



**EHFC Board Teleconference Meeting No. 5**

Sunday, November 8, 2020

**MINUTES**

*(Approved February 28, 2021)*

**Confirmed:** Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker, Tim Roark, Melissa MacDonald, Laurie Pike, Victor Odele  
Brad Giesbrecht, NEC Rep.

**Regrets:**

NOTE: \* denotes that a document was circulated for the board to review prior to the meeting

#	Item	Discussion	Action	Lead
1.0	<b>Welcome &amp; Roll Call</b>	Called to order at		
2.0	<b>Agenda</b>			
2.1	Agenda approval/additions *	<b>Motion No. 1...</b> That the agenda be adopted as distributed. <b>Moved:</b> Pamela Scharfe <b>Seconded:</b> Ralph Stanley <b>Carried</b>		
3.0	<b>Minutes</b>			
3.1	Minutes Approval *	<b>Motion No. 2...</b> <b>That the</b> June 20, 2020 Meeting No. 4 Meeting Minutes be approved with the following corrections: Victor Odele was not in attendance. <b>Moved:</b> Pamela Scharfe <b>Seconded:</b> Melissa MacDonald <b>Carried</b>		
3.2	Business Arising	1. <b>2019 Revenue Canada Charities Directorate Report:</b> The report is traditionally submitted at the end of May or June but due to the COVID-19 pandemic, the Charities Directorate extended submissions up to December 31, 2020. The Treasurer has submitted the report on behalf	Mike to send a notification to Board members once the report is posted online.	

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		<p>of the Board and has received an email acknowledgement of receipt from the Directorate.</p> <p>2. Award funders including Michael Lowry, Clifford E. Van Alstyne, Hedgerow, and Canadian Water and Wastewater Association agreed to postpone the 2020 awards to 2021 due to the COVID-19 pandemic. Michael Lowry will be providing the funds in 2020 &amp; 2021 to present two awards in 2021.</p> <p>3. The board has not heard back from NSF.</p> <p>4. Ralph and Pan had a teleconference with the COMMIT team in March 2020 and propose that a letter of intent be developed detailing where EHFC funds should be directed to. The board agreed in previous conversations that the money raised should go towards construction of a water well. Currently, no money has been provided to COMMIT as the letter of intent needs to be finalized first.</p> <p>COMMIT travelled to Nicaragua in Jan 2020. The fall trip was cancelled due to the pandemic but there are still two people on the ground in Nicaragua (auditors). COMMIT hosted two fundraising events in 2020 which yielded approximately \$20,000. Half of this money went towards COVID-19 relief.</p> <p>Due to the pandemic, COMMIT expects the earliest they will be sending a team to Nicaragua will be Fall 2021. Pam suggested that a webinar sent out via listserv could be organized for information purposes.</p> <p>COMMIT is also interested in launching a food safety and personal hygiene project.</p> <p>COMMIT also submitted a Global Grant Application and would like EHFC to provide a letter of support to accompany their submission.</p>	<p>Mike to continue to remind Mr. Lowry about providing the 2020 funding, and once received, will issue a tax receipt.</p> <p>Pam to follow-up with NSF regarding issuing of a 2021 award.</p> <p>Pam to connect with Michael Sidra (and Sharon Milroy) who helped launch a food safety program for Nicaragua based Clinica Verde several years ago.</p>	

