



EHFC Board ZOOM Meeting No. 2
Sunday, February 28, 2021

APPROVED MINUTES (June 28, 2021)

Confirmed: Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker (**Minutes**), Melissa MacDonald, Laurie Pike (joined at 12:21 pm), Gord Stewart, Fatih Sekercioglu
Regrets: Victor Odele
Guests: Ildko Herr

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 meeting to order at 12:10pm		
2.0	Agenda:			
2.1	Agenda approval/additions *	Motion No 1... That the agenda be adopted as distributed. Moved: Pamela Scharfe Seconded: Melissa MacDonald Carried		
3.0	Minutes:			
3.1	Minutes Approval *	Motion No 2... That the draft meeting minutes of Nov. 8, 2020 be adopted as distributed. Moved: Lena Parker Seconded: Pamela Scharfe Carried Review of Dec. 6, 2020 Annual General Meeting "Draft" Minutes for errors and omissions only (will be approved at the 2021 AGM)		
3.2	Business Arising Nov. 8, 2020	1. The Treasurer sent the Board a breakdown of the 2019 list of transactions in advance of the AGM. The Chair asked the Board to	Complete	

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		<p>consider what level of detail they want to see on an annual basis and what information at each meeting.</p> <p>2. The Treasurer developed a “draft” operating budget for 2021 for presentation at the Dec. 6th AGM.</p> <p>3. TempSafe Project: finalized user survey and sent out to past users. The Advancement Committee to include the survey results as part of a detailed report on the project including the history, trademarking, revenue generation, etc. in early 2021 so that the Board can make an informed decision on continuing with this project.</p> <p>4. Board Recruitment: The Chair to follow-up with Fran Gelder regarding the creation of a Leadership webinar series; follow-up with Rose Hutchison regarding her expressed interest in joining the Board. A notice was sent out via the list serv to inform members of the vacant positions on the board. Currently the board has no representation from NB, NFLC, and QB. Several members are from ON, but it is a larger province and therefore larger representation. A maximum of 15 trustees are permitted.</p> <p>5. Donation Form: The Chair added a link to the donation form on our projects page (current and past).</p> <p>6. Board Trustees whose term is coming to an end are to advise the Chair if they are planning on standing for re-appointment.</p> <p>7. ZOOM meeting format: The ZOOM platform was tested and found to be a positive and productive meeting space. The first ZOOM meeting was held on Dec 06, 2020 using Ralph’s account through Conestoga University. Positive feedback received from all attendees at the meeting. NEC uses Google hangouts but the Chair noticed that Google may be suspending its Google Hangouts Service. Microsoft Teams is also an option. Melissa noted that she uses Teams at Cape Breton University. Mike also uses Teams. All</p>	<p>Provided in board package</p> <p>Survey was emailed and is due April 01.</p> <p>Ongoing</p> <p>Complete</p> <p>All trustees stood for re-appointment.</p> <p>Executive to look into online meeting options for future use.</p>	<p>Advancement Committee</p> <p>Pam Scharfe</p> <p>Pam Scharfe</p>

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		<p>makes money, EHFC receives a return. In late November 2020, Tim went to West Coast Railway Headquarters and requested a \$35,000 refund so the foundation could cash out. These funds were provided. The treasurer received and deposited the cheque. \$13,500 in revenue was made since 2010. The money is currently being held in checking and the Treasurer is looking to invest it (maybe bonds).</p> <p>6. Endowment Funds Numbers have not been reviewed for 2020. At the end of 2019, there was approximately \$182,000 in total investments. \$49,000 of that is non-restricted donations. <u>Endowment funds:</u> Canadian Water & Wastewater Award - \$500 donated (EHFC does not contribute) Clifford Van Alstyne Award - \$1000 donated by Alstyne family Ed Fleming Memorial Fund – was not awarded. EHFC Continuing Education Award - \$500, donor funded Len Heibert Award – \$500 donor funded Lillia Ann Zahara Award – \$500 donor funded Aid Project – donor funded Student Sponsorship – \$5000 donor funded <u>Partner Sponsored Awards:</u> Canadian Water & Wastewater Association Award \$500 Clifford Van Alstyne Communication Award \$1,000 Dr. Neil R. Lowry Recreational Safe Water Award \$2,500 Hedgerow Software Ltd Leadership in Environmental Health Award \$500 NSF Food Safety Award \$1,000</p> <p>Motion No. 2 ...That the Treasurer’s report be accepted as presented. Moved: Mike LeBlanc Seconded: Ralph Stanley Carried</p>	<p>Discussion required on how to proceed with Ed Fleming Project</p>	

