

ENVIRONMENTAL HEALTH FOUNDATION
Minutes of the Annual General Meeting September 15, 2012

Item 01: Roll Call

Ron de Burger conducted the Roll Call at 13:00 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., Cameron Coulby, and Ralph Stanley. John Cannan and Caroline Kuate attended and were designated as alternates for Gary Tam and Phi Phan.

A quorum was achieved.

Apologies were received from: Tamela Carroll, Garry Gallivan, Gary Tam and Phi Phan

Item 02: Adoption of Agenda

Ron de Burger asked if there were any proposed amendments to the Agenda. Some discussion took place as to the order of the items to be dealt with but no amendments were made. Ralph Stanley proposed and Pam Scharfe seconded a motion to adopt the Agenda.

Adopted

Item 03: Review and Approval of Decisions of the Minutes of August 24 and Chairman's Report to NEC.

Item 03a: Tim Roark proposed and Duncan Ellison seconded a motion to defer consideration of these minutes until the next meeting.

Adopted - Item deferred

Item 03b: The action items from the August 24th meeting were reviewed with the following results:

Carried from 2011 AGM

Item 4: donation solicitation

Continued.

Item 4: O'Hara Award

Continued: confirmed that there would be no financial contribution from NEC, it is not decided if this is to be a financial award or a certificate, no feedback from Tim Sly; we need more biographical information.

Item 8c: Committee Memberships

Continued.

Item 8d: Wikipedia listing

Continued.

Item 8f: EHFC-NEC relationships

Concluded. Relationship established.

Carried from May 27 Teleconference

Item 04: Charity Golf Event

Continued: awaiting outcome of Blue Mountain event.

Item 05/Item 06.1: Links to Branches *Continued*

Item 08.4: CWWA Water Safety Award *Continued*

Ron de Burger moved and Klaus Seeger seconded a motion to accept the update of the Business Arising table.

Adopted

Item 03c:

Duncan Ellison proposed and Klaus Seeger seconded a motion to approve the Chairman's Report to NEC as submitted.

Adopted

Item 04: Promoting TempSafe in the USA and Outside of Ontario

Item 04a: Klaus Seeger suggested that there could be a market in the USA for the TempSafe products, but we would need some sort of approval from US Agencies (NSF or NEHA) to do this. It was noted we might have to include Spanish text and would have to convert Celsius to Fahrenheit. Ron de Burger indicated he has a good relationship with the NEHA Executive Director and will open contact with him. Tim Roark suggested he would talk to Christina Chociolko during the Blue Mountain Conference. Tim Roark proposed and John Cannan seconded a motion to investigate opportunities and to report back.

Adopted: Action Ron de Burger and Tim Roark

Item 04b: Tim Roark advised that the TempSafe program in Ontario has been very successful (assisted by the cost sharing program of Ontario Health) and thought there would be an interest in the other Branches. Pam Scharfe reported that she had contacted BC, AB and SK, but would also cover the rest of the provinces. For Quebec and NB there would be a need to confirm the French equivalents and she will contact Daniel Savoie who does translations for CIPHI. Duncan Ellison proposed and Cameron Coulby seconded a motion to approve the planned actions.

Adopted: Action Pam Scharfe

Item 05: Financial Matters

Tim Roark indicated that there was nothing new to add on the financial state as reported in August, but reminded all Trustees that expenses have to be submitted by December 1st.

Action: All Trustees

Item 05a: Appointment of Auditors.

Duncan Ellison moved and Ralph Stanley seconded a motion to reappoint Jasmina Egeler and Charlie Young as auditors for the 2012 year, and for Tim Roark to express our thanks to them for the work done for 2011.

Adopted

Item 05b: Finalization of the Finance Committee

Duncan Ellison proposed and Len Gallant seconded a motion that the Finance Committee should have the same composition as the Executive Officers: i.e. Chair, Vice-Chair, Past Chair, Treasurer and Secretary.

Adopted

Item 05c: Approval of the 2013 Budget

Tim Roark proposed and Cameron Coulby seconded a motion to defer this item to the next meeting.

Adopted

Item 05d: Fund Raising and Marketing

Duncan Ellison proposed and Ron de Burger seconded a motion that this item be deferred until the Strategic Plan was finalized.

Adopted

Item 06: Committee Reports

Awards Committee: Len Gallant indicated that there remains a need in the development of the Strategic Planning Session to review all the awards, the scopes, terms of reference, award levels, and methods of publicizing them. Tim Roark suggested we need to get the Branch websites to have hot links to the EHFC website award pages.

Action: Pam Scharfe to follow up on linkages from Branch Websites.

Communications Committee: Pam Scharfe reported that there was still some fine tuning to be done on the Web Site, that the Awards Page needs work, the Food Safety Page needs to be updated; but the site was receiving more hits than before, and she wants to improve the hit counter. She indicated she will continue to improve the website.

