

**ENVIRONMENTAL HEALTH FOUNDATION**  
**Approved Minutes of the Teleconference, April 7, 2013**

**Item 01: Roll Call**

Ron de Burger conducted the Roll Call at 13:05 hours, EST. The Trustees participating in the Board Meeting were: Ron de Burger, Pam Scharfe, Tim Roark, Klaus Seeger, Duncan Ellison, Jacqueline Schnider, Len Gallant, Gary Gallivan, Cameron Coulby, Gary Tam, and Ralph Stanley.

A quorum was achieved.

Apologies were received from: Phi Phan and Tamela Carroll.

**Item 02: Adoption of Agenda**

Ron de Burger asked if there were any proposed amendments to the Agenda. Pamela Scharfe asked that the “Ryerson Career Fair” be added to the agenda. Ralph Stanley proposed and Pamela Scharfe seconded a motion to adopt the Agenda as amended.

**Adopted**

**Item 03: Review and Approval of Decisions of the Minutes of December 2, 2012.**

Item 03b: The action items from the December 2, 2012 meeting were reviewed with the following results:

*Carried from 2012 AGM*

- |  |  |
|--|--|
| Item 4a: Promoting TempSafe in USA             | <i>Continued:</i> Ron de Burger followed up with Nelson Fabian from the Public Health Agency of Canada, who will meet with him in Vancouver in approximately 2 weeks time. Tim Roark to join in the meeting. More information will be forthcoming at the 2013 AGM. |
| Item 4b: Promoting Tempsafe outside of Ontario | <i>Deferred:</i> Klaus Seeger indicated that this action has been done, the packages have been sent. A discussion was had regarding how to proceed with this issue.  |
| Item 8: Creation of EHFC Chapters              | <i>Deferred:</i> A discussion was had regarding how to move this forward, and it was deferred to the AGM.  |
| Item 8: Follow-up with HC                      | <i>Continued:</i> Calls have been placed to HC, and Klaus Seeger and Tim Roark are awaiting a response, but no movement as of yet. Klaus Seeger to send information to Ron de Burger for action.   |

- Item 8: Scanning of minutes to PDF *Continued:* Tim Roark has completed approximately ¼ of the minutes, and will need more time to proceed. He will send what he has done to Pam Scharfe to post on the website.
- Item 8: Appointment of Webmaster *Deferred:* Discussion regarding this item – deferred for discussion at AGM. Cameron Coulby to look in to a presentation for the AGM.
- Item 8: Publicity around awards *Continued:* Pam Scharfe reported that the Health Units agree that this is a good idea, but more work is needed to develop this concept. Linking with local media outlets will be important.
- Item 8: Purchase of a projector *Completed:* Pam Scharfe reported that she has purchased an LCD projector for \$300 and will bring it to Winnipeg.
- Carried from 2011 AGM*
- Item 4: Donation solicitation *Deferred to 2013 AGM.*
- Item 4: O’Hara Award *Continued:* Tim Sly met with Major O’Hara’s daughter and received some biographical information. Item requires further follow-up at AGM. Al Adamanche from Manitoba to provide more information.
- Item 8c: Committee Memberships *Continued by* Duncan Ellison, who will provide information by the end of April 12, 2013.
- Item 8d: Wikipedia listing *Continued:* Pam Scharfe reported that Wikipedia has rejected EHFC as a stand-alone page, as they will not promote businesses. Gary Tam will follow up with National to see if CIPHI Wikipedia listing can increase presence of EHFC.
- Carried from May 27 Teleconference*
- Item 04: Golf Event *Continued:* Pam Scharfe reported that this event only raised approximately \$100, and therefore coordinating a similar event in the future may not be viable. Ralph Stanley suggested that perhaps the trophy could be provided in the future for exposure. Pam Scharfe will follow up with Ontario Branch to see what we could contribute to the golf event.
- Item 05/Item 06.1: Links to Branches *Removed:* Len Gallant indicated that this item will be added to the review of awards.
- Item 08.4: CWWA Water Safety Award *Removed*

**Minutes not Adopted**

**Item 04: Financial Matters**

Tim Roark submitted the Financial Report. He reported that at year end there was \$31,586.74 in the bank account plus investments. Recent donations from Mosaic Banner project and others have been accepted. Detailed financial statements will be sent to auditors in the next 30 days. A recent email was received indicating that the PayPal account had been hacked, however this was spam. Tim Roark also indicated that Pam Scharfe's name is the name on the PayPal account, which is an issue when attempting to interact with the account. There have been 2 credit card donations since last fall. There was a discussion regarding the use of PayPal and credit cards for donations, Pam Scharfe reported that the most recent newsletter indicated the most effective way to donate in order to avoid fees. Tim Roark moved and Ralph Stanley seconded a motion to adopt the report.

**Adopted**

**Item 05: Committee Reports**

**Awards Committee:** Gary Gallivan indicated that the review of the awards was still ongoing, the criteria for the awards is still ongoing, and that there is not much appetite for changing them. A new approach for getting attention is needed, possibly involving social media.

**Adopted**

**Communications Committee:** Pam Scharfe submitted the Communications Report. A discussion occurred regarding use of social media and increasing presence online. Further discussion will occur at the 2013 AGM.

**Adopted**

**Food Safety Committee:** Klaus Seeger indicated that Pamela Scharfe did a great job with the report. The trademarks were renewed. Klaus Seeger indicated that EHFC will need to focus on new symbols, but that the process may be expensive. Funding for TempSafe will depend on Ontario MOHLTC, more information will be needed from Tony Amalfa. Pamela Scharfe indicated that the letter from Phi Phan from January has not been followed up on appropriately, and that further tweaking of the letter may be necessary. Specifically, the date may need to be updated, pricing and deadlines need to be solidified, and more messaging needs to be done. Ralph Stanley indicated that samples should be kept available at the CIPHI conference along with order forms. A discussion occurred around the move to PHAC from Health Canada of Public Health Inspectors.