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4.2	Advancement Committee Report *	<p>1. 2021 Awards 2021 National Conference has been cancelled. This means no golf tournament, no silent auction, no exhibitors. In 2020, the NEC continued with their awards despite not hosting the conference. Hedgerow decided to give two awards in 2020 and will likely do so again in 2021. Lowry will consider 2 awards in 2021. The board agreed that it would be positive and uplifting to recognize contributions to EPH. The board would like to see the awards move forward. It was suggested by Melissa to utilize social media to advertise and recognize contributions over this very demanding past year (“we know you’re working hard....”)</p> <p>2. NCCEH Award Update Pam spoke with Melissa MacDonald, Andy Papadopoulos and Lydia Ma regarding the Ron de Burger Student Award. There was a discussion about possibly having a two tiered award. Pam also met with Lydia Ma at the 2019 National conference in NS. The initiative is currently under review. The Award was renamed The “Ron de Burger Student Research Award”</p> <p>3. Outreach to Educational Institutions for Research Award Awards committee conducts review. Typically, later in the fall. Board to consider an earlier deadline.</p> <p>4. 2021 Student Conference Attendance Sponsorship Conference is scheduled for 2021.</p> <p>5. 2021 Fundraising Plan The board will continue the 30th Anniversary fundraising goal of \$30,000. The executive welcomes any fundraising ideas for the 2021 year. One member, Ken Cross, suggested a “round up the cents” initiative. Advancement Committee to discuss fundraising options</p>	<p>Consult with board and reach out to schools regarding award deadlines.</p> <p>Advancement Committee to discuss fundraising options.</p>	<p>Pam</p> <p>Pam Ralph Lena</p>

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		<p>6. 2021 Swag Item(s) Some ideas for swag materials are web cam covers, and face mask extenders. The primary reasons for going with these types of items are: 1) they are small and light weight, therefore being easy to mail, 2) no additional mailing cost 3) inexpensive, 3) useful. EHFC has traditionally used 4imprint for promotional materials. There are also approx. several 100 lanyards left over from 2019.</p> <p>7. 2021 Newsletter Giving Tuesday is generally the last week in November and will be highlighted in the newsletter.</p> <p>8. COMMIT EHFC designated \$5000 for the COMMIT International Aid project which is located in Nicaragua. It was agreed in initial discussions that the money would be used specifically for drinking water projects (i.e. well)</p> <ul style="list-style-type: none"> ○ letter of understanding to be drafted between COMMIT and EHFC. ○ \$5,000 donation for a water project ○ There is and opportunity for CPHI(C) to join the COMMIT Team on their travels to Nicaragua. They traditionally go twice per year, however, over the past 1-2 years they have been hit particularly hard with two hurricanes and COVID-19. The COMMIT Team was not able to travel over 2020. <p>9. Social Media Report Pam Scharfe is the designated social media lead and has been maintaining EHFC Facebook, Twitter, and Instagram. Highest interactions and “reach” has been through Facebook posts. Lowest number of followers is on Instagram, but it is the newest platform for the foundation.</p> <p>10. Brochure Update Some brochures are left over. Foundation is looking at potentially updating or ordering more.</p>		

