

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Minutes of Teleconference
16 February 2003
(As approved at the meeting of June 23, 2003)

1.0 Roll Call

Meeting commenced at 1:00 CDT.

Klaus Seeger	Tim Roark	Ron de Burger
Shendra Brisdon	Peter Rogers	
Duncan Ellison	Paul Medeiros	
Marilyn Lee	Dean Sargeant	

Regrets:

Michael Florian	Keith Smith
Scott MacLean	Ken Cross

1.1 Errors and Omissions EHFC Minutes 20 October 2002

There were no errors or omissions.

1.2 Approval of EHFC Minutes of 20 October 2002

Moved by Ron de Burger and seconded by Paul Medeiros that:

That the minutes of the EHFC teleconference from 20 October 2002 be accepted.

ARRIED

2.0 BUSINESS ARISING FROM THE EHFC MEETING OF 20 OCTOBER 2002

2.1 Financial Report (Tim)

Tim Roark reviewed the Treasurer's Report for the period over the past year, giving us a synopsis of our assets and mutual funds. A discussion ensued on the administrative breakdown of the finances by category for general ledger items and also by special projects. At issue is the point that donations to the EHFC are normally tied to specific activities and no matter how well intentioned, cannot be used to offset general administrative expenses.

There was a brief update on the sales of our promotional items:

Temp Safe Symbols were purchased in bulk by Oxford County Board of Health
Groundwater Video and Sewage Video sales have continued, albeit slowly.
The Fleming Memorial Fund received another donation of \$300 through the United Way
check-off bringing the total to \$2,055.00.

Moved by Tim Roark and seconded by Marilyn Lee that:

That the EHFC accept the Treasurer's Report as presented

CARRIED

Tim next reported on the status of the bookkeeper for the Foundation. The individual who is currently on staff will finalize the books for 2002 and will also work for us in 2003. The question that arose was whether there was enough of an arms-length relationship between the bookkeeper and her ability to audit our books. The discussion next centred on the various costs of performing an audit. A true audit performed by Chartered Accountants costs in the neighbourhood of \$3 - \$5,000. For half that amount, an accountant can perform what is called an engagement statement. Finally, a notice to readers, which costs at most a couple hundred dollars is the audit as performed by CIPHI members and has been the normal practice of the Institute for years.

To keep a handle on the finances and to ensure that there is due diligence with respect to separation of duties, it was decided that the Treasurer and the bookkeeper had to be two different people. There will also be a finance committee and two independent reviewers drawn from the membership of the Institute.

Tim will craft a four-step policy on the review of financial statements to ensure transparency. Ron suggested asking CCRA for an opinion to ensure that our status as a charitable organization is not jeopardized by any activity we undertake with respect to financial management of the Foundation.

2.2 Scholarship Fund (Marilyn)

The scholarship fund has been established to assist practising field EHOs / PHIs who are pursuing additional educational studies with a monetary supplement. The criteria for eligibility will be developed, but at a minimum it will be a requirement that the individual must be a member in good standing of the Institute for at least one year. There will be one award of \$500 annually and depending on revenues, the amount of the award could vary from year to year, as could the number of recipients.

The application form will require that the applicant write a 500-word essay describing how their

education will benefit them and how it is tied in with their career objectives. A resume will also be required. There is a form in use in B.C. that will be looked into for modification for our use. Current Institute NEC and EHFC Trustee members are ineligible to apply. Future applicants may include the sons and daughters of members who are thinking about entering the field.

To assist in the funding of this project, the thought was to put a box at the AGM to solicit donations. Perhaps the NEC could make a donation or allow the addition of a Atick box@ on membership renewal forms to allow people to contribute to the Scholarship Fund.

It was agreed that Marilyn would develop the selection criteria for the fund. Other things to be considered will be the disclosure of the winners and whether this award qualifies as a bursary or a scholarship.

Moved by Tim Roark and seconded by Ron de Burger that:

AThe EHFC accept the Scholarship Report and approve the development of Criteria@

CARRIED

2.3 EHFC Seal (Tim)

We are close to getting our logo seal. The contracted firm needs to do a few minor modifications in order to have the prototype fit the stamping machine.

2.4 BNQ Standards (Duncan)

The BNQ did not think that our groundwater video would meet their market expectations in Quebec as they think that their system is different than what we=re promoting. Thus, they don=t think that they=ll gain any benefit from our association.

2.5 Sewage Video (Tim / Marilyn)

An advertisement was placed in ACottage Life@ magazine at a cost of \$140.00 and to date we haven=t sold enough videos to recover our cost of this ad. Perhaps we should be targeting small rural newspapers, which charge about \$15 per advertisement, which means that one sale would recoup our costs. So far there have been five sales; four in Ontario and one in Quebec.

It was decided that a complementary video and brochure would be send to a BC reporter who has his own TV / Radio program and is likely to promote us Agratis@. There is another like individual in Ontario, Stephen Maxwell, a writer for the Toronto Star, who is widely read in Ontario on environmental / cottage issues. Marilyn will send him a letter with a video and will follow-up with Mr. Maxwell in due course.

2.6 Fundraising Committee (Klaus)

There was a meeting of this committee on February 9th and we have had donations of about \$500 so far this year. There was a Robert Bateman numbered print donated to the EHFC by Tim Roark, and the committee is deciding on how to sell tickets in order to maximize the return to the Foundation. A lottery type event was contemplated and approved.

Moved by Dean Sargeant and seconded by Ron de Burger that:

AThe EHFC approve the sales of lottery tickets on the Bateman print to the Branches@

CARRIED

3.0 Any Other Business

Tim noted that a change of the Foundation=s regulations (due to a change in our quorum requirement) was re-submitted to CCRA in December. Tim is optimistic that CCRA should provide us with a favourable reply within the next two months or so.

3.1 Payment of Bills

Moved by Ron de Burger and seconded by Duncan Ellison that:

AAll bills associated with this meeting be paid.@

CARRIED

4.0 Date and Time of Next Meeting

June 22, 2003 at the AGM in Edmonton, Alberta