



**EHFC Board ZOOM Meeting No. 4**  
Sunday, October 3, 2021

**APPROVED MINUTES (February 27, 2022)**

**Confirmed:** Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker (**Minutes**), Melissa McDonald, Fatih Sekercioglu, Gord Stewart  
**Regrets:** Laurie Pike, Victor Odele

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

| #   | Item                              | Discussion  | Action | Lead |
|-----|-----------------------------------|---|--------|------|
| 1.0 | <b>Welcome &amp; Roll Call:</b>   | Called meeting to order at  |        |      |
| 2.0 | <b>Agenda:</b>                    |   |        |      |
| 2.1 | Agenda approval/additions         | <b>Motion No 1...</b> That the agenda be adopted as distributed.<br><b>Moved