



EHFC Board Teleconference Meeting No. 2

Wednesday, December 4, 2019

12:00 PM (MT)

APPROVED MINUTES (March 15, 2020)

Present: Pamela Scharfe (Chair), Ralph Stanley, Mike Leblanc, Lena Parker, Tim Roark, Fran Gelder, Laura Pike
Guest(s): Kari Engele-Carter
Regrets: Melissa McDonald, Victor Odele, Duncan Ellison

Minute Taker: Lena Parker

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

#	Item	Discussion	Action	Lead
1.0	Welcome & Roll Call	Called to order at 12:07 pm (MT)		
2.0	Agenda			
2.1	Agenda approval/additions *	<p>Motion: That the agenda be adopted as distributed.</p> <p>Moved: Lena Parker Seconded: Fran Gelder Motion Carried</p>	The Committee Chairs and the Executive have committed to having all work committed for upcoming Board meeting to the Executive 2 weeks in advance and the Executive will have the Board package out 1 week in advance.	
3.0	Minutes			
3.1	Minutes Approval	<p>Motion: Approval of Sept. 8, 2019 Meeting No. 1 Face-to-Face meeting Draft Meeting Minutes</p> <p>Moved: Ralph Stanley Seconded: Pamela Scharfe Motion Carried</p>		

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4.0	Business Arising			
4.1	Climate Change – Canadian Association of Physicians for the Environment	<p>Background on the Climate Change Toolkit:</p> <ul style="list-style-type: none"> • This call for action comes from doctors, nurses, medical officers of health and public health officials across Canada. • The initiative is being led by CAPE (Canadian Association of Physicians for the Environment) and has been joined by many other relevant organizations such as the Canadian Medical Association, Canadian Nurses Association, CPHA, etc. • The CIPHI Ontario Branch joined this initiative. 	All public health organizations are welcome to sign on to support this climate change initiative.	Pam
4.2	Meeting Minute Format	<ul style="list-style-type: none"> • Adopted the CIPHI NEC meeting minute format. All agreed it is a good format going forward. 		
4.3	NEC Appointee to EHFC Board - Terms of Reference:	<ul style="list-style-type: none"> • This is a follow-up to the face-to-face meeting the Chair had with the NEC on Friday, Sept. 6, 2019, and the discussion that the NEC carried out. • There is no record of a Terms of Reference (T of R) for the NEC reps in the NEC records or the EHFC records. • Pam and Kari discussed the T of R developed by the Governance Committee & the NEC review. • Some of the questions Kari presented were: Do we need an NEC rep on EHFC Board? What is the role of the representative? What is the benefit vs. cost? Should it be one rep or two? • Kari agrees that it is worth looking into and it is a good time to look at it from a fresh perspective. • The NEC representative to COPE and BOC were removed • The appointees would be full representatives of the board and provide updates to the NEC. • The EHFC Board were unanimous in their support that having an appointee strengthens the 	Kari will take this back to the NEC and continue working with Pam.	Pam & Kari

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		<p>NEC/EHFC relationship which the Board values and upholds a level of continuity & accountability as CIPHI's charitable division.</p> <ul style="list-style-type: none"> Kari expressed concern that one or two people appointed to the EHFC board would cost the NEC money when the EHFC hosts their annual face-to-face meeting. The Chair advised that a teleconference option is available for all meetings. 		
4.4	Governance Committee Recruitment & Retention Working Group	<ul style="list-style-type: none"> This includes education of new board members. New trustees would have a mentor. In the past, EHFC Trustees were provided with information from a series of four sessions to learn the keys of a successful not for profit board 	Ongoing	Melissa
4.5	Advisory Board	<ul style="list-style-type: none"> Will be discussed at the next meeting of the Governance Committee. 	Ongoing	Governance
4.6	Friends of the Foundation	<ul style="list-style-type: none"> Friends of the Foundation to be discussed by the Governance Committee 	Will be discussed at the next meeting of the Governance Committee	Governance
4.7		<ul style="list-style-type: none"> Board access to password protected side of website. 	Ongoing	Advancement
5.0	New Business			
5.1	Sources of Future Funding	<ul style="list-style-type: none"> Mike advised that the Board needs to discuss ways to secure ongoing funding. Need to evaluate the TempSafe products & septic brochures as there was only one small order in 2018. There was agreement that we need to evaluate current projects & build in an evaluation component into all our work. Discussed history of donations from the Branches which has grown substantially over the years. There have been no 	<ul style="list-style-type: none"> Advancement & Governance need to discuss other sources of revenue The Chair is to send an email to all CIPHI Presidents thanking them for their 2019 donations & support of our 30th 	All

