

**CIPHI Environmental Health Foundation of Canada
April 25, 2017
Teleconference Meeting Minutes
Board of Trustees**

(Approved August 29, 2017)

Present: Jacquie Schnider, Pamela Scharfe, Tim Roark, Klaus Seeger, Melissa MacDonald, Duncan Ellison, Ralph Stanley

1.0 The Roll Call was conducted by Jacqui Schnider. The Chair welcomed the Board Trustees.

2.0 Adoption of Agenda:

Motion No. 1...That the Agenda be adopted

Moved by: Duncan Ellison

Seconded by: Ralph Stanley

Carried

3.0 Approval of Minutes of September 25, 2016 meeting:

Motion No. 2...That the minutes of the September 25, 2016 meeting be approved as distributed.

Moved by: Klaus Seeger

Seconded by: Tim Roark

Carried

4.0 Business Arising:

4.1 Strategic Plan 2016-2018

- Continued discussions on finalizing the EHFC Vision, Mission, and Goals
- The Chair set a goal of finalizing the document and approving at the AGM in November.
- The Chair will go back and look at previous strategic planning documents and produce a chart to demonstrate how the mission and goals have been changed since the formation of the EHFC. The Vision is a new inclusion in the strategic plan.
- The Chair thanked Tim Roar for his work after our last meeting and his suggested minor edits to the Vision, Mission, and Goals.

4.2 Committee Structure

- The Board discussed the collapsing of all of the committee into two umbrella committee: Governance and Advancement.

- All were in agreement with this new structure and provided their preference for which committee they preferred to serve on. Each committee is responsible for preparing a Scope of Work to be approved at their first meeting. A Marketing Strategy will be the responsibility of the Advancement Committee and a Trustee Recruitment & Retention Strategy will be the responsibility of the Governance Committee.
- **Governance:** Pam, Tim, Melissa (Pam will organize first meeting)
- **Advancement:** Klaus, Jacqui, Ralph, Duncan (Jacqui will organize first meeting and Pam will participate in this meeting)

4.3 Previous Meeting Outstanding Business

Refer to table at the end of the meeting minutes.

4.4 Trustee Recruitment

- The Chair would like this to be a top priority of the Governance Committee and has been in discussion with some PHIs that have expressed an interest in joining the Board as well as Branch President's on possible people to approach.
- The Chair's goal is to have representation from each Branch geographical area, North West Territories and the Federal Government.
- Trustees have been asked to consider whether or not they plan to stay on the Board past the next AGM. The Chair is reluctant to add anymore Trustees from the province of Ontario as there are currently four Trustees from this province.
- Tim suggested approaching Ken Gorman (ON) and Laurie Hearn (NL).

4.5 CIPHI AEC, Nov 3-8, Richmond BC.

- The Board discussed the AGM and decided on the Sunday, Nov. 5th 9:00 am-5:00 pm.
- Tim and Pam have confirmed they will be attending in person.
- The Chair advised that there is usually a join NEC and CIPHI Committees lunch on the Sat.

4.6 CIPHI ON Branch Conference Exhibitor

- Ralph advised that Peel Region Public Health where he works is hosting this year's conference and that the EHFC has an exhibitor space at no cost
- Ralph can look after the exhibit on Sunday and the Monday but not the Tuesday or Wednesday. Pam will see if she can help out on the Tuesday and possibly the Wednesday.

4.7 2016 CIPHI AEC Alberta Silent Auction to Support Clinica Verde

- The Treasurer is not aware of any requests for \$20 or more donations that would require a tax receipt.
- There also has not been any requests received for the EHFC to transfers donations to the clinic.

4.8 Canadian Partnership for Consumer Food Safety Education

- Jacqui advised the Board that she recently met the new Executive Director of the CPCFSE. Brief discussion on whether or not the Board wants to invest time into the work of this organization giving the experiences of past Trustees who served on the Executive.

Action: Pam will contact Lisa Kennedy, Executive Director

4.9 Len Hiebert E.H.R. Award

- No schools sent in any nominations in 2016.
- Melissa advised that she did not receive a notification and suggested the best time to send out the notices is the first of September and to send more than one. She advised that the NCCEH sends out several notices.
- Discussed whether not we should be increasing the award amount from \$250 to \$500 given that the NCCEH got much more interest when they increased their award from \$200 to \$500.

4.10 CIPHI ON Branch Golf Tournament Fund Raiser

- Ralph has arranged with the Peel Conference organizers to sell raffle tickets and a hole dedicated to Ron de Burger. Ron's family will be invited again this year to participate.
- Klaus will help out as Pam has a family wedding that weekend.

4.11 2016 EHFC Annual Newsletter

- Pam advised that the draft is almost complete just waiting on a few more photos.

4.12 Trustee Contact List

- Trustees to provide Jacqui with any updated information as the CIPHI office has an outdated list

Action: send Jacqui updated information for forwarding to CIPHI office and share with Trustees for reference.

5.0 Additional Business:

5.1 Website

- Pam advised that the work on the new website is coming along including producing a "mobile friendly" component.
- There will also be a BLOG so that real time information can be provided for those EHFC followers who are not on Facebook or Twitter.

5.2 Annual Support for PHI Students to Attend Annual National CIPHI AEC

- The Chair would like to see sustainable funding for this very worthwhile initiative.

Action: Defer to Governance Committee

5.3 Grant Advance Solutions

- The Chair advised this opportunity has passed. The group is aware of grants that are not widely known to non-profits. Suggest that the Advancement Committee may want to look at this group in the future.

5.4 Canada Helps

- Discussed signing up for this donation collection service and put icon on the Website.

Motion No. 3...that we try Canada Helps Donation service for one year.

Moved by: Ralph Stanley

Seconded by: Tim Roark

Carried

5.5 Update of Sewage Maintenance Educational Material

Action: Refer to Advancement Committee

5.6 EHFC Brochure

- Klaus will send out brochure for feedback.
- Klaus also suggested a bookmark for which there was agreement

5.7 International Water Aid Project

- Tim suggested finding another water aid project to partner on.
- Pam suggested discussing with David Jones our Honourary Chair as he has asked us about our past work on First Nations projects.

Action: Tim will look at Plan Canada and Water Aid and forward to the Advancement Committee.

5.8 Canadian Standards and Charity Governance

- Recommend a number of items that we do not have

Action: Refer to the Governance Committee

5.9 Ontario Branch Donation

- Tim reported that he had a telephone discussion with the ON Branch President regarding ongoing annual financial support of the EHFC.
- Raymond Ramdayal advised that the Branch is committed to donating but there are some issues that need to be sorted out. Suggest a face-to-face meeting with the Branch.

6.0 Next Meeting Dates:

- The Chair suggested a meeting in June and again in September.

Action: Trustees to email Jacqui with dates not available in June and September and then she will send out a Doodle Survey.

Motion No. 4...to adjourn meeting at 2:54 pm MT

Move by: Melissa McDonald

Seconded by: Ralph Stanley

ACTION ITEMS

Item	Action	Who	Status
September 25, 2017			
6.1	Website	Scharfe/LeBlanc	Ongoing
6.2	Annual bursary for students to attend CIPHI AEC	Scharfe	Governance Committee
6.3	Grant Advance Solutions	Scharfe	Advancement Committee
6.5	Canada Helps Donations	Scharfe	Ongoing
6.8	Updating the EHFC Sewage Maintenance Brochure	Roark	Advancement Committee
August 24, 2016			
6.1	EHFC Brochure Update	All	Ongoing