

# ***ENVIRONMENTAL HEALTH FOUNDATION of CANADA***

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Minutes of Teleconference  
27 January, 2002

## **1.0 Roll Call**

Meeting commenced at 12:00 noon EDT

Robert Bradbury	Klaus Seeger	Tim Roark
Keith Smith	Ron de Burger	Marilyn Lee
Duncan Ellison	Paul Medeiros	Shendra Brisdon

Regrets:

Peter Rogers                  Dean Sargeant

*A warm welcome was extended to Shendra Brisdon, a newly appointed trustee to the Board.*

## **1.1 Additions to Agenda and Approval**

The following agenda item was added:

- CWWA Forum ACEPU (2.6)

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

*"The agenda for the January 27, 2002 EHFC meeting be accepted."*

CARRIED

## **1.2 Errors and Omissions EHFC Minutes September 30, 2001**

There were no errors or omissions.

## **1.3 Approval of EHFC Minutes of September 30, 2001**

Moved by Duncan Ellison and seconded by Marilyn Lee that:

*"The minutes of the EHFC meeting from September, 30, 2001 be accepted."*

CARRIED

## **1.4 Financial Report**

Tim Roark provided a verbal overview. Once ready, the updated report will be forwarded to the trustees for review and comment. This should occur within the next 30 days.

The verbal overview contained the following items:

- Total donations in 2001 = \$4 205.00. This included \$1 705.00 raised for the Ed Fleming Memorial Fund and \$1 250.00 from the Township of Langley (B.C.)
- Bank interest accrued in 2001 = \$752.73
- Total income from above 2 sources = \$4 957.73. Additional revenue was collected from the sale of videos, etc...

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

*"The EHFC Treasurer's report be accepted as presented."*

CARRIED

Tim Roark advised trustees that a recent donor requested his donation to be targeted toward "Health Research". Tim Roark explained that the role of the EHFC should be to finance health-related research Vs conducting the research itself. Marilyn Lee suggested that any financial support should be targeted toward a specific research project Vs a general, undefined donation. A discussion ensued concerning the listing of "Donations for health research" as a separate cost center. The listing of the "CIPHI/EHFC Scholarship Fund" as a separate cost center was also discussed. (Refer to section 2.3 for further details of the Scholarship Fund)

Moved by Ron de Burger and seconded by Marilyn Lee that:

*" 'Donations for Health Research' and for the 'CIPHI/EHFC Scholarship Fund' be included as a separate cost center"*

CARRIED

## **2.0 Business Arising**

### **2.1 Sewage Video Promotion**

Marilyn Lee updated the trustees on her efforts to have the editors of Harrowsmith Magazine include an article on the topic of private sewage treatment. The article would serve to promote the EHFC sewage video. She is awaiting a response to the letter she recently sent to the magazine.

Trustees offered additional suggestions for distributing the sewage video. Marilyn Lee will explore these suggestions, including her own suggestion of exploring the possibility of distribution through the Ontario Ministry of Municipal Affairs and Housing.

Ron De Burger also suggested that Marilyn Lee promote the Ground Water Video in conjunction with the Sewage Video.

## **2.2 Projects Activity**

Sewage Video: No new information to report

Groundwater Video: Tim Roark has obtained the assistance of Charlie Young to help develop an Educational Kit for use in elementary schools. The kit will include the groundwater video and a series of tools to assist teachers in presenting the topic. The kit will be distributed to elementary schools in British Columbia this summer.

Temp Safe Symbols: Sales continue. A potential buyer is considering a single order for 9000 Temp Safe Fridge Magnets.

## **2.3 C.I.P.H.I. Project Proposal - National Bursary**

Robert Bradbury updated the trustees on the status of the joint CIPHI / EHFC Scholarship Fund. The intent of the scholarship is to provide some financial assistance to CIPHI members who are employed in the public health field, and who wish to further their education in a recognized educational institute.

It is likely that industry donations for the Scholarship Fund will be sought. A discussion ensued regarding different aspects of the program. Robert Bradbury, Klaus Seeger and Tim Roark will continue to work out additional details.

## **2.4 Donation Insert**

Tim Roark informed the trustees that an EHFC donation insert was included in the last mailing of the CIPHI Dues Notice. This insert has generated approximately \$500.00 in donations. Tim Roark will refine the insert and plan to include it regularly in the CIPHI Dues Notice mailing. Robert Bradbury suggested approaching the NEC to request a version of the donation insert to be included in the next CIPHI Environmental Health Review. Klaus Seeger suggested the Donation Form should be included in the delegate packages for the next CIPHI conference.

