

**ENVIRONMENTAL HEALTH FOUNDATION  
Board and AGM Minutes of June 26, 2011**

13:00 to 15:00 hours (Atlantic Time)

**MINUTES**

(As approved at the Board Meeting of November 13, 2011)

**Item 01: Roll Call**

The Trustees participating in the Board Meeting on-site or by teleconference were Ron de Burger, Tamela Carroll, Cameron Coulby, Duncan Ellison, Len Gallant, Gary Gallivan, Phi Phan, Tim Roark, Pam Scharfe, Jacqueline Schnider, Klaus Seeger, and Ralph Stanley.

Apologies were received from Shendra Brisdon and Marilyn Lee (who attended the informal meeting from 10:00 to 12:30).

Christine Chociolko was welcomed as a guest to the Annual General Meeting at 14:00.

**Item 02: Adoption of Agenda**

Ron de Burger asked if there were any proposed amendments to the Agenda. Ralph Stanley asked if it would be possible to add two items under other business: Plan Canada and the International School of Public Health. This was agreed by the Trustees. Ron de Burger proposed and Duncan Ellison seconded a motion to adopt the Agenda as amended.

**Adopted**

**Item 03: Approval of Minutes**

**3 a) AGM Minutes of the Meeting of September 05, 2010.**

Klaus Seeger (who chaired the 2010 AGM) asked if there were any amendments or corrections to the Minutes which had previously been circulated for comment. None were offered or requested. Pam Scharfe proposed and Ralph Stanley seconded a motion to approve the Minutes distributed.

**Adopted**

**3b) Board Minutes of April 18, 2011**

Ron de Burger (who chaired the April 18 teleconference) asked if there were any amendments or corrections to the Minutes which had previously been circulated for comment. None were offered or requested. Duncan Ellison proposed and Klaus Seeger seconded a motion to approve the Minutes distributed.

**Adopted**

**Item 04: Business Arising**

The list of action items included under this item was reviewed one by one. The following items were noted as being incomplete and should be carried forward:

*Product Marketing:*

The letters and product materials should be sent out before September with a final revision of the drafted letter, completion of the address labels.

**Action Duncan Ellison, Klaus Seeger and Pam Scharfe**

*Donation Solicitation:*

It was agreed that a Fundraising Committee needs to be created to pursue this topic, separately from the Communication and Finance Committees. Phi Phan indicated that NEC may be open to EHFC approaching the CIPHI Event Sponsors for donations to EHFC. This will be pursued. Tim Roark and Pam Scharfe volunteered to form the core of the Fundraising Committee, but asked for other Trustees to volunteer.

**Accepted:** action Trustees to volunteer.

*O'Hara Award:*

There was general agreement that the proposed terms of reference and criteria as proposed by Tim Sly were too rigid, and in any case, EHFC would have to seek funding for this (noting that the current EHFC awards are not yet on a sustainable basis). Given that the activities and person being commemorated were national in scope, there was a suggestion that CIPHI should take on the award, but if this was agreed, funding and criteria would still be required.

Len Gallant moved and Tim Roark seconded a motion that a commitment to the O'Hara Award be made and that discussions should take place with NEC on criteria and funding.

**Adopted:** Action Ron de Burger to write to NEC.

*Communication to new Trustees:*

The new Trustees had received the information on responsibilities and expectations. However it was recalled that Tim had put together a New Trustees Information package. This should be revised for currency and distributed to the three new Trustees.

**Action:** Tim Roark

*Claim that 100% of donated funds are allocated to projects:*

It was agreed that this claim can be retained, provided that more products are sold and that Trustees expenses and donations are allocated to administrative costs.

**Agreed**

*Website:*

It was noted that the website had gone live, but some updates are now required to reflect the departure of two Trustees and the election of three new ones.

**Action:** Pam Scharfe

**Item 05: Consent Agenda Reports**

It was noted that the Consent Agenda items should not be discussed but adopted as a whole. If one item needed to be discussed, it should be removed by a motion from the consent agenda. Duncan Ellison proposed and Tammy Caroll seconded a motion remove the Finance Committee report from the Consent Agenda.

**Adopted**

Duncan Ellison proposed and Ron de Burger seconded a motion to accept the remaining Consent Agenda.

**Adopted**

**Item 05d: Finance Committee Report**

Tim Roark spoke briefly to the Report noting that

- The Revenue Canada Agency had accepted the Audited financial reports for 2010,
- The \$10,000 debenture of the West Coast Railway Association had been purchased as authorized,
- The need to encourage Branches to continue to support EHFC,
- There is a need to expand donations and sales.