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		<p>11. Temp Safe Survey Temp Safe survey was finalized and sent out to stakeholders. Due back April 01. The Advancement Committee to include the survey results as part of a detailed report on the project including the history, trademarking, revenue generation, etc. in 2021 so that the Board can make an informed decision on continuing with this project.</p> <p>12. Annual Branch Donations Branch donations will be requested as in previous years. There support is critical to the success of the foundation.</p> <p>13. Historical Donors</p> <p>14. 30th Anniversary Wrap-up Plans for the 30 year anniversary mosaic banner are still moving forward.</p>	<p>Survey was emailed and is due April 01.</p>	<p>Pam Scharfe</p>
4.3	Governance Committee Report *	<p>1. ZOOM Account The board agrees that an EHFC ZOOM account would be preferable over borrowing an account.</p> <p>2. Board Committee Assignments (Advancement & Governance) New members will be assigned to either Governance or Advancement Committees based on the preference, strengths, and skills. New members are to consider what they would prefer.</p> <p>3. Board Directory Board Directorate to be updated with new members.</p> <p>4. Website Board Login The EHFC website has a public facing interface as well as a private interface which will be accessible to the board only.</p>	<p>Chair to look into pricing and account.</p> <p>Board Directory to be updated</p>	<p>Pam</p> <p>Lena</p>

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		<p>5. File Storage Lena received a usb drive from Klaus with EHFC historical information.</p> <p>6. EHFC Regulation Will require CIPHI Approval</p> <p>7. Policies & Procedures To be reviewed as required.</p> <p>8. Recruitment & Retention of Board Trustees Outreach is ongoing to recruit additional trustees. Upon exit to from the foundation, and exit interview is provided and discussed with outgoing trustees.</p> <p>9. Historical Branch Financial Donations Discussed above.</p> <p>10. Review of 2019-2021 Strategic Plan It is time to review the 2019-2021 strategic plan since the time frame is coming to a close.</p> <p>11. Planning for 2022-2024 Strategic Plan Development of the 2022-2024 strategic plan could be incorporated under the Be The Change Group (consultants who are currently contracted by CIPHI National)</p>	<p>Information to be sorted and compiled then uploaded to the cloud.</p>	<p>Lena Pam Mike</p>
5.0	New Business:			
5.1	<p>New Board Members</p> <p>Gord Stewart (resume) *</p> <p>Fatih Sekercioglu (resume) *</p>	<p>Motion No 3. ...That Gord Stewart, Retired CIPHI Member be nominated to the EHFC Board of Trustees for a two-year term. Moved: Pamela Scharfe Seconded: Ralph Stanley Carried</p> <p>Motion No 4. ...That Fatih Sekercioglu, Regular CIPHI Member be nominated to the EHFC Board of Trustees for a two-year term</p>		

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		<p>Moved: Ralph Stanley Seconded: Pamela Scharfe Carried</p>		
5.2	CIPHI National Executive Committee Representative Terms of Reference *	The CIPHI national Terms of Reference (TOR) was created in 2019. As National President at the time, Keri Engle-Carter sat in on several EHFC meetings to gain a better understanding of what the board does. The draft TOR was submitted to the NEC. Brad Giesbrecht was temporarily assigned to be a member of the EHFC Board but has stepped away from the board. At this time, it is difficult and demanding for the NEC representative to be a full working member of the board. In the future, would the NEC rep just communicate updates? Pam plans to meet with the NEC to discuss. Both the NEC and the EHFC are supportive of a rep.		
5.3	CIPHI CoPE Volunteer Hours for EHFC *	The Chair spoke with CIPHI COPE about including EHFC in the drop down menu for volunteer hours when completing professional development hours. CIPHI gained an understanding about the work that EHFC does and how many volunteer hours are required. They will be adding EHFC to the drop down menu.		
5.4	Black History Month Profiling Black Public Health Professionals – Conestoga College *	Alexandra Vanriel created two posters for Black History Month highlighting the achievements of two black Canadians in Environmental Health – Dr. Sylvanus Thompson and Shauna Bourne. Lots of positive feedback from these posters and the board would like to see this recognition continue.		
5.5	Discussion Paper	Ralph submitted a discussion paper regarding Boil Water Advisories.		
6.0	Next Meeting:			
6.1	Sunday, April 25th Sunday, June 27th Sunday, August 29th			

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	Sunday, October 3rd (AGM)			
7.0	Adjournment:	Meeting adjourned at 1:50 pm		