

# **ENVIRONMENTAL HEALTH FOUNDATION of CANADA**

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MINUTES of the TELECONFERENCE, FEBRUARY 7, 1999

## **1.1 Roll Call**

The meeting began with Klaus Seeger welcoming Duncan Ellison as a new trustee to the EHFC. Rob Bradbury was acknowledged as the President of the CIPHI.

In attendance:

Peter Rogers	Pat Murray
Klaus Seeger	Barry Morgan
Charlie Young	Bryan Walton
Keith Smith	Robert Bradbury
Duncan Ellison	

Regrets: Tim Roark, Mike Reid, Ron de Burger, John O'Laney

## **1.2 Errors and Omissions EHFC Minutes November 22, 1998**

There were no errors or omissions.

## **1.3 Approval of EHFC Minutes of November 22, 1998.**

Moved by Charlie Young and seconded by Rob Bradbury that:

*“The minutes of the EHFC from November 22, 1998 be accepted.”*

ARRIED

## **1.4 Additions to the Agenda and Approval**

Chairman Seeger had two items to add to the agenda. They were:

- 2.3 (c) MUST Food Handler Program
- 3.4 (iii) Letterhead, envelopes and business cards

## **2.0 BUSINESS ARISING FROM THE EHFC MEETING OF NOVEMBER 22, 1998**

### **2.1.1 Financial Report**

Reporting for the period November 21, 1998 to December 31, 1998, Treasurer Charlie Young provided the following EHFC financial report:

Aboriginal Project:

Receipts = nil                      Disbursements = nil

Sewage Video:

Receipts = \$165.00                      Disbursements = \$775.20

Alberta Sewage Video:

Receipts = nil                      Disbursements = nil

Temperature Symbols:

Receipts = nil                      Disbursements = \$181.90

Groundwater Video:

Receipts = nil                      Disbursements = nil

Web Page:

Receipts = nil                      Disbursements = nil

Administration of EHFC:

Receipts = nil                      Disbursements = \$86.94

Total Receipts = \$165.00      Total Disbursements = \$1,044.04

Term Deposit = \$24,016.06

Savings/CHQ = \$ 212.44

Total (current) Balance = **\$24,228.50**

The financial statements were scheduled to be reviewed by CIPHI members within two weeks of this meeting.

Moved by Charlie Young and seconded by Pat Murray that:

*“The financial report be accepted.”*

Q. Has there been any invoice from Mike Leblanc for the web page, yet?

A. None received.

Q. Have we received any bill from the Ottawa conference committee for coffee service during our meeting last August?

A. Not yet.

CARRIED

### 2.1.2 Treasurer’s Policy and Procedures Protocol

It was acknowledged that there are no defined policies and procedures in place for the Treasurer of the EHFC to follow. Discussion centred around the necessity to have such a policy in order to ensure that the financial operations of our organization are readily transparent to anybody or any organization with whom we have a professional relationship. It was queried whether the NEC had a standard operating procedure for its financial officers that the EHFC could implement or modify as necessary. Rob Bradbury will inquire into the NEC’s procedures. In the interim, Rob will forward a copy of the General Accounting Procedures (GAP) template that he has at hand. It was agreed that this item will be placed on the agenda for the next meeting for further discussion.

### 2.2 Strategic Plan - Appendix D

Rob Bradbury led the discussion on the review of Appendix D of the Strategic Plan. He presented us with his initial weighting system which had a maximum total value of 140 points across 12 categories. In order for any project to be accepted by the EHFC for either financial or other support, the project will require a minimum of 100 points based on the criteria established in Appendix D. Rob indicated that each category had a maximum weighting value of three (3), and a maximum scoring value of five (5). The discussion centred on the weighting values only. The final weighting values by category were established as follows:

<u>Category Number</u>	<u>Maximum Weighting Value</u>
1	3
2	3
3	2
4	3
5	3
6	2
7	2
8	2*
9	3
10	2
11	1
12	1**

\* Change text from “no one” to “no other organization”

\*\* Change text “source” to “resource”

There is a requirement to review the scoring system by category. A sub-committee composed of Rob Bradbury, Barry Morgan, Ron de Burger, Duncan Ellison and Peter Rogers, will review the scoring system and report back at the next meeting.

## **2.3 Food Safety Strategy**

### **2.3.1 Temperature Symbols**

Klaus Seeger has received the application forms for translation of our temperature symbols into french. He has also incorporated the french translation onto our EHFC letterhead. The cost is \$150.00 per translation: only the “Safety Is...Hot/Cold/Frozen” symbols will be translated for a total cost of \$450.00. We cannot have exclusive rights to the “Safety Is...” as a stand-alone trade-marked symbol.

Klaus will speak to Tim Roark about purchasing merchandise ie: refrigerator magnets, with our temperature symbols.

### **2.3.2 Fight Bac Campaign**

Klaus Seeger reported that the “Fight Bac” campaign was launched in November-December in Montreal, Halifax, Toronto, Ottawa and Vancouver. Klaus participated in the Toronto launch and was on-air with CBC across the country during much of the launch date. The potential audience exposure was estimated to be over 16 million people through the various media (print, radio, TV). There are many health units / agencies that have already committed to this project and have received the community action kit and the retailer’s kit. There is little response from either Saskatchewan or Alberta on whether or not they will be participating. Information kits will be distributed to all EHFC members. Overall, the Partnership is happy with the outcome of the launch. There will be a secondary launch during the period May 1 - 7, 1999, in time for the barbeque season.