The report contained a reference to the fact that NEC had not authorized payment to EHFC of the 5% of the net profit from the CIPHI conference in Kananaskis. In the discussion it was apparent that there might be a disagreement as to whether or not this was a standing line item in the CIPHI budget. If it was, NEC could postpone payment, but could not stop payment. Trustees indicated that this was an action approved by Members and should appear in one of the CIPHI AGM minutes was thus to be a standing item of the CIPHI Budget.

**Action:** Tim Roark confirm if this was a Members' vote

Regarding the 2011 Budget, the following items were discussed:

- The Honorarium to the Web Master of \$300 can be modified to \$150 as Pam Scharfe has taken this function over and will do so on a volunteer basis,
- The \$1,000 allocation for the creation of the O'Hara Award can be deleted as this has not been created.

Tim Roark proposed and Len Gallant seconded a motion accept the 2011 Budget as revised.

**Adopted:** Action Tim Roark to revise.

**Item 06: Chairman's Report to CIPHI**

Ron de Burger asked if there were any points about his draft Report to CIPHI. Duncan asked if he would be mentioning in his presentation that EHFC was counting on receiving Branch donations to support the awards. Ron indicated that he would do so during his remarks. Ron de Burger proposed and Pam Scharfe seconded a motion to approve the report.

**Adopted**

**Item 07: AGM Business**

**Item 07a: Trustee elections and appointments**

The simplified list of appointments and positions was reviewed. Tim Roark indicated that he had been advised he would be reappointed as a NEC designee at the next NEC meeting. Ron de Burger indicated that he would confirm with Dr. Blatherwick his continued interest in being named Honorary Chair. Tim Roark indicated he would verify with Shendra Brisdon her interest in continuing as a Trustee.

Gary Gallivan proposed and Tamela Carroll seconded a motion to re-appoint as Trustees, those listed as requiring re-appointment: e.g., Ron de Burger, Pam Scharfe, Duncan Ellison, Klaus Seeger, Len Gallant, Jacqueline Schnider, and Shendra Brisdon and Dr. Blatherwick (if they confirm interest).

**Adopted**

*[Secretary's note: subsequently Shendra Brisdon has declined re-appointment and Dr. Blatherwick accepted re-appointment for a term of one year, until the Blue Mountain AGM, leaving it open to the Trustees to designate another person as Honorary Chair.]*

Tim Roark moved and Pam Scharfe seconded a motion to carry the current appointment of Executive Officers for the coming year: 2011-2012.

**Adopted**

**Item 07b: Approval of Signing Officers**

Len Gallant moved and Pam Scharfe seconded a motion to re-designate the current signing officers for a further term of one year.

**Adopted**

**Item 08: Other Business**

Items 8f and 8g were added at the time of the approval of the Agenda, and were addressed early in the meeting to meet a time schedule limitation of Ralph Stanley.

**8a NCCEH Proposal**

Christine Chociolko was welcomed to the AGM and spoke to the proposal. Trustees could see no conceptual issues with the proposed relationship between NCCEH and EHFC, but agreed it would be necessary to work out the relationship between the NCCEH awards and EHFC's existing awards. Len Gallant and Gary Gallivan offered to develop criteria that could be used for the NCCEH awards that would be administered by EHFC. This was accepted by the Trustees and Christine Chociolko.

**Action:** Len Gallant and Gary Gallivan

**8b List of trustees and appointments**

The List of Trustees and Appointment dates were reviewed. Some missing contact information was provided by Trustees. Duncan Ellison said he would revise the List and circulate it for confirmation.

**Action:** Duncan Ellison

**8c Committee Memberships**

The document was reviewed. Len Gallant offered to co-chair the Awards Committee with Gary Gallivan (as a replacement for Marilyn Lee who was leaving the Board of Trustees), and this was accepted by the Trustees. A Fund Raising Committee would be added to the Table in accordance with the earlier decision. Phi Phan moved and Ron de Burger seconded a motion to adopt the amended document showing committee memberships.

**Adopted**

Related to this, it was requested that the List of Committees and their scope and membership should be sent to each Committee Chair and the currently designated members for review and possible revision. Duncan agreed to do so.

**Action:** Duncan Ellison

## **8d Questions from members and guests**

### *Expenses*

Ron de Burger asked if it would be appropriate to pass a motion re expenses. It was agreed that this would be appropriate so Ron de Burger proposed and Duncan Ellison seconded a motion that the Treasurer should pay bills and expenses for the meeting.

**Adopted: Action:** Tim Roark

### *Wikipedia listing*

Pam Scharfe asked if we had confirmation of Shendra Brisdon's continued involvement with the Trustees, with no positive confirmation, she proposed that she would contact Shendra and assume responsibility for the Wikipedia listing. This was accepted.

