

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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MINUTES of the ANNUAL MEETING, AUGUST 23, 1998
RADISSON HOTEL, OTTAWA ONTARIO

1.0 Roll Call

The meeting was called to order at 9:00 EDT. In attendance were:

Keith Smith

Peter Rogers

Pat Murray

Klaus Seeger

Keith Smith

Charlie Young

Mike Reid

Tim Roark

Regrets: Barry Morgan, Bryan Walton, John O'Laney, Ron de Burger

1.1 Errors and Omissions EHFC Minutes May 3, 1998

There were no errors or omissions.

1.2 Approval of EHFC Minutes of May 3, 1998.

Moved by Tim Roark and seconded by Charlie Young that:

"The minutes of the EHFC from May 3, 1998 be accepted."

CARRIED

1.3 Additions to the Agenda and Approval

Change Section 3.2 to "Quorum Committee Report"

Add Section 3.4 (iv) "In-kind Canada"

Moved by Pat Murray and seconded by Charlie Young that:

"The additions and changes to the agenda be approved."

CARRIED

2.0 BUSINESS ARISING FROM THE MAY 3, 1998 EHFC MEETING

2.1 Financial Report

Moved by Charlie Young and seconded by Mike Reid that:

"The EHFC adopt the 1997 Annual Financial Report."

CARRIED

Reporting for the period May 1, 1998 to August 15, 1998, Treasurer Charlie Young provided the following financial report of the EHFC:

Aboriginal Project:

Receipts = nil Disbursements = nil

Sewage Video:

Receipts = \$115.00 Disbursements = nil

Alberta Sewage Video:

Receipts = nil Disbursements = nil

Temperature Symbols:

Receipts = nil Disbursements = \$600.00

Groundwater Video:

Receipts = nil Disbursements = nil

Web Page:

Receipts = nil Disbursements = nil

Adminsitration of EHFC:

Receipts = \$100.00 Disbursements = \$1,218.12

Total Receipts = \$215.00 Total Disbursements = \$1,818.12

Term Deposit = \$26,995.43

Savings/CHQ = \$ 691.76

Total (current) Balance = \$27,687.19

The disbursements under "Administration of EHFC" include the following:

\$1,000.00 to the CPCFSE

\$ 156.16 for accounting and typing

\$ 61.96 for meeting expenses

Moved by Charlie Young and seconded by Mike Reid that:

"The financial report be accepted."

CARRIED

2.2 Aboriginal Student Project

Keith Smith reported that he was to meet with Blaine Favel, the Aboriginal Liaison Officer with Foreign Affairs, to discuss EHFC-based activities. The Saskatchewan Indian Federated College (SIFC) doesn't have their Environmental Health School up and running just yet, although it is hoped that it will be running within a year. Keith presented EHFC brochures to SIFC at a meeting he attended last June. Discussion also centred around who can attend SIFC, funding arrangements etc. SIFC is open to any student wishing to pursue a post-secondary education although the primary focus is to attract aboriginal students.

2.3 HACCP-Based Program Model for Service Sector

Klaus Seeger reported that we are still awaiting funding and that a letter is partially written which is to be addressed to Corporations, and Federal / Provincial Health Departments to request funding from these sources.

2.4.1 Food Safety Temperature Symbols

Klaus Seeger reported that all four of our Temperature Symbols have been approved by the Canadian Intellectual Properties Office (CIPO). Copies of the approval documents are attached. Discussion then centred on activities that we should be engaged in with respect to the use of these symbols. A licensing arrangement with such industries as the Dairy Council of Canada, or the Egg Marketing Board were suggested. One roadblock, however, is the fact that we don't have our symbols registered in French, which is vital if we intend to use them nationally. Klaus will inquire with CIPO about the requirements to register them in French. It was agreed by all that to protect our interests, we should ensure that we have exclusive rights to these symbols in both official languages.

2.4.2 Fight Bac Campaign

Klaus Seeger reported that the "Fight Bac" campaign would be launched the week of October 6, 1998, just in time for Thanksgiving. There were two national focus groups, one in English in Vancouver and one in French in Montreal. The French version will be called "Mort aux Bac", which translates literally as "Death to Bacteria". The campaign will have two separate public information kits, one being the Supermarket / Retail Kit, the other being the Community Action Kit. Klaus has ordered 100 of the latter. It is anticipated that the kit information will be available on the Internet. The information will consist of such items as logos, public service announcements and information sheets.

2.5 Sewage Video

Tim Roark reported that the sewage video will be promoted heavily in British Columbia, subject to funding from the Ministry of Health. It is proposed that 60 - 70,000 pamphlets will be sent out for general distribution across the province. In addition, copies of the video will be sent out to all libraries, municipal and provincial public health agencies. The amount of money required to complete this distribution is nearly \$13,000.00 of which the EHFC will realize 10% for its administration fee.

