

**ENVIRONMENTAL HEALTH FOUNDATION
Board Meeting and Teleconference of October 19, 2014**

13:00 Eastern Time

MINUTES

(Corrected and approved at the Meeting of 2015-04-23)

Item 01: Roll Call

Ron de Burger (Chair), Tamela Carroll, Cameron Coulby, Jacqueline Schnider, Klaus Seeger, Ralph Stanley, Pamela Scharfe, Duncan Ellison were in attendance.

Regrets: Len Gallant, Gary O'Toole, Tim Roark, Gary Gallivan.

Item 02: Adoption of Agenda

The Chair asked if there were any proposed amendments to the Agenda, and none were added. Pamela Scharfe moved and Ralph Stanley seconded a motion to adopt the agenda.

Adopted

Item 03: Approval of Minutes

(a) Minutes of the Meeting of July 13, 2014

The Chair asked if there were any amendments or corrections to the Minutes which had previously been circulated for comment:

Klaus Seeger noted that there needs to be a Secunder noted whenever there have been a Mover.

Klaus Seeger and Pam Scharfe noted that the Roll Call needs to be updated to reflect which Trustees were present in person and which were not.

Klaus Seeger moved and Ralph Stanley seconded a motion to adopt the minutes of July 13, 2014 as amended.

Adopted

(b) Business Arising from the July 13, 2014 Minutes

The list of action items from the July13, 2014 meeting were reviewed with the following results:

Item 03 (c) Update regarding NEC support for Continuing Education Award:

Pamela Scharfe reported that this item is outstanding.

Item 04 (g) Motion to reduce number of NEC representatives required for Quorum:

Postponed until the appropriate NEC representatives are present to discuss.

Item 06 (c) Honorary Chair:

Ron de Burger reported that no names have been brought forward as potential candidates for the role of Honorary Chair. After discussion, it was suggested that a formal decision-making process should be undertaken to decide on a list of nominees, along with a description of the role and the responsibilities of the role.

ACTION: Information on potential candidates should be sent to Pamela Scharfe who will provide a report for the next Trustee meeting.

Item 04 (a) Merging book-keeping duties with NEC:

No action to report at this time.

Item 04 Succession planning for the role of Treasurer:

No action to report at this time.

Adopted

Item 04: Committee Reports

(a) Financial Matters

No report submitted.

(b) Awards

Pamela Scharfe circulated a report prior to the meeting on behalf of the Committee Co-Chairs. A discussion occurred regarding using social media to attract attention for awards.

Ralph Stanley reported that he presented the Canadian Water & Wastewater Association Safe Water Award on behalf of the EHFC Awards Committee to Glen Hudgins, Niagara Region Public Health for his leadership on “Predictive Modelling for Beach Water Monitoring”.

Ralph Stanley reported that he has been working with Neil Lowry's son Michael to create a national award with a substantial value compared to the current EHFC award value.

Pamela Scharfe reported that no nominations have been received for the Len Hiebert award, and the deadline has been extended. Additional information has been sent to the five schools as a reminder.

A discussion occurred regarding promotion of awards nationally and provincially centrally along with the Branches. Pamela Scharfe advised that she has offered to research this topic and produce a report for the NEC.

(c) Communications

The Chair, Pamela Scharfe circulated a report prior to the meeting. No comments were made during the meeting.

(d) Food Safety

The Chair, Klaus Seeger circulated a report prior to the meeting. Regarding the trademarks, Klaus Seeger reported that the trademarks will be published in the Trademarks Journal soon, and then they are eligible to register.

(e) Water Safety

The Chair, Duncan Ellison provided a verbal report. Ralph Stanley and Duncan Ellison reported that there is a "book filter" that has been developed by an American university, which is intended for use in rural settings and employs silver nanoparticles. It has not been sanctioned by the WHO or NSF.

(f) Governance Committee

The Chair, Ron de Burger indicated that there is no report at this time.

Pamela Scharfe moved and Klaus Seeger seconded a motion to receive all of the Committee reports.

Adopted

Item 05: Other Business

(a) EHFC Quorum

See Item 3 (b) above.

(b) Honorary Chair

See Item 3 (b) above.

(c) Trustee Recruitment

Cameron Coulby reported that several people have approached him regarding becoming Trustees of the Foundation or otherwise volunteering. A discussion occurred regarding employing interested volunteers as Friends of the Foundation.

Rob de Burger reported that he will contact the interested candidate who previously provided a resume.

Action: Klaus Seeger to adapt the wording of the description of a Trustee to create a description of a Friend of the Foundation.