A Phase II school curriculum aimed at K - 3 is currently available in the USA and it is hoped we can Canadianize it for our schools in Canada. Also there is a grade 4 - 6 curriculum that the Partnership will be reviewing for potential use in schools. One problem identified with the program is that food temperatures are not standardized across the country, particularly internal food temperatures. It was noted that the province of B.C. for example allows an internal temperature of 165 F, whereas Health Canada suggests a minimum of 180 F. There is some difficulty in rationalizing these differences on a national basis. To this end, Klaus had been presented with a position paper from Health Canada on Food to which he was to prepare response by February 15<sup>th</sup>. It was agreed that Klaus would forward a copy of the position paper to Charlie, Rob, Bryan and Barry as well, for their comments.

### **2.3.3 MUST Program**

Management Uniform Sanitation Training (MUST) has been approved for use in Alberta. It has also been translated into French. The program was designed for the management of retail food handlers and the course curriculum consists of a training manual, syllabus, examination questions and answers. Bryan explained the desire to have the same recognition for MUST as exists for “Food Safe” and was looking for ways in which to promote the program across the country. It was noted that “Food Safe” received the support of provincial health departments when it was introduced 13 years ago, and CIPHI never really had to push for its implementation. Now with

the fracturing of health departments across the country, it is timely that CIPHI should actively promote the obvious complement to “Food Safe” for the retail sector. Klaus suggested that copies be distributed to CIPHI Branches and request their feedback. It was also suggested that a hot link on the web page be established to the MUST program. Rob will speak to Mike Leblanc about the web page connection.

#### **2.4 Sewage Video**

There was no report at this time. Tabled to the next meeting.

#### **2.5 Groundwater Video**

Charlie Young reported that the final version is now complete and that it has been playing on Rogers Cablevision in B.C. The EHFC has been recognized in the video credits. A draft brochure is now being prepared and should hopefully be ready within two months. The web page is ready to go and that, too, should be on-line within 60 days or so. There is nothing more that the EHFC could or should be doing at this time.

#### **2.6 Web Page**

The EHFC web page is now linked to the main CIPHI page at:

<http://www.ciphi.ca/ehfc/mainmenu.htm>. Most of the EHFC information is available but there are a few errors that need to be changed.

#### **2.7 HACCP Program Evaluation**

Refer to the background information on this project in the minutes of 22 February 1998.

There is a need for \$47,900.00 to complete this project and there is a gap of \$10,000.00 that needs to be closed. It was noted that the EHFC had made a commitment to support this program.. The discussion centred around the merits of this project, the necessity of the EHFC to provide a financial contribution to support it, if the EHFC truly believes in the program, and the capability of the EHFC to solicit funds on behalf of the project partners. Providing financial support, it was argued, would show our commitment to the value of this project as well as raising our public profile. A motion to financially support this program was made.

Moved by Rob Bradbury and seconded by Bryan Walton that:

*“The EHFC will provide \$2,000.00 to the Central West Food Safety Network once the remaining \$8,000.00 has been raised for the HACCP evaluation program, and that the EHFC will be recognized as a partner in this project.”*

CARRIED  
(One opposed)

## **2.8 Tanzanian Book Project**

Information about this program has been sent to all branches. B.C. branch has committed \$200.00 to the project plus a further \$200.00 raised from a fundraising effort. They will now challenge all other branches to match this amount. The EHFC will look after any donations for tax deduction purposes. Moved by Rob Bradbury and seconded by Charlie Young that:

*“The EHFC match the \$200.00 contribution made by the B.C. Branch for the Tanzanian book project”*

CARRIED

## **3.0 NEW BUSINESS**

### **3.1 Accredited School Research Projects**

There was no report. Tabled till the next meeting.

### **3.2 Trustee Nominating Committee**

Joyce Reynolds of the CRFA had been approached but there has been no reply from her yet. Pat Scarlett of the Beef Information Centre has replied that she would defer her decision at this time due to other work priorities.

### **3.3 Quorum Requirements**

There was no report. Tabled till the next meeting.

#### **3.4.1 Canadian Centre for Philanthropy**

There was no action yet taken on this item. Moved by Rob Bradbury and seconded by Charlie Young that:

*“Tim Roark contact the Canadian Centre for Philanthropy and provide the EHFC with a report on how the EHFC may participate with that organization.”*

CARRIED

#### **3.4.2 Letterhead, Envelopes and Business Cards**

There was a discussion on the need to have dedicated stationery items with our logo and letterhead. It was agreed that Klaus would pursue this item and come up with a design for stationery to be presented at a future meeting.

#### **3.4.3 Payment of Accounts**

Moved by Charlie Young and seconded by Keith Smith that:

*“All costs associated with the teleconference call of 7 February 1999 be paid.”*

CARRIED

#### **4.0 Date, Time and Place of Next EHFC Meeting**

The next AGM is in May. It was agreed that the EHFC meeting will occur Sunday May 9, 1999 at 2:00 p.m. **Saskatchewan time** in a room to be arranged by Klaus. Those who are unable to attend the conference will be expected to participate by telephone.

Meeting was adjourned at 12:50 CST.