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		<p>5. In 2019, EHFC launched their 30<sup>th</sup> year anniversary fundraising. The goal was to raise \$30,000 for the 30<sup>th</sup> year of EHFC. In total \$17,630 was collected in 2019. The Board agreed to continue working towards the goal of collecting \$30000 through 2020. In 2020, \$1530 has been donated. The total funds raised in 2019 and 2020 to date is 64% of the total goal. 2020 has been particularly difficult to fundraise since there are no planned events such as the traditional curling bonspiel, golf tournament, silent auction due to the pandemic. Notably, AB Branch approved \$3000 in branch donations in 2019, and approved \$1000 for 2020 (which has not been received yet).</p>	<p>Pam to send out letter to past supporters and donors requesting continued support to reach our goal of \$30000. This fan out will include the tagline “No place like home” which refers to the work the Board started in 2009, providing funding for students to attend conferences. A sample will be sent to the board for approval prior to mailing. The mail out will be done prior to giving Tuesday (Dec 01, 2020).</p>	
4.0	<b>Standing Items</b>			
4.1	Treasurer's Report *	<p>The Treasurer provided a verbal update:</p> <p>1. <b>2019 Financial Report to Canada Revenue Agency:</b> The Treasurer has completed the 2019 report for submission to CRA. (Refer to financial reports circulated for specific details). Expenditures from 2019 were higher due to the 30<sup>th</sup> Anniversary fundraising. However, revenue and assets (Canadian Railway Investment) have also increased.</p> <p>The report also details the donations received from Board members who attended the 2019 conference. Board members submit the appropriate conference claims and are provided with a tax receipt (this is a new process as of 2020 to minimize the amount of paperwork and has been approved by the Charities Directorate).</p>	<p>Mike to send out a breakdown of the 2019 list of transactions in advance of our AGM so Board Trustees can review and discuss at our AGM. Pam would like to know what level of financial detail the Board would like to see on an annual basis and/or at each meeting.</p>	Mike

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		<p>Mike raised a question about money from one award being used for another award that does not have as much funding in it. Tim advised that the money must be used for the award that the donor requested to support. Tim also gave the example of ending any of the award's funds which are all endowed money. The Alberta Branch were the original funders of this award as Lilli Ann Zahara was one of their members who passed. The AB Branch has donated to this award over the years. Pam also discussed if there was ever a dissolving of the EHFC would have to involve the NEC as to what happens to the funds.</p> <p>2. <b>Auditors:</b> Mike will be recommending two new auditors this year due to COVID-19. In the past he has called on Peter Rogers and Rick Zokolowski. However, this year he would like to call on two of his work colleagues Peter Parys and Ali Rana who have both been on the MB CIPHI Branch Executive and understand budgets and audits.</p>	Mike to develop a draft operating budget for 2021 to be presented at Dec 06, 2020 AGM.	
4.2	Advancement Committee Report *	<p>1. <b>TempSafe:</b> This food safety product is currently under review. When TempSafe was first developed, the hope was that the food industry would pick it up and include it in their marketing. Currently, the logos are not recognized nationally which was the goal. Pam suggested there are two sides to this product – we currently do not have a marketing plan and there is no evaluation component. Therefore, the Advancement Committee recommends evaluation of the product before deciding on developing a comprehensive marketing plan. Lena drafted a survey which Ralph and Pam have commented on.</p> <p>The price of the product has remained unchanged due to excellent printer sourcing by Tim. The symbols are trademarked which last for 15 years and costs \$200 for each symbol. The trademark expires in 2028. Pam</p>	Finalize the TempSafe user survey and send out to past users.	All Pam

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		<p>thanked Tim for providing a list of previous buyers and the costs and the revenue generated for the Foundation which outlined there has been approximately \$200,000 in sales since inception of the product with \$30,000 in profit to the EHFC from sales.</p> <p>Tim suggested connecting with the Canadian food agencies that were members of the now dissolved Canadian Partnership for Food Safety Education i.e., Canadian Grocers, CFIA, PHAC, Ag Canada, Beef Canada, etc. Pam mentioned that Rose Hutchinson which may be interested in joining as a board member also works as in QA at Loblaws and may have some insight.</p> <p>Mike suggested that one or two more products in addition to the TempSafe and Septic System Maintenance may be beneficial to diversify the EHFC offerings. When one product has lower sales, the other products may have higher.</p> <p>Tim also suggested approaching Food Safety providers to see if they would use the symbols on their certificates. Mike mentioned that there are many independent food safe providers in Manitoba. It was requested that any board members with information on food safety education contacts could forward names to Lena.</p> <p>The Advancement Committee to put together a full report including the history of the TempSafe logo, trademarking, costs, survey results so we have a historical record. The report is to include recommendations to the Board. Goal is to completion before our first meeting in 2021.</p> <p>The Chair to do some outreach on the utilization of the TempSafe products with food safety certificate product providers and former members of the Canadian Partnership for Consumer Food Safety Education.</p>		