It is also intended for Branch Presidents to assist in the distribution of this information by promoting this information within their respective branches. At the moment, the supplies of material consists of 5000 posters, 100 - 200 videos and 100 - 200 brochures.

2.6 Groundwater Video

The "draft" final version of this video is now ready for final review and comments. Tim Roark and Charlie Young will now suggest changes to this version. The video is longer than originally intended, running nearly 35 minutes in length. Methods to promote the video will be looked at. Such things as vignettes, posters and the Web page will be considered.

2.7 Web Page

The National Web page is up and running and is being run by Mike Leblanc. Unfortunately, Mike Leblanc cannot update the site immediately as information becomes available - there is a delay between information submission and its appearance on the site. The EHFC page should be up and running by the end of September.

3.0 New BUSINESS

3.1 Reappointments / Elections to the EHFC Board of Trustees

Moved by Mike Reid and seconded by Tim Roark that:

"Klaus Seeger be reappointed as Chairperson of the EHFC."

CARRIED

Moved by Charlie Young and seconded by Mike Reid that:

"Tim Roark be reappointed as Vice-Chairperson of the EHFC."

CARRIED

Moved by Tim Roark and seconded by Keith Smith that:

"Mike Reid be appointed as Treasurer of the EHFC for a term from January 1, 1999 until the AGM in 1999."

CARRIED

Moved by Keith Smith and seconded by Charlie Young that:

“Peter Rogers be reappointed as Secretary of the EHFC.”

CARRIED

Moved by Pat Murray and seconded by Charlie Young that:

“Mike Reid, Klaus Seeger and Tim Roark each be appointed to a two-year term as trustees to the EHFC, from August 1998 to August 2000.”

CARRIED

3.2 Quorum Committee Report

Tim Roark had been tasked with investigating the requirements for quorums at EHFC meetings. He reported that there were four quorum issues to be dealt with. Currently it is required that 50% plus one of the appointed trustees must be present in order to constitute a quorum for a meeting.

The four issues are:

- 1) Meeting Quorum: Majority of appointed trustees, two of whom must be CIPHI appointees.
- 2) Resolution Quorum: Majority of votes cast at a meeting
- 3) Special Resolution: To change regulations or to remove someone from office requires a vote of 75% of the trustees at a meeting.
- 4) To create or amend an administrative policy: Requires a majority vote of all members.

Due to the fact that quorums are sometimes not met because of the 50% + 1 rule, Tim is proposing that the EHFC lower its quorum requirements to 40% of the appointed trustees. Discussion ensued with respect to proxies and the right of trustees to be able to vote on important issues. It was apparent that there was some inconsistency with respect to the differing requirements for quorums for the EHFC. Tim agreed to prepare a proposal for quorums for further consideration at the next EHFC meeting.

3.3 Trustee Nominating Committee

Tim Roark reported that we now have 11 trustees and that our bylaws allow for a maximum of 15 trustees. It was his recommendation that we fill the vacant spots as quickly as possible, and to that end, he presented a list of potential trustees. They were:

Roy Hickman, Health Canada, HPB
Duncan Ellison, CWWA
Joyce Reynolds, CRFA
Patricia Scarlett, Beef Information Centre
Dean Sargeant, Underwriters Laboratory

A CPHA representative
An NSF representative
A Canada Trust - Friends of the Environment representative
Moved by Charlie Young and seconded by Pat Murray that:

“Tim Roark approach Duncan Ellison, Roy Hickman, Patricia Scarlett and Joyce Reynolds to inquire if they would be interested in becoming trustees of the EHFC.”

CARRIED

3.4 Other

1) Strategic Plan: it was agreed by all that the strategic planning session from August 21st, was well worth the expense and effort.

2) EHFC Regulation Changes: This will be revisited by the Board at its November meeting.

3) Payment of Accounts: The EHFC will reimburse trustees for their accommodation for Thursday August 20th, evening meals for August 20th and 21st, and breakfast for the 21st.

Moved by Tim Roark and seconded by Pat Murray that:

“The EHFC reimburse trustees who are not already getting their expenses paid, for their accommodation and evening meal on August 20th, and breakfast and evening meal on August 21st.”

CARRIED

4) In-Kind Canada: This was presented as an information item. In-Kind Canada is a bartering system whereby members exchange goods and services with each other. There is a minimum membership fee of \$100.00

4.0 Date and Time of Next Meeting

Next meeting will be a teleconference on Sunday November 22nd, at 11:00 a.m. Eastern.

Moved by Tim Roark to adjourn the meeting.

CARRIED