

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

RR #3, Auburn, Ontario, N0M 1E0 tel: (519)482-3416 fax: (519)482-7820

Minutes of Annual Meeting and Teleconference
April 9, 2000

1.0 Roll Call

Meeting commenced at 18:07 CDT. Except for Peter Rogers and Duncan Ellison, all others were in attendance at the Hotel Vancouver:

Klaus Seeger	Tim Roark
Charlie Young	Peter Rogers
Dean Sargeant	Duncan Ellison
Scott Maclean	Ron de Burger
Robert Bradbury	John Blatherwick

Regrets:

Keith Smith	John O'Laney
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1.1 Errors and Omissions EHFC Minutes January 30, 2000

There were no errors or omissions.

1.2 Approval of EHFC Minutes of January 30, 2000

Moved by John Blatherwick and seconded by Rob Bradbury that:

"The minutes of the EHFC from January 30, 2000 be accepted."

CARRIED

1.3 Additions to the Agenda

Addition of "Bequesting Protocol" as new business item 3.7 (ii)

Moved by Ron de Burger and seconded by Scott Maclean that:

"The agenda be accepted as amended."

CARRIED

2.0 BUSINESS ARISING FROM THE EHFC MEETING OF JANUARY 30, 2000

2.1.1 1999 Financial Report

The Treasurer's Annual Report for the period January 1 to December 31, 1999 was presented. A brief discussion ensued. No challenges were made to the report.

Moved by Tim Roark and seconded by Rob Bradbury that:

"The 1999 EHFC Treasurer's Annual Report be accepted as presented."

CARRIED

2.1.2 Interim Financial Report

The Treasurer presented an interim financial report for the period January 1 to April 4, 2000

<u>TempSafe</u> Receipts = \$2,214.90	Disbursements = (\$3,439.60)	Balance = (\$1,224.70)
<u>Sewage Video</u> Receipts = \$719.75	Disbursements = nil	Balance = \$8,877.78
<u>Groundwater Video</u> Receipts = \$90.00	Disbursements = nil	Balance = \$895.00
<u>Web Page</u> Receipts = nil	Disbursements = nil	Balance = \$500.00
<u>Administration</u> Receipts = \$85.00	Disbursements = \$8.85	Balance = \$20,778.16

Term Deposit = \$24,455.13
Savings/CHQ = \$ 3,581.11
Total (current) Balance = **\$28,036.24**

The new commercial account has now been set up at a Coquitlam branch of the CIBC. The signature cards took some time to get back, but all is now in order. The old personal account has now been closed.

Net worth of the EHFC has increased approximately \$4,000 since the beginning of the year and there are still some outstanding cheques that have yet to be received which will increase the net worth even more.

Moved by Tim Roark and seconded by Rob Bradbury that:

"The financial statement for the period January 1 - April 4, 2000 be accepted."

CARRIED

2.2 HACCP- Program Evaluation Model (Klaus)

Letters have been sent in December to Dr. Chuck LeBer, in Ontario, and Mr. Andy Hazelwood,

in B.C., requesting funds to support the HACCP evaluation model. To date, no response has been received from either party. Klaus will follow-up with another letter to each prior to the end of April.

2.3.1 Temperature Symbols (Klaus)

Every health unit in the country has now been sent information regarding the availability of the temperature symbols. There is an educational program called "TempSafe" which uses these symbols as part of the curriculum. It was suggested that the EHFC ensures its right to use the symbols in an educational manner by copyrighting the term "TempSafe".

Moved by Charlie Young and seconded by Dean Sargeant that:

"The EHFC initiate the process to copyright the term 'TempSafe'".

CARRIED

2.3.2 Fight Bac (Klaus)

The next K - 3 educational learning campaign will be launched on April 13th. This will feature games and songs and will be available over the Internet at www.canfightbac.org

2.3.3 Canadian Partnership for Food Safety

The annual membership dues are now due for \$1000.00 for a Level 3 membership. Payment is due by April 30, 2000. It is hoped that we will be able to use this organization to promote the use of our temperature symbols.

Moved by John Blatherwick and seconded by Rob Bradbury that:

"The EHFC renew its annual membership with the Canadian Partnership for Food Safety."