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4.3	Governance Committee Report *	<p>1. <b>History of Board Trustees:</b> Tim produced a summary of the Board of Trustees and Executive since the beginning of EHFC. Two names were highlighted which denotes that the person was appointed to the board but may not have attended a meeting they were also missing which province they represented. Barry Morgan BC, John O’Laney AB.</p> <p>2. <b>Board Recruitment:</b> Fran Gelder has resigned verbally to the Chair who has sent her an exit interview as per protocol. Fran has a master’s in leadership and there was discussion last spring about Fran hosting on behalf of the EHFC a series of Leadership webinars.</p> <p>Munira Peermohamed (AB): approached the Chair to discuss her interest in joining the Board. She provided a resume and was invited to participate in today’s Board meeting, but she sent the Chair an email that her work situation has changed due to COVID-19 and no longer has the time to volunteer. She indicated that if conditions change in 2021, she will be in touch.</p> <p>Rose Hutchison (ON): The Chair was unable to personally meet with Rose due to COVID-19, but she has been provided with EHFC recruitment documents.</p> <p>Board Vacancy Notice: The Chair thanked the Board for the input into the “draft” document and feedback was incorporated in the draft provided in the Board meeting package. No further input provided.</p>	<p>Pam to follow-up with Fran to see if she is interested in this on an ad hoc basis as a Friends of the Foundation.</p> <p>Pam to follow up with Rose Hutchinson to be on the Board.</p> <p>Pam to request the Board vacancy recruitment notice be posted via the CIPHI listserv.</p>	Pam

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		<p>3. Board Directory: has been updated. Please forward Lena advise Lena of any updates or corrections.</p> <p>4. 2020 EHFC Donation Form: the form had been updated to a fillable pdf version. Ralph suggested adding the website link to our past and current projects.</p> <p>5. Teleconference codes: were sent out to all board members for information purposes.</p> <p>6. EHFC Marketing Tools: Bookmark supplies were used up at the last conference, so a draft was sent out for comment as to design and layout and whether the Board wanted to continue using it. The Chair was in touch with Klaus to obtain the artwork and the pricing for the last printing in 2017. Klaus advised that he recently moved and found a box with 260 bookmarks and 650 brochures. The cost for printing by the Blyth Printing Shop was 2,000 of the bookmarks that were .12 cents each and 2,000 of the brochures which were 25 cents each which is a very reasonable cost. The Chair recommended that we use up the supply before reprinting. The brochure needs to be updated but is still relevant.</p> <p>The 2021 CIPHI National AEC is being hosted Oct. 3-6 and the Chair will get in touch with Durham Region Public Health to inquire as to the number of expected delegates as we the EHFC would like to donate the ID lanyards and ask if a copy of the bookmark and brochure could be included in the delegate bags.</p>	<p>Pam to update form and add link to website.</p>	

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5.0	<b>New Business:</b>			
		<ol style="list-style-type: none"> <li data-bbox="724 297 1438 508">1. <b>The Canadian Revenue Agency Charities Directorate</b> has an online newsletter “Charities and giving – What’s new”. Often the newsletter has information relevant to the work the charity is doing. Board Trustees decided that Pam/Mike will forward any relevant emails rather than signing up for individually.</li> <li data-bbox="724 540 1438 995">2. BCIT request to digitize the <b>Septic System Maintenance video</b> that the EHFC holds the copyright for: The Chair received a request from BCIT Library Division requesting permission to digitize the Septic System video to upload onto their school online library as a student resource. Originally Tim Roark and Charlie Young EHFC Board Trustees were involved in the creation of the video. The video is still very relevant today and the Board had wanted to digitize it but the cost was prohibitive. The EHFC Executive discussed the request and provided permission with the request that BCIT lists the EHFC as the copyright and provided us with a link that we can post on our website.  Tim also mentioned that there are hundreds of septic system posters provided years ago by Environment Canada in the CIPHI national storage locker in BC that he maintains as well as boxes of poster mailing tubes. Wondering what to do with these as shipping does not seem feasible.</li> <li data-bbox="724 1239 1438 1414">3. <b>Food Allergy App:</b> The Chair received a request through our Linkedin account from a group called FoodFilter (www.foodfilter.ca) inviting us to participate in review of their food allergy app. The website list restaurants and details information about the various allergens in the dishes. They</li> </ol>	<p data-bbox="1470 540 1707 597">Link to be posted to website.</p> <p data-bbox="1470 1027 1728 1149">Advancement Committee to discuss what to do with the posters.</p>	