Food Safety Committee: Klaus Seeger indicated that the Temp Safe project in Ontario went well but did not reach the desired total of 50,000 products but expect to reach that with other orders (outside of Ontario or by EHFC buying for future needs). He noted that Pam Scharfe is now the Treasurer of the Canadian Partnership for Food Safety Education and is updating the website to do some marketing.

Water Safety Committee: Duncan Ellison indicated that he and Ralph Stanley would be working on the criteria for the Water Safety Award.

Action: Duncan Ellison and Ralph Stanley

Len Gallant proposed and Tim Roark seconded a motion to accept the reports.

Adopted

Item 07: AGM Business

Item 07a: Trustee elections and appointments.

Trustees noted that there is a need to refresh the number of Trustees as a large number were due for re-election this year. Trustees whose terms were expiring were asked if they were willing to serve another term. All agreed that they would be, but it was noted that some trustees expected that their coming term might well be their last term as a Trustee.

Tim Roark proposed and John Cannan seconded a motion to re-appoint all trustees for a further term of office.

Adopted

Item 07b: Officers

The appointment of officers was discussed. Duncan Ellison stated that he was willing to step down as Secretary (while remaining a Trustee) in order to allow the Slate of Officers to begin the process of change. He suggested that a younger Trustee such as Cameron Coulby could perform this function, and he would be willing to mentor Cameron take on the function. Cameron indicated a willingness to do so.

Len Gallant proposed and Ralph Stanley seconded a motion to appoint Cameron Coulby as Secretary and to reappoint the remaining officers for another year on the Executive.

Adopted

Item 08: Other Business

Honorary Chair

Some suggested that past Trustees (e.g., Charlie Young) could serve. Duncan Ellison noted that Water Can had as honorary trustees political figures (such as Margaret Trudeau) who are able to bring attention to the charity. After some discussion it was agreed to keep the position open but to not fill it at this time.

Agreed

Creation of EHFC Chapters

Tim Roark pointed out that it was possible to get support from Lotteries for charitable organizations, but it was necessary to have the organization registered provincially. Since EHFC had not provincial chapters, it was not possible to access these lottery grants. It was noted that this would require considerable work to create and register chapters and the approval of NEC. It was agreed to table this item for future consideration.

Agreed

Follow up contacts with HC communications branch

Klaus Seeger mentioned he had had contact with Brian Burns of HC about this, and would pursue contacts with him on the possibility of HC helping EHFC obtain wider exposure.

Action: Klaus Seeger and Tim Roark

Scanning EHFC Minutes to PDF

Tim Roark reported he would be scanning printed copies of minutes and other documents for which we did not have PDF versions, so that there would be a complete electronic copy set for EHFC records. Duncan Ellison indicated he had some PDF copies of the Minutes and had sent them to Tim and to Pam for use on the website.

Action: Tim Roark.

Website

Pam Scharfe indicated that Trustees have to do some succession planning for the Web Master role. Trustees noted that this was a general issue as well. This should be taken up in future meetings.

Action: next meeting, who can commence the role of Web Master

Publicity with the Press

Pam Scarfe indicated we have to get publicity for the Award Winners particularly with the local media outlets and press where the winner works. What will be needed is a good photo of the presentation and a write up that can be sent to the local media for them to pick up.

It was agreed that this should be a function of the communications committee.

Action: Pam Scharfe

Purchase of an LCD

Pam Scharfe indicated it would be useful to the EHFC if it had its own LCD projector and these were typically selling now for less than \$300.00. Trustees agreed that this should be done as we had with the polycom telephone, and Pam Scharfe was authorized to proceed and purchase one.

Agreed: Action Pam Scharfe

Next meeting

It was determined that the next meeting would be Sunday, December 2, 2012.

Agreed

Item 09: Adjournment

There being no other business to transact,

Klaus Seeger moved adjournment of the teleconference at 16:30

Adopted

Action Items

Item	Action	Who/Status
New items arising from AGM		
<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>
<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>
Carried over from 2011 AGM		
<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</i>	Scopes of Committees document to be sent to chairs and members for confirmation of	Duncan Ellison

Item	Action	Who/Status
<i>Memberships</i>	scope and memberships.	
<i>Item 8d: Wikipedia listing</i>	Complete the initiative	Pam Scharfe - <i>awaiting response from Wikipedia</i>
May 27, 2012 Teleconference		
<i>Item 04: Charity Golf Event</i>	Maintain liaison with Ontario Branch re 2013 Event	Pam Scharfe
<i>Item 05 and Item 06.1.</i>	Open contacts with Branch Presidents and Colleges re Continuing Education Award.	Len Gallant and Gary Gallivan
<i>Item 08.4</i>	Establish and fund a CWWA Water Safety Award, with assistance of Awards Committee and Communications Committee	See Item 05 above.