CARRIED

2.4 Sewage Video (Tim)

So far, 3,050 videos and 138,000 brochures have been distributed. The market is now totally saturated in B.C. It is important to spread these across the country. Richard Bader is to attempt to have the Branches promote this video more aggressively. It is noted, however, that some Branches are not too supportive of the video because they saw it as having a B.C. slant. An all-Canadian version should eliminate this aversion.

2.5 Groundwater Video (Tim)

So far 150 copies of the video have been distributed to Medical Services Branch - 100 to Manitoba and 50 to New Brunswick. A learning guide is being developed and will be complementary to all schools for use with the video. There is some consideration for a french language version of the video. Ron suggested contacting Heritage Canada for financial assistance

in this regard.

2.6 Accredited School Research Project

There was no report.

3.0 NEW BUSINESS

3.1 Reappointment / Election of the Board of the EHFC

It was time to reappoint the officers of the EHFC for each of the executive positions, plus some of the Trustees.

Moved by Charlie Young and seconded by Scott McLean that:

"Klaus Seeger be reappointed as Chairman for another term."

CARRIED

Moved by Ron de Burger and seconded by John Blatherwick that:

"Duncan Ellison be reappointed as Vice-Chairman, Tim Roark be reappointed as Treasurer and Peter Rogers be reappointed as Secretary, each for another term."

CARRIED

Moved by Dean Sargeant and seconded by Tim Roark that:

"Ron de Burger, Klaus Seeger and John O'Laney each be reappointed as Trustees to the EHFC for another term."

CARRIED

3.2 Fundraising Committee Report

We have three products, 2 videos and the temperature magnets. We need a good strategy to promote these products nationally. One idea is to set up a booth at the CWWA conference. Tim will consult with Duncan on this as well as looking into whether CWWA would be willing to purchase a number of videos for distribution to their members.

Dean volunteered to chair a committee to look at various strategies for promoting our products. Ron, Scott and John Blatherwick all agreed to help out. A preliminary outline will be available by next meeting.

3.3 Trustee Nominating Committee Report

There were 5 individuals approached as potential trustees.

Gary Butler, PHI in Alberta, has declined.

Marilyn Lee, from Ryerson, has expressed an interest.

Paul Medeiros, PHI with Burger King, has expressed an interest.

Mike Brodsky, former Lab Director with Ontario Health, will be approached.

Sharon Power, PHI with Lufthansa Sky Chefs, will be approached.

3.4 Logo Usage

The logo has been finalized in both french and english. It will be used on videos, pamphlets, letterhead and the like. Peter will look at different materials it can be used on and get some prices. A photo of the logo, and its creator Patrick Fan, will be submitted to the EHR.

3.5 Visa Account (Tim)

Currently members can pay their dues by Visa, so it would seem natural that we should be able to accept donations by Visa as well. We could piggyback on National's account, if it is workable, otherwise we could go it alone, depending on costs. There was general agreement to this idea. Tim will follow through.

3.6 HRDC Aboriginal Funding

Tim has contacted HRDC to inquire if there is a possibility of contribution dollars for aboriginal training. HRDC has different funding arrangements with each province where the schools are located, so it may be that we will have to approach the Minister directly. Peter will see about having MSB provide a general letter of support to HRDC.

3.7.1 Appointment of Financial Reviewers

Moved by Charlie Young and seconded by Ron de Burger that:

"Nick Losito and Lorraine Woolsley be re-appointed as financial reviewers of the EHFC".

CARRIED

3.7.2 Requesting Bequests

CIPHI is exploring the opportunity of accepting bequests. In order to do so, it would be prudent to have the funds channelled through a charitable organization. Therefore, the question is, would it be possible, or allowable, to have EHFC serve as the medium through which bequests can be made? We do not yet have this ability in our bylaws. Rob Bradbury and Scott Maclean will investigate and report back at the next meeting.

3.7.3 Payment of Accounts

Moved by John Blatherwick and seconded by Rob Bradbury that:

"The treasurer pay all outstanding accounts."

CARRIED

4.0 Date and Time of Next Meeting

Sunday September 17, 2000 at 12:00 Ontario time.

5.0 Adjournment

Moved by Ron de Burger that the meeting be adjourned at 19:27 CDT.

CARRIED