

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA
Sunday June 15, 2008

13:00 EST
MINUTES

(As approved at the Annual General Meeting, July 20, 2008)

DECISION AGENDA

Item 01: Roll Call

The meeting was attended by Shendra Brisdon, Duncan Ellison, Michael Florian, Len Gallant, Tim Roark, Peter Rogers, Dean Sargeant, Pam Scharfe, and Klaus Seeger.

Marilyn Lee sent her regrets.

There was a quorum.

Item 02 Rev 2: Agenda

Duncan Ellison asked if there were any amendments to the agenda, while explaining that the decision Agenda and the Consent Agenda were intended to allow the meeting to conclude in an hour or an hour and a half.

No amendments were proposed.

Tim Roark proposed and Klaus Seeger seconded a motion to adopt the agenda as circulated.

Adopted.

Item 03: Minutes of the Meeting of February 24, 2008.

Len Gallant proposed and Peter Rogers seconded a motion to adopt the minutes as circulated.

Tim Roark mentioned that he had not had a chance to verify if all the motions relevant to the Financial Report had been correctly recorded. Duncan Ellison indicated that he had taken careful notes and had revised the initial draft produced by Shendra Brisdon before circulating the draft minutes to the Trustees. Tim Roark indicated that he would review the minutes and if necessary propose amendments at the St. John's Meeting.

On this basis, the trustees adopted the motion.

Adopted.

Item 04: EHFC Regulations

Duncan Ellison introduced the subject by stating that Tim Roark had had the Regulations retyped in Word Format and that these were attached as Item 04 Add 1. He indicated that he

had reviewed the regulations and was proposing 9 possible modifications, which if accepted, should be circulated formally to the Board 14 days before the AGM for consideration and voting at the AGM. They would then be passed to CIPHI for registration. The majority of the modifications proposed were editorial in nature, one introduced the concept of teleconference meetings (not currently referenced) and the possibility of electronic balloting by email, and another introduced the post of Past Chair and described the principal duties of that Officer.

A substantive amendment proposed included (point 4) that Officers for the coming year should be elected at the meeting immediately prior to the AGM rather than at the AGM, and then simply announced at the AGM.

The trustees discussed all the modifications proposed, but expressed some concern about the modification proposed in point 4.

Pam Scharfe proposed and Michael Florian seconded a motion to adopt all the changes except that proposed in point 4, which would be considered further.

Adopted

Action: Duncan Ellison to produce and circulate before July 5, 2008 a revised set of Regulations for Approval

Item 05: Financial Reports

Tim Roark introduced his report and Item Add 1 providing a breakdown of the types of funds and their status. He provided highlights of the document Item 05 by indicating that donations were down, but that revenues were still up slightly.

He also indicated that a number of action items were due at the AGM, these being:

- Approval of the Audited Reports
- Consideration of a matching grant for future projects by EHFC,
- Consideration of seeking a corporate sponsorship of the Website,
- Discussion of the means of increasing donations.

Finally he noted that several actions were outstanding:

- Letters to branches seeking donations,
- Finalization of some visa transactions that were incomplete,
- Clarification of CIPHI donations from the 2006 and 2007 Conferences, and
- Letters to all PH agencies regarding Tempsafe Products and the new Refrigerator Thermometers.

He also recalled that we did not have a spreadsheet of all the PH Agency addresses yet. Duncan Ellison reported that it had been prepared and he would arrange for it to be distributed to the Trustees.

Action: Duncan Ellison

Len Gallant proposed and Klaus Seeger seconded a motion to accept the report.

Adopted

Item 06: Proposals for Website changes

Duncan Ellison introduced this item by noting that there was also a consent agenda item on the subject (item G) indicating that Mike LeBlanc had probably made as many changes as he could without further instructions.

A discussion took place about the updating and the fact that Mike Leblanc had been occupied with other duties. There was some question as to whether he would have time to continue doing this. Duncan Ellison indicated that a member of his staff (who did the CWWA Website) was willing to undertake this on a private basis. Tim Roark was concerned that access to the EHFC Website was through the CIPHI IPS and that maybe this would not be possible. He indicated he would check with Claudia Kurzac on the matter of access.