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		<p>have requested input from the EHFC. Board members agreed that this is not our area of expertise.</p> <p><b>4. Annual General Meeting 2020 Draft Agenda Sunday, Nov. 6, 2020:</b> The Chair provided a draft agenda for our annual general meeting which will have to be virtual this year. There were no additions to the agenda.</p> <p>The Chair provided a list detailing the Board of Trustees Terms of Office to remind those affected if their term is coming up for renewal. We are currently at 10 Trustees and cannot go below 9 Trustees as per our current Regulation. Pam, Ralph, and Melissa are up for a two-year renewal this year. There are no fixed terms for Trustees in our current Regulation but will have in our revised Regulation.</p> <p>The Executive positions of Chair, Vice Chair, Treasurer and Secretary are for a one-year term, so all these positions need to be filled at the AGM. Pam advised unless another Trustee would like to step up for the Chair's position, she will let her name stand for one more due to COVID but will remain on the Board as Past Chair effective the 2021 AGM.</p> <p>Discussed the various formats for a virtual meeting for the AGM.</p> <ul style="list-style-type: none"> <li>• Brad advised that the NEC are using Google Hangouts for their monthly meetings and for their AGM.</li> <li>• Brad shared that the CIPHI SK Branch use Google Hangouts and purchased Chromebooks for \$200 each for their Executive so that everyone is using the same</li> </ul>	<p>Trustees are to advise the Chair if they are planning to step down from the Board or if they are interested in one of the Executive positions prior to the AGM.</p> <p>Pam to test the ZOOM product with Ralph and the Executive and to send out a notice announcing the AGM on the CIPHI Listserv and to the National President and each Branch President.</p>	

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		<p>platform as it was cheaper than using any other service to conduct branch business. It was cheaper than the cost of using a paid teleconference service.</p> <ul style="list-style-type: none"> <li>• Mike said their health department uses Microsoft Team which is a free add-on for Microsoft.</li> <li>• Ralph indicated that he is using ZOOM to teach online classes and could offer up his account for the AGM. ZOOM allows for 50 attendees and 20 mins on the free account and 400 attendees with extended time if you sign up and pay the fee.</li> <li>• In 2019 the EHFC paid the CIPHI Office (MPS Suites) approximately \$1,500 for teleconference calls. However, there was higher call use because of the twice a month calls by the 30th anniversary working group. Typically, a board meeting call for 10-12 Trustees is less than \$100 per month.</li> </ul> <p>The Chair suggested for this meeting we use the ZOOM product through Ralph's account that allows up to 400 participants. The current EHFC Regulation requires that we send out the ADM notice not less than 14 days before the meeting.</p> <p>5. <b>CIPHI National Executive Committee Update:</b> Brad provided an update regarding the new advocacy campaign initiated by CIPHI National. CPHI National hired "Be the Change Group", Vancouver to conduct an assessment and survey stakeholders of the industry. They have now completed phase 1 and are moving into phase 2. Through this campaign, EPH week social media reached more people than ever before.</p>		

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6.0	<b>Next Meeting</b>			
	AGM Sun. Dec. 6, 2020 12:00 pm EST  Meeting No. 2 (2020-2021) TBD			
7.0	<b>Adjournment</b>	Meeting adjourned at 1:35 pm		