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		<p>donations from the NEC for over a decade. At one time the EHFC Continuing Education award was funded by the NEC.</p> <ul style="list-style-type: none"> • Discussed our education role – both the public and professional education – this is part of our mandate. • Is there a role for the EHFC as there is no messaging on public health issues at the national CIPHI level and has not been for years. 	<p>anniversary fund raising</p>	
6.0 Standing Items				
6.1	Report from the Treasurer	<ul style="list-style-type: none"> • Currently have over \$10,000 in the FundRazr campaign. The 30th Anniversary Working Group are putting a final push on for 2019 donations and hope to exceed 50% of our goal of \$30,000 • The following Branches have either sent donations or committed 2019 donations: MB \$400, NL \$30, SK \$900 • Board Trustees are requested to ensure that all financial claims are submitted well before the end of the year. • Discussed the need to have Trustees submit an expense claim for attendance at the National CIPHI AEC, get reimbursed and then donate the amount back for a tax receipt. Mike attended a Charities Directorate information session and they advised that this is not necessary just a long as there is a paper trail. 	<p>DECISION: going forward, there will no longer be a requirement for trustees to be reimbursed and donating that amount back. The Finance policy and Board Trustee guidelines will reference this item.</p>	
6.2	Report from the Advancement Committee	<ul style="list-style-type: none"> • Held 2nd meeting on Dec 2nd • Attendees included Lena, Pam, Ralph and Fran • Golf Tournament raised \$500 with \$100 to winner and putting contest 	<ul style="list-style-type: none"> • Update award criteria information • The award application forms will also be made .pdf fillable 	Lena & Pam

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		<ul style="list-style-type: none"> • \$500 was donated to the ON Branch for their Safe • Recreational Water professional development day to reduce participant costs. • Discussed changing the award criteria to drop the terminology “member in good standing” as how do you define this which would be consistent with national and branch awards; and drop the five-consecutive year CIPHI membership to current year. The awards criteria will be updated to reflect these changes. • MOTION: that the award criteria be changed from five consecutive years to current year CIPHI member Moved: Ralph Stanley Seconded: Mike LeBlanc Motion Carried 		
6.3	Report from the Governance Committee	<ul style="list-style-type: none"> • The Committee has reviewed the “scope of work” and feel that no changes required. • Discussed the Terms of Reference for an NEC appointee. • The EHFC Regulation will be reviewed in tandem with the relevant CIPHI Bylaws 9 & 10. Plan to have a draft ready for the Feb Board meeting. • The Recruitment & Retention working group have developed a scope of work which has been approved by the Committee. • Both committees are responsible for reviewing the 2019-2021 strategic plan to evaluate reaching targets. • There are currently 11 EHFC Policies and the Committee has the plan to review two each month until completed. 		Pam

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7.0	Next Meeting			
7.1	2019-2020 Meeting Dates	Lena sent out via Google calendar 2020 board meeting dates: Feb. 5 April 1 June 3 Oct 4 – EHFC AGM Sunday pre national CIPHI AEC Oct 4-7 Durham Public Health, Ajax, Ontario		
8.0	Adjournment	Meeting adjourned at 1:44pm MT		