Action: Tim Roark

Duncan Ellison noted that Keith Smith was no longer a Trustee for reasons of a lack of attendance, and the Paul Medeiros had resigned. He indicated that he would contact Mike Leblanc to have the list of Trustees corrected.

Action: Duncan Ellison

After further discussion, it was agreed that Trustees gathering in St. John's should meet in the morning with Internet access and commence a collective review of the pages for confirmation of changes to be made.

Action: Duncan Ellison to make meeting room arrangements, all trustees present to participate.

Tim Roark proposed and Michael Florian seconded a motion to accept the report and confirm the actions.

Adopted

Item 07 Rev 1: Trustee Nominations and Officers

Duncan Ellison introduced this item, noting that Keith Smith and Paul Medeiros were no longer Trustees, and that by his count the following trustees were due for re-appointment in St. John's – Klaus Seeger, Shendra Brisdon, Pam Scharfe, Ron de Burger and Len Gallant. He also noted that with the departure of Keith Smith and Paul Medeiros, there were now four vacancies potentially to be filled.

He noted that Marilyn Lee was Chair of the Awards Committee; Tim Roark was Chair of the Finance Committee, Dean Sergeant was Chair of the Website Committee and that he was Chair of the Administration and Regulations Committee.

He also suggested that the Trustees should administratively create a group of persons to be known as Friends of the Trustees who could be considered trustees in waiting, or simply volunteers to work with Trustees on committee work. Tim Roark stated he thought that

could well be an administrative policy to be appended to the Regulations for the record and that he would proceed to draft one for approval in St. John's.

Action: Tim Roark.

Trustees expressed the view that there was a need to seek new trustees to refresh the Board. Duncan Ellison pointed out that it would be important to consider who the officers of the Board should be before St. John's and indicated he was willing to step aside as Chair to initiate changes.

Klaus Seeger proposed and Dean Sargeant seconded a motion to note the report and encourage trustees to consider the points discussed.

Adopted

Item 08: Other Business

There were no items of other business raised during the adoption of the agenda.

Item 08 Add 1: Recognition of Klaus Seeger by alPHa

Duncan Ellison introduced this item, which indicated that Klaus had received commendation by alPHa for a Distinguish Service Award.

Dean Sargeant proposed and Pam Scharfe seconded a motion to recognize this Award and proposed that the letter announcing the award should be posted on the EHFC website.

Klaus was asked if he had an appropriate digital copy, which he indicated he should have, and that he would forward it to Duncan.

Action: Klaus Seeger

Duncan indicated he would forward the items to Mike Leblanc for posting on the website.

Action: Duncan Ellison

Item 08a: Meeting Attendance of Trustees

Duncan Ellison noted that Tim Roark had provided the document circulated as Item 08a. Pam Scharfe noted that she was not included in the list. Tim Roark apologized and stated that he would revise it for the St. John's meeting.

Action: Tim Roark

Item 09: Next Meeting

Duncan Ellison indicated that he was still awaiting advice from St. John's as to the availability of space, but he had requested a meeting room with a working lunch from 12:30 on Sunday. As soon as he received confirmation he would send out a notice.

Action: Duncan Ellison

The following trustees indicated they would be present in St. John's: Ron de Burger (presumed), Klaus Seeger, Len Gallant, Duncan Ellison, Marilyn Lee, Tim Roark and Pam Scharfe. Dean Sargeant, Shendra Brisdon and Peter Rogers expressed their regrets.

CONSENT AGENDA

Item J: EHFC Brochure

Tim Roark proposed and Klaus Seeger seconded a motion that Item J be removed from the Consent Agenda.

Adopted

Pam Scharfe reported on the progress to produce the EHFC Brochure, a number of comments were provided, and Pam Scharfe indicated that these could be accommodated. She asked Trustees to determine how many should be produced.

Tim Roark proposed and Michael Florian seconded a motion that up to \$2,000 should be spent on the Brochures for the immediate need.

Adopted.

Tim Roark proposed and Klaus Seeger seconded a motion to accept the report by Pam Scharfe.

Adopted

Items A to I

Klaus Seeger proposed and Pam Scharfe seconded a motion to adopt the rest of the Consent Agenda items as read.

Adopted

Motion to adjourn

Michael Florian proposed and Pam Florian seconded a motion to adjourn the meeting.

Adopted

The meeting closed at 14:35