(d) EHFC Best Ball Trophy presentation at the CIPHI golf tournament

Ralph Stanley reported that the Best Ball trophy presentation was successful. A raffle conducted at the tournament raised \$500 for the Foundation. Ralph Stanley is producing a plaque to recognize Ken Gorman's hole-in-one.

(e) Environmental Public Health Week fundraising idea

Pamela Scharfe and Tamela Carroll reported that the Healthy Environments Branch in New Brunswick raised money at their Environmental Public Health Week celebrations to donate to the Foundation. A discussion occurred around promoting EHFC as a beneficiary of funds raised during Environmental Public Health Week activities at other public health agencies.

(f) Taste for Charity

Pamela Scharfe reported that the Taste for Charity cookbook has been finalized, and the money is to be provided to EHFC for Clinica Verde. The cookbook will be delivered as either an electronic document or a hard copy.

(g) Items not on Agenda

Cameron Coulby reported that Ottawa Public Health is interested in working with EHFC with regards to organizing the golf tournament for the CIPHI AEC in 2015 in Ottawa. Pamela Scharfe and Ralph Stanley will follow up with Toni D'Ettore on this matter.

Duncan Ellison reported that CWWA is organizing the Canadian Drinking Water Conference and is looking for new partners in the conference.

Action: Duncan Ellison to follow up with CWWA and will provide information to the Trustees regarding potential partnerships for the Conference.

(h) Next Meeting

Cameron Coulby will send a Doodle poll with dates in January for the next meeting.

Item 06: Adjournment

There being no other business to transact, the Chair moved a motion to adjourn the meeting at 14:30 Eastern Time.

Action Items

Item	Action	Who/Status
New items from the October 19, 2014 Teleconference		
<i>Item 05c: Trustee Recruitment</i>	Klaus Seeger to adapt the wording of the description of a Trustee to create a description of a Friend of the Foundation.	Klaus Seeger
<i>Item 05g: CWWA conference</i>	Duncan Ellison to follow up with CWWA and will provide information to the Trustees regarding potential partnerships for the Conference.	Duncan Ellison
<i>Item 06c: Honoray Chair</i>	Information on potential candidates should be sent to Pamela Scharfe who will provide a report for the next Trustee meeting.	All
Items from the June 13, 2014 AGM		
<i>Item 03c: Request for update from NEC regarding support for Continuing Education Award</i>	The Chair to draft a letter to be sent to NEC.	
<i>Item 04g: Motion to reduce NEC Representatives required for EHFC Quorum</i>	Tim Roark will send around a motion to be formalized at the next Teleconference	Trustees <i>to respond</i>

Item	Action	Who/Status
<i>06c: Honorary Chair</i>	Trustees are to suggest possible Honorary Chair appointees, and provide CVs to be reviewed. Trustees are also to suggest possible wording for the description of the role of the Honorary Chair.	<i>Trustees to respond</i>
Items from November 27, 2013 Teleconference		
<i>Item 04a: Merging book-keeping duties with NEC</i>	Tim Roark to draft an agreement between NEC and EHFC for harmonizing book-keeping duties.	<i>Tim Roark to report</i>
Items for June 23, 2013 AGM		
<i>Item 04: Treasurer Succession Planning</i>	Tim Roark suggested that a new Treasurer for the EHFC will be needed before he retires at the 2014 AGM.	<i>Trustees to consider</i>

Appendix A: Parking Lot

Item	Action	Who/Status
<i>Follow up with Health Canada</i>	Klaus Seeger and Tim Roark to consult with Health Canada regarding creating opportunities for further exposure for EHFC	Klaus Seeger and Tim Roark <i>to report</i>
<i>O'Hara Award</i>	A historical document will be produced about Major O'Hara using information from Susan O'Hara and Tim Sly.	Tim Roark <i>to report</i>
<i>Promoting TempSafe in the USA</i>	It was suggested by Klaus Seeger that TempSafe products could be marketed in the USA, with some adjustments. Ron de Burger to consult with NEHA, Tim Roark to consult with Christina Chociolko.	Ron de Burger and Tim Roark <i>to report</i>
<i>Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pamela Scharfe and Tim Roark	All Trustees: <i>to consider volunteering</i>
<i>Creation of EHFC Chapters</i>	Creating provincial chapters of the EHFC may increase available funding sources.	<i>On Hold</i>
<i>Scanning minutes to PDF</i>	Tim Roark will compile a complete set of EHFC minutes in PDF format	Tim Roark <i>to report</i>