, Ambassadors, Branch, Clubs, Councils, Foundation, Key Leaders, Leaders, Members, Sponsors and Volunteers).
5. Analyze operational and financial reports, and ask pertinent questions.
6. Serve on board committees and represent the 4-H Foundation in other organizations, when appointed by the board or board Chair.
7. Promote, encourage and support the 4-H movement.
8. Create a favorable public image of the organization at all times.
9. Further develop personal knowledge and skills as a director.
10. Work in harmony with other board members.
11. Support board decisions; explain and promote policies.
12. Ensure that the 4-H Foundation maintains adequate directors and officers liability insurance.
13. Familiarize oneself with all material provided by the 4-H Foundation.

Meeting and Reimbursements

1. On average, the 4-H Foundation holds three one-day meetings per year. Out-of-pocket expenses are reimbursed by the 4-H Foundation of Alberta.
2. Some committees require additional meetings. The cost of committee meetings are reimbursed by the 4-H Foundation.

Equipment

Each of our directors is provided with a laptop computer complete with Microsoft office software. All information is then forwarded to directors via email. Board meeting reports are sent out via email prior to board meetings and board members are expected to review the information and prepared to discuss the reports at the meeting.

Term of Office

Each director is elected to either a one-year or two-year term. The maximum length of service can not exceed six years except for the position of Treasurer and for those directors serving the position of Vice Chair or Chair. The position of Treasurer will be elected every two years and have no term limit.

4-H Foundation of Alberta Pension Plan

Proposed Option

Everyone involved with the plan must have been employed a minimum of six months. This includes all staff. I have talked with ATB Financial about setting this pension up as a personal RRSP. This way the employee controls their own individual program.

After 6 months of employment (6 months after start – Dec 31)

Employee will receive 1% of their annual income and be eligible for an additional 1% bonus as long as they contribute a minimum of 1%.

During Year 2 of employment (Jan – Dec)

Employee will receive 2% and will be eligible for a 2% bonus as long as they contribute a minimum of 2% of their annual salary to the RRSP.

During Year 3 of employment (Jan – Dec)

Employee will receive 3% and will be eligible for a 3% bonus as long as they contribute a minimum of 3% of their annual salary to the RRSP.

During Year 4 of employment (Jan – Dec)

Employee will receive 4% and be eligible for a 4% bonus as long as they contribute a minimum of 4% of their annual salary to the RRSP.

During Year 5 of employment (Jan – Dec)

Employee will receive 5% and be eligible for a 5% bonus as long as they contribute a minimum of 5% of their annual salary to the RRSP.

After 5 years of employment (Jan – Dec)

Employee will receive 6% and be eligible for a 6% bonus as long as they contribute a minimum of 6% of their annual salary to the RRSP.

All payments would be made by the 4-H Foundation of Alberta in January each year. Bonus contributions would be payable after employee shows matching contribution has been made. Employees would be allowed to make payroll deduction to meet their contribution requirement

4-H Foundation of Alberta Financial Summary

Operations for the period January 1 - June 30, 2006

		YTD	
Revenue	Actual	Budget	
Administration Fees	\$77,130.00	\$75,000.00	
Cookbook Sales	\$13,102.00	\$20,000.00	
Donations	\$3,320.00	\$2,500.00	
		\$100,000.0	
Facility Rentals	\$100,311.00	0	
Interest	\$1,366.00	\$1,000.00	
Operating Grant	\$1,500.00		
Souvenir Sales	\$28,509.00	\$25,000.00	
			\$223,500.0
			0
		\$225,238.00	
Expenses			
General Administration Expense	\$9,586.00	\$10,000.00	
Cookbook cost of sales	\$9,171.00	\$12,000.00	
Souvenir Cost of Sales	\$16,535.00	\$14,500.00	
Food Supplies	\$18,372.27	\$18,000.00	
Insurance	\$7,535.00	\$7,600.00	
Maintenance and repairs	\$8,776.00	\$10,000.00	
Mileage and travel	\$11,365.00	\$10,000.00	
Administration Fees Cost of Sales	\$6,977.00	\$7,500.00	
Telephone and utilities	\$12,650.00	\$12,000.00	
		\$120,000.0	
Wages and associated costs	\$113,473.00	0	
Director Expense	\$1,366.00	\$1,500.00	
			\$223,100.0
			0
		\$215,806.27	
		\$9,431.73	
			\$400.00