**Action:** Pam Scharfe

### *Strategic Plan*

Pam Scharfe suggested that it was time to develop a strategic plan for EHFC particularly in regard to EHFC's Mission and Activities. This was generally supported and it was decided to form an Ad Hoc Group to undertake some initial considerations and to block time at the Blue Mountain CIPHI Conference within the EHFC AGM to discuss this.

**Action:** Pam Scharfe, Jacqueline Schnider and Klaus Seeger.

## **8e Next meetings**

After discussion, it was agreed that in principle there should be teleconference meetings established for October, 2011 and January and April 2012, given that the AGM will be taking place in Blue Mountain, ON September 14 to 19, 2012.

**Action:** Duncan to Doodle teleconference meeting dates.

## **8f Plan Canada Initiative**

Ralph Stanley indicated Plan [International] Canada was created from Foster Parents Canada and has continued its involvement with the Sierra Leone project sponsored by the Ontario Branch, which remains having the objective of obtaining \$10k. Approximately \$4,000 has been allocated including the offer of EHFC to match up to \$1,000.

### *EHFC-NEC link re projects*

One subject to be considered is the link between EHFC- NEC (and the Branches). It was suggested that the Branches should be reminded by NEC that funding such projects

should be passed to EHFC, as this was a designated purpose of EHFC and EHFC is part of CIPHI. Discussions were held on the connectivity between EHFC and NEC (and the Branches). This it was agreed should be Chair to Chair.

**Agreed:** Action Ron de Burger

The related subject was continued support for such projects - what happens after the Sierra Leon project is fully funded and completed? Duncan Ellison mentioned that often the funds collected are not efficiently spent as some are retained by the organization for overhead expenses; no one knew how much Plan Canada was keeping for these purposes. Duncan mentioned that WaterCan is active in such projects and that maybe we could make an arrangement for funding projects with no overhead fees and clear reports of expenditures. Tim Roark mentioned that there are criteria set down for project selection and funding. It was agreed that the Water Safety Committee should examine the policies and come forward with some recommendations.

**Agreed:** Action Duncan Ellison

### **8g International School of Public Health**

Ralph Stanley advised the Trustees that there was an initiative to establish an International School of Public Health in Sault Ste. Marie, with a focus on replenishing the number of inspectors serving in northern rural areas. There is interest in this from the USA. To function, the School will need the approval of the Board of Certification, which is underway. The question was posed if the Foundation could offer a scholarship, should the school go ahead. Trustees noted this and considered it an information item for the present

**Noted**

### **Item 09: Adjournment**

There being no other business to transact,

Len Gallant proposed and Klaus Seeger seconded a motion to adjourn the meeting at 15:00 Atlantic Time.

**Adopted**

### Action Items

Item	Action	Action
<i>Item 4: Product Marketing</i>	The letters and product materials should be sent out before September with a final revision of the drafted letter, completion of the address labels.	Duncan Ellison, Klaus Seeger and Pam Scharfe
<i>Item 4: Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pam Scharfe and Tim Roark	All Trustees: to consider volunteering
<i>Item 4: O'Hara Award</i>	Chair to write to NEC concerning making the proposed O'Hara Award a national award of CIPHI	Ron de Burger
<i>Item 4: Communication to new Trustees</i>	Trustees' information package to be distributed to new Trustees.	Tim Roark
<i>Item 4: Website</i>	To be updated with pictures of new Trustees	Pam Scharfe
<i>Item 05d: Finance Committee Report</i>	To confirm if the remittance of a portion of CIPHI Conference surpluses was Members Vote at a prior AGM	Tim Roark
<i>Item 05d: Finance Committee Report</i>	To revise 2011 budget following discussion in meeting	Tim Roark
<i>Item 8a: NCCEH Proposal</i>	To develop criteria for the NCCEH awards and linkages to EHFC awards	Gary Gallivan and Len Gallant
<i>Item 8b: List of trustees and appointments</i>	To be revised, distributed and confirmed	Duncan Ellison
<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: Expenses</i>	Members expenses to be submitted and paid, within the policy	All members and Tim Roark
<i>Item 8d: Wikipedia listing</i>	Complete the initiative	Pam Scharfe.
<i>Item 8d: Strategic Plan</i>	Prepare an initial draft for consideration at 2012 AGM	Pam Scharfe, Jacqueline Schnider and Klaus Seeger
	Block time in 2012 AGM	Duncan Ellison
<i>Item 8e: Next meetings</i>	Doodle to select meeting times for teleconferences in October, 2011 and January and April 2012	Duncan Ellison
<i>Item 8f: EHFC-NEC linkages</i>	Establish a link between chairs of EHFC and NEC re: linkages on projects	Ron de Burger