**Adopted. Action: Klaus Seeger**

**Water Safety Committee:** Duncan Ellison indicated that the Ian Fleming award is now on the List-Serve as a new award.

**Action: Duncan Ellison**

It was agreed by the Trustees to add the Governance Committee and the Finance Committee to the Committee Reports section. A motion to approve all of the reports was moved by Ralph Stanley and Seconded by Gary Gallivan.

**Adopted**

**Item 06: Other Business**

**06a:** Report on strategic planning: *Deferred*

**06b:** O'Hara Award: *See item 03, more information is forthcoming for this award.*

**Action: Tim Roark**

**06c:** CIPHI Centennial Coin: *Ralph Stanley indicated that the Royal Canadian Mint would not recognize the event, and a discussion occurred regarding the possibility of approaching a private mint. Gary Tam indicated that NEC would not be interested in following up. Ralph Stanley and Klaus Seeger to report at the AGM.*

**Action: Ralph Stanley/Klaus Seeger**

**06d:** Clinica Verde: *Klaus Seeger reported that more information is needed in order to finalize the agreement, and then Ron de Burger will sign the check and send it. Ralph Stanley reported that a picture of the brick honoring the EHFC donation will be sent around.*

**Action: Klaus Seeger**

**06e:** Ryerson Career Fair: *Pamela Scharfe reported that the Ryerson Career Fair was a worthwhile event for EHFC, with 200 brochures handed out regarding TempSafe and other EHFC projects. Ralph Stanley suggested that a representative at the school would be beneficial.*

**No Action**

**06e:** "Septic Smart" video: *Len Gallant reported that the Ontario Ministry of Food and Rural Affairs has developed the "Septic Smart" video, which is available for free online. Both Len Gallant and Ralph Stanley viewed the video and reported that it is of high quality. A discussion occurred regarding the role of EHFC in this area, whether or not to continue with these products, or possibly act as a clearing house for these products in the future. More follow up is needed at the AGM.*

**Action: To discuss at AGM**

**06f:** NEC Strategic Planning: *Gary Tam reported that NEC has hired a strategic planner for the strategic planning day at the Winnipeg conference. Ron has been invited as Chair of EHFC. Suggestions are solicited for the strategic planning day.*

**Action: Gary Tam/Ron de Burger**

**06g:** 2013 EHFC AGM: *A discussion occurred regarding the 2013 EHFC AGM. A tentative list of attendees was gathered.*

**Action: All trustees**

**Item 07: Adjournment**

At 2:20 PM, Tim Roark moved and Ralph Stanley seconded a motion to adjourn the meeting.

**Adopted**

### Action Items

Item	Action	Who/Status
<b>December 2, 2012 Teleconference</b>		
<i>Item 06: Trademarking TempSafe symbols</i>	It was suggested by Klaus Seeger that TempSAFE products could be trademarked, and that this could be done online.	Klaus Seeger <i>to report</i>
<i>Item 08b: Ensuring legality of Clinica Verde donation</i>	At the “Charities and Giving” session put on by CRA, it was noted that donees of funds from registered charities must be “Qualified Donees”.	Tim Roark <i>to report</i>
<b>2012 AGM</b>		
<i>Item 4a: 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>Item 4b: Promoting TempSAFE outside of Ontario</i>	Tim Roark suggested that TempSAFE products could be marketed outside of Ontario. Pam Scharfe will discuss with provinces other than Ontario.	Pam Scharfe <i>to report</i>
<i>Item 6: Awards committee</i>	Strategic planning must be considered for the awards issued by EHFC. Pam Scharfe to consult with Branches to add a hotlink to their respective websites linking to EHFC awards page.	Pam Scharfe <i>to report</i>
<i>Item 8: creation of EHFC chapters</i>	In order to access provincial lottery funding, it would be necessary to create provincial chapters.	All Trustees: <i>to consider</i>
<i>Item 8: Follow up with HC communications branch</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>Item 8: scanning minutes to PDF</i>	Tim Roark will compile a complete set of EHFC minutes in PDF format	Tim Roark <i>to report</i>
<i>Item 8: Appointment of Webmaster</i>	It was noted that succession planning is needed in order to ensure continuation of website	All trustees: <i>to consider</i>

<b>Item</b>	<b>Action</b>	<b>Who/Status</b>
<i>Item 8: Publicity around awards</i>	Pam Scharfe will develop strategies to generate publicity in press around EHFC awards	Pam Scharfe <i>to report</i>
<i>Item 8: purchase of an LCD projector</i>	Pam Scharfe will get pricing for the purchase of an LCD projector for use by EHFC	Pam Scharfe <i>to report</i>
<b>Carried over from 2011 AGM</b>		
<i>Item 4: Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pam Scharfe and Tim Roark	All Trustees: <i>to consider volunteering</i>
<i>Item 4: O'Hara Award</i>	Chair to write to NEC concerning making the proposed O'Hara Award a national award of CIPHI. Discussion is to whether this would be a financial or a recognition award.	Ron de Burger <i>to report.</i>
<i>Item 8c: Committee Memberships</i>	Scopes of Committees document to be sent to chairs and members for confirmation of scope and memberships.	Duncan Ellison
<i>Item 8d: Wikipedia listing</i>	Complete the initiative	Pam Scharfe – <i>To follow up with NEC</i>
<b>May 27, 2012 Teleconference</b>		
<i>Item 04: Charity Golf Event</i>	Maintain liaison with Ontario Branch re 2013 Event	Pam Scharfe