Excess of Revenues over Expenses

Fund Balances for the period Ending June 30, 2006

General Operating Fund	\$56,341.00	
Contingency and Reserve Fund	\$80,000.00	
Endowment Fund	\$50,000.00	
4-H Foundation Casino Fund	\$9,532.00	
4-H Foundation Raffle Fund	\$100.00	
	\$1,172,706.0	
Property and Equipment Fund	0	
		\$1,368,679.0
		0

Restricted Funds

Alberta 4-H Scholarship Fund	\$760,953	
Alberta 4-H Legacy Fund	\$144,427	
Leaders in Agriculture Award	\$58,205	
		\$963,585

Trust Funds

Alberta 4-H Council General Fund	\$62,064.23
Alberta 4-H Council Casino Fund	\$325.00
Alberta 4-H Program Trust	\$484,151.00
Alberta 4-H Sponsor Trust	\$438,370.00
Alberta 4-H Provincial Committees Fund	\$55,314.97
Alberta 4-H Magazine Fund	\$5,427.00

Alberta 4-H Alumni
Healy Estate Trust Fund

\$3,840.00
\$716,666.50

\$1,766,158.7
0
\$4,098,422.7
0

Canadian 4-H Council Report

- ♦ Attended the November 2005 Canadian 4-H Council meeting in Toronto.
- ♦ Currently member of the Public Relations Committee
- ♦ The PR Committee discussed new ideas on how to attract more youth into 4-H, and determined the best method would be the development of a Youth Advertising Team (YAT).
- ♦ This team of 4-H members from across Canada will be selected to form the YAT to produce a commercial for the Canadian 4-H Council
- ♦ Canadian 4-H Council is in discussion with USA 4-H to determine whether they would share Public Relations material and ideas with us.
- ♦ Have been asked to become the Vice Chair of the Finance Committee at the Annual General Meeting.
- ♦ The 2006 annual meeting will held May 25 – 28 in Fredericton New Brunswick.
- ♦ Looking forward to continue working on behalf of the 4-H Foundation of Alberta at the Canadian 4-H Council.

Greg Hawkwood



HIGHLIGHTS

of the

Alberta 4-H Council's March 25, 2006 Meeting



The Alberta 4-H Council held its annual meeting on Saturday, March 25th, 2006 at the Alberta 4-H Centre. All regions were well represented. Peace had only one representative at the meeting as Jamie King had submitted her letter of resignation from Council.

Sheep Project Policy was approved.

Marketable Project Draft Policy – continue discussion and Council members are to seek feedback from their regions and send to asmappin@telus.net before July/06

Canine Project Draft Policy – Council members to take back to regions and seek additional responses from Canine Leaders. Feedback to showey@telus.net before July/06

Code of Show Guidelines Draft Policy – review draft policy and provide input for July/06 meeting

Presentations Policy – Communication Committee will review changes suggested by resolution when the policy comes up for review in 2007

Policy 10.01 Alberta 4-H Partners Policy – As this policy is not up for review until 2008, the following statement is appropriate. **Council would request that Policy changes follow protocols and be submitted in writing (forward through the Resolutions and Policy Review Committees).**

\$10 (Ten Dollar) increase in Membership Fees (on a per member basis) was passed unanimously on a motion made by Council members. This is effective for the 2006-2007 year.

Club Registration & Supply Request Process & Forms – Marguerite received feedback with regard to her announcement at Leaders' Conference – She is and will be looking at procedures & the forms, and alternatives to send feedback to Leaders re: any errors. Look in the April edition of the Alberta 4-H Magazine

Anita Mappin reported that she really enjoyed attending the Branch Staff meeting – she learned a lot from a different perspective and hopes that the Branch will continue to support the Council's attendance.