## **2.5 EHFC Banner / Letterhead**

Tim Roark informed the trustees that the EHFC logo is being finalized. Two versions of the logo are being developed: A large, detailed version that will appear on banners, etc... and a smaller, less detailed version, that will be used as letterhead.

Once the large version is finalized, it will be forwarded to Paul Medeiros for incorporation into the EHFC banner.

## **2.6 CWWA Forum ACEPU:**

Duncan Ellison updated the trustees on several points concerning this Internet forum:

This Forum was set up as a tool for the Board of Trustees; Any registered user can access it at any time; Recover any document which has been posted to it; Post their own document (in which case all other registered users will get a notice that a new posting has been made and can retrieve the posting). In essence it is a web mounted filing cabinet with access limited to those who have been given access. Those registered received an email notice saying it has been set up and that they have a registered ID name and a password. EHFC Trustees, once logged on, and if they wished to do so, they can change their ID name and password.

Duncan Ellison requested feedback on the usefulness of the forum to the Trustees. While it costs CWWA nothing to operate, there is no need to keep it running if it will not be used. No clear answer as to its usefulness was received.

All trustees were sent an individual ID and password. The website address is: <http://www.orchestrabycrossdraw.com/cwwa>. Once logged on, there is a subsidiary Forum called Environmental Health Foundation of Canada which is only visible to those who are allowed access to the subsidiary Forum

### **3.0 New Business**

#### **3.1 Stanier-EHFC Symposium Proposal**

Klaus Seeger informed the trustees that the next Stanier Symposium is scheduled for May 10, 2002. It will be held at the University of Western Ontario and will include 8 speakers. The symposium also offers a good promotional opportunity for the EHFC. EHFC materials will be displayed during the symposium. Sponsors with the Foundation and the Stanier Institute include: the University of Western Ontario, and CHICA. A grant from the Canadian Institute of Health Research is also being requested. The one day symposium is entitled "**Old Foes & New Challenges: Linking Hygiene to Health**". There is no financial commitment requested from the EHFC towards the symposium. Maurice Goldner from the Stanier Institute is chairing the planning committee.

#### **3.2 FightBac! Beef Information Center (BIC) Food Safety Booklet Update**

Klaus Seeger updated the trustees on the progress being made on the BIC Food Safety Booklet. It is now ready for national distribution. The EHFC has the opportunity to procure additional pamphlets under some different pricing/quantity options.

Moved by Robert Bradbury and seconded by Ron de Burger that:

*"The EHFC approve the payment of a total of \$3200. This includes \$2500 for the production and printing of the BIC Food Safety booklet as a co-sponsor with six other organizations; and \$750.00 for further printing of the booklet for distribution by the Canadian Partnership for Consumer Food Safety Information, provided the EHFC can be allotted a sufficient number of pamphlets (minimum 2000) to meet its needs."*

CARRIED

The original plan to purchase 2000 pamphlets for \$200.00 has been dropped.

### **3.3 Web Site Maintenance Honorarium to Annual Fee**

Moved by Marilyn Lee and seconded by Robert Bradbury that:

*"A \$500.00 honorarium be paid to the EHFC Website Web Master"*

CARRIED

A discussion ensued concerning the need to establish a separate cost center for Website maintenance. It was felt that items like the yearly web master honorarium should be reflected as an annual cost. The process for establishing the annual amount was debated. It was also felt that a contractual agreement should be set up with the webmaster in order to ensure continuity of service.

Moved by Robert Bradbury and seconded by Marilyn Lee that:

*"The EHFC establish a separate cost center of \$1 000.00 (annually) for Website maintenance. This amount can be adjusted as required."*

CARRIED

### **3.4 Canadian Partnership FightBac! Membership Fee**

Klaus Seeger informed the trustees that the EHFC is currently paying a 'level 3' membership fee into the Canadian Partnership for Consumer Food Safety Education. This is a set fee, as opposed to the "in kind" contributions made at 'level 4'. The major disadvantage of participating at 'level 4' is that the EHFC would lose voting privileges. However, it appears that voting privileges may be granted at some point to 'level 4' contributors.

Moved by Robert Bradbury and seconded by Ron de Burger that:

*"The EHFC move to a level 4 contribution status with the Canadian Partnership for Consumer Food Safety Education."*

CARRIED

### **3.5 Other Items**

#### **3.5.1 Payment of Accounts**

Moved by Robert Bradbury and seconded by Duncan Ellison that:

*"Bills associated with today's meeting be paid by the EHFC."*

CARRIED

### **3.6 Date and Time of Teleconference**

Next teleconference to be held on Sunday, April 21, 2002, 11:00 am EST.