Council's financial position is positive. All the regional fees have been received and all the insurance premiums have been paid. **Council's grant submission for the preservation of the Club Time reels was successful and the Council will be matching the funds (from Reserve) to cover the cost of saving this piece of 4-H history.** It was agreed to purchase a laptop computer for use by the Secretary at Council meetings. **The Finance committee will also apply for a Casino for the Council.**

Council Objects and By-laws: Council has accepted a number of changes (reflective of the changed focus of the Council) which will be submitted to Alberta Registries and then hopefully, adopted at the July meeting. **Significant by-law decisions included accepting the Alumni's representatives as being the Co-ordinator and Assistant Co-ordinator, and having one Ambassador representative (over the age of majority) as a voting member.** The Objects and their clarification are now Article II. Other changes were mostly minor and wording changes to simplify the language.

Council Handbook – a working document finally completed (but not – as it will continually change as we continue to change – a continuing work in progress!

BAC- (Beef Advisory Committee) – Continuing to review ideas from regions re: Draft – Suggested Beef Project Revamp – Reminder this is a DRAFT for discussion purposes.

Reminders:

- 1. Date and Time of Achievement Day Sales to Branch in January.** This must be done in order to ensure all Sale information gets to the correct people (LIS) on time.
- 2. Send acknowledgements to Sponsors for the \$\$ received for any event or program.**
- 3. Remind Members of the May 5th Scholarship Deadline**
- 4. Everyone to get and bring ideas to the July meeting to promote National 4-H Week in November.**
- 5. Anyone with pictures pertaining to Council please submit to the Historian(s).**

Retiring Council members were recognized with a framed certificate from the Branch: Debra Stark (Ambassador), Eran Hawkwood (Alumni), Carole Tkach (East Central), Colleen McPhee (West Central), Jamie King (Peace). The dedication and time commitment of these individuals for their work on Council will not be forgotten.

For the first time in a long time, the Council actually had several Council members run for each of the executive positions. It was great to hear election speeches and the lively camaraderie around the Council table. There was no problem getting Council members to serve on the committees either. Baby – we have come a long way!!

2006 – 2007 Council Executive

President: Anita Mappin (EC)
Vice Pres: Sherry Howey (Peace)
Secretary: Stacy Price (Calgary)
Treasurer: Julie Ulseth (Alumni)

Past Pres: Maryanne Sandberg (South)
Branch Liaison: Marguerite Stark

Committees

BAC (Beef Advisory Committee): Pat Sayers
Communications: Kristine Hansen, Sherry Howey
Council Appeals: Sylvia Mathon, Maryanne Sandberg
Diary Review: Stacy Price, Leona Petherbridge
4-H Partners: Anita Mappin, Sherry Howey, Ellen Bonde
Finance: Julie Ulseth, Stacy Price, Anita Mappin
Golden Clover: Julie Ulseth, Bryan Kumpula, Kristen Hedley
Hall of Fame: Leona Petherbridge
Historian(s): Leona Petherbridge
Leaders' Conference Planning (2008): Julie Ulseth, Marie Logan, Maryanne Sandberg, Stacy Price, Anita Mappin, & an Ambassador
Legacy Fund: Anita Mappin
Leader Screening: Ellen Bonde, Fred Graham
Marketing: Marianne Caouette, Dwayne Grover
PEAC (Provincial Equine Advisory): Lee Carrothers
Policy Review: Ellen Bonde, Maryanne Sandberg
Resolutions & Policy Review (not those up for renewal): Ellen Bonde, Juanita Wagstaff
Scholarships: Sylvia Mathon, Richard Stark, Fred Graham

**4-H Branch Report
March 2006**

The past year has been full of new challenges and opportunities for staff. Some of the Key Highlights over the past year has been the completion of a number of project books and revision in time for distribution to clubs at the start of the club year. A very effective team in Edmonton resulted in supplies delivery to clubs in record time. There continues to be a lot of errors in the club registration system which requires our staff to call leaders for information that is missing. Hopefully this will improve over the next few years.

The 4-H Website has proven to be very effective in getting the messaging out to clubs, With an average of almost 5000 hits per month. We are currently tracking where the hits are – and this changes each month as priorities change. The 4-H magazine – although we have only three issues, is also very well received by all. We are now exploring ways we can get the first issue to new families.

The celebration of the 100th anniversary went well with the highlights for Alberta 4-H being the hosting of the Canadian 4-H Council Meeting in Spring, The visits with the Queen, and of course, the time capsule event.

A government program review has resulted in the 4-H branch being moved to a new government sector – Rural Development. There are a number of administrative changes taking place, but the Branch has been assured that we are a very critical program for rural Alberta. We will be looking at ways to enhance our programs in the future.

Vanessa Goodman left the Vermilion Region, but we were able to retain her services in Edmonton as the “youth Specialist with a focus on the Key Member program. The Key members throughout the province have been active, and a key component in our strategy to improve communications at the district level.

Leila Hickman joined staff as the specialist in the NE, and will be going on a maternity leave starting this summer. We have advertised and will be interviewing shortly for this position. Elaine Ash is retiring from the 4-H program, after being a great asset for us all. Her final date will be March 31, and again, recruiting is currently taking place to fill this position.

We are exploring some new possible judging trips, but keeping in mind the costs and benefits for youth. We have made a decision to allow only those eligible for judging trips to participate in Provincial Judging (age criteria)

Beef Breeds information is on the Web site. This is the only way we are advertising this information.

Livestock project areas who are selling projects via a club sale MUST provide the sales information to the 4-H Branch in January. The branch provides this information to other AAFRD staff who in turn make sure that brand inspection support, meat inspectors, etc are allocated to the show areas and the abattoirs. Please pass on the message that when clubs fail to provide this information, they are causing concerns within Food Safety Division, and repercussions could include being charged for overtime staffing costs.

Over the next year, the 4-H branch will be continuing its focus on providing leadership and project skills to members and leaders across the province. We will also be starting discussions to look at where the program is going and what our needs really are. The Beef project area will continue to look at the beef project to determine if changes are needed. The creative Options project are will continue to grow.

We have not experienced a lot of successes yet with the aboriginal program, but will concentrate on a few key areas over the summer with a final decision made in October as to our future involvement.

Sponsorship to the 4-H program has been tremendous this year – with most of the new support being directed to districts and clubs. Although there is work for the clubs and districts in applying for these grants, the work is minimal and the payoff is huge. Please continue to encourage clubs and districts to send in the thank yous as well as the reports.

Branch Budget was tough all year – and will continue to be tough over the next few years. I will continue to push for greater dedicated support. The funds from registration (member and program) continue to allow us to maintain a good level of support across the province. All programs are budgeted and planned for the next year, and we are looking forward to a great compliment of summer staff to assist us.

Along with summer staff in Airdrie we have also had AB Council apply for a STEP grant to assist two additional summer staff positions in Barrhead and either Stettler or Airdrie.

Thank you to Council for the Support to 4-H over the year – and we are looking forward to the next year!



4-H Foundation of Alberta Management Report April 2006

ALBERTA 4-H CENTRE

Bookings at the Alberta 4-H Centre for 2006 as of April 1, 2006 are:

January 2006	09 Days
February 2006.....	12 Days
March 2006.....	15 Days
April 2006.....	16 Days
May 2006	20 Days
June 2006	23 Days
July 2006	31 Days

In May and June we have blocked off some days for cleaning and maintenance to assist with minimizing the amount of staff required for operations and food services. Our non 4-H bookings this summer also include five weddings.

Operations activities have included:

- ✓ Upper and lower Lodge painted.
- ✓ We made a decision to replace the worn carpet in the Lodge and hold back on some of the other capital projects. The existing carpet was getting very worn and difficult to clean.
- ✓ Hardwood floor sanded and refinished in the Lodge.
- ✓ All long tables sanded and repainted.
- ✓ Shelving built and installed in Program Maintenance Facility for tools and supplies.
- ✓ A new motor and starter was installed in the 4X6 Gator.
- ✓ Renovation in Administration Facility basement includes installing another washroom. This will allow for short term guests (3 bedrooms) to stay downstairs and still have a three bedroom suite for any staff that is living on-site.

Earl Sanderman is currently investigating a new septic system. We will need to have a new septic system by Fall 2006 as our existing septic field is near saturation. The anticipated cost of this system will be \$120,000.00. Our plan is to use the August 2006 casino funds plus apply for a grant that will cover at least 50% of the cost.

We would like to congratulate Earl Sanderman for 10 years of dedicated service to the 4-H Foundation of Alberta. Earl continues to be a solid contributor to the goal of maintaining and enhancing the Alberta 4-H Centre facilities and service.

FINANCE AND ADMINISTRATION

- ✓ We have processed all the Crape Geomatics and Altalink region, district and club grants. All of the region councils applied for Crape and Altalink funding. A total of 30 district councils and 39 clubs applied for Altalink funding. All of the Regions and Districts received large banners to be displayed at the events being supported by Crape and AltaLink. Smaller logos were provided to the clubs to include in promoting AltaLink's support. The reports are starting to come in from the various 4-H groups that received funding.
- ✓ The 2005 4-H tire recycling was very successful for the clubs that participated with \$67,000 being raised by collecting over 74,000 tires. The 2006 spring program will start on April 22, 2006 with the first drop off day and then with drop off dates on May 6 & 20 and June 3 & 17. June 30 is the deadline for all forms and scale tickets to be post marked to the 4-H Foundation of Alberta. All clubs wanting to participate are to register with the 4-H Foundation of Alberta in order for appropriate arrangements to be made with the local transfer station.

- ✓ In March the Legacy Fund Grants Committee held a conference call to review the applications that were submitted. The 19 applications submitted shared the \$6,000.00 available in grant funds. Submissions included invitational horse camps, 25th anniversary celebration, building club assets such as horse jumps and a tack cabinet.
- ✓ The 2006 application was posted on www.4h.ab.ca in mid February. The application has a few new changes; applicants are encouraged to read completely and carefully prior to fill it out. If any one has questions or problems downloading the application they are encouraged to contact Mark Muchka at (780)-427-0753 or Susann McGowan at 1-877-682-2153.
- ✓ The Dectomax container collection day was April on April 1. Final results have not been reported however we had 37 clubs registered with 20 clubs participating. The forms are still coming in but to date 4-H clubs have raised \$5385.00.
- ✓ We are producing all three versions (4 books) of the Alberta 4-H cookbooks. Since the clubs started again sales are strong for the cookbooks. Cookbook sales were very slow in January and February but picked up back up in March.
- ✓ Souvenir sales at Leaders Conference. A lot of browsing with plenty of orders being placed later in January. We are also getting orders for achievement day gifts.
- ✓ The WPCA souvenir trailer coordinator has been hired. We had 5 excellent candidates applying for this position and we hired Lacey Minchau who is a second year student in the communications program at SAIT. We had Rosemarie Enslin, EnCana Public Relations Consultant sit in on the interviews. One of the applicants that were not successful with us was offered a position with Rosemarie's consulting firm. Once again this year we will be at all the WPCA tour stops except Calgary. Again we will be offering opportunities for local District Councils to provide 4-H members for the trailer. EnCana will be hosting BBQ's at five locations this year, Medicine Hat, Strathmore, Drumheller, Ponoka & Dawson Creek. This year the focus will be on 4-H projects and activities. Alberta 4-H members will be provided an opportunity to spend time with Chuckwagon drivers as a part of the mentoring program. All drivers participating in this program will be screened.

SCHOOL PROGRAMMING

- ✓ 2006 Outdoor Adventure Program content has been changed to gear towards leadership and communication development in the students that attend in May and June. There will still be an environmental component to the program.
- ✓ With summer approaching fast we are excited to announce the 2006 summer camping team. Alison Kumpula and Laura Hagstrom will be located at the Alberta 4-H Centre. During May and June Chris Lindeman, Shelley Sayers, Cody Bilben, Denver Powell, Kristen Hedley and Cyrena Quinn will be located in Airdrie with the odd trip to the Alberta 4-H Centre to assist with the Outdoor Education Program. This summer camping summer team will be on the 4-H Foundation payroll with Susann McGowan as the supervisor and Mark Shand providing program content direction and supervision. This change allows more flexibility on how the staff is compensated. Under the new system they will receive compensation on a day rate based on their experience and level of responsibility. No real change to the bottom line of our operating budget as the funds required to process payroll will be transferred into our general operating account.
- ✓ School programs will operate the majority of the time Tuesday through Thursday in May and June. This allows Friday to be part of the weekend bookings and Monday for clean up and prep for the week. This will provide for better time management by the program and centre staff.

MARKETING AND PROMOTION

- ✓ At Leaders Conference we were able to announce two new Legacy Builders, Canada Safeway and EnCana. Canada Safeway will be contributing \$315,000.00 over the next years and EnCana \$360,000 for the next three years to the Alberta 4-H program. The Canada Safeway sponsorship is an opportunity for 4-H clubs to acquire funds for club promotion and assist with 4-H members and leaders to attend development camps and conferences. The EnCana sponsorship includes a Community Builder Fund for 4-H groups to apply for up to \$1,000.00 in matching grants. In addition to supporting Leaders Conference, Senior Members Conference and Club Week, EnCana have also created 7 new scholarships in the Land Science program and Olds College and will continue their support of 4-H through the WPCA.
- ✓ In February we attended the Canadian Association of Petroleum Landmen management dinner in Calgary. At this event we announced that the CAPL will once again be sponsoring the Calgary Stampede Reserve Steer Champion auction with proceeds to go to Alberta 4-H. At this dinner we were asked to talk a little about 4-H. We had the opportunity to get Jessica Wilkinson tell the Landmen what 4-H meant to her. After the dinner the President of Apache Canada approached us and offered a job for Jessica.
- ✓ Henry Wiegman and Bruce Banks have been busy maintaining and acquiring new sponsors. Over the past several months have had an opportunity to communicate with existing and new potential new sponsors by email, telephone and/or in person.
- ✓ Bruce Banks was invited and attended the Saskatchewan 4-H Foundation board workshop in Saskatoon on February 14. Also invited was Rob Black formerly of 4-H Ontario and Rob McLaughlin from the University of Guelph who chaired a number of large capital campaigns. Our role was to provide information on how adding a staff component in a fund development position is only to insure timely follow-up once the door has been opened to a potential sponsor. Also significant time to needs to be spent by staff maintaining and nurturing existing sponsorship.
- ✓ We attended Growing Alberta's Harvest Gala on Friday September 30 in Edmonton. This year's event was completely sold out. Allan Shenfield attended this event with Bruce Banks. We would like the board to consider applying for a membership with Growing Alberta. The cost of membership is \$150.00 per year. We think there may be some additional opportunities for our 4-H members to work with Growing Alberta in promoting the Alberta Agriculture industry.
- ✓ We had the opportunity to attend a meeting with the Northwest 4-H Regional Council regarding disbursement of casino funds. We also attended the Northwest 4-H Regional Council meeting in March to review all the new grants that are available to clubs, districts and regions.
- ✓ We attended all of the Colleges and/Universities awards nights that are Leaders in Agriculture partners. Susann attended University of Alberta and Lakeland College. Bruce was at Lethbridge Community College, University of Lethbridge, Olds and NAIT in Fairview. We have asked all the award winners to express their gratitude by sending an email to the Honorable Doug Horner.
- ✓ Susann McGowan attended the Alberta REA convention in Edmonton and made a presentation. Each the Alberta REA donates the proceeds from their silent auction to the Alberta 4-H Centre to be used for maintenance and/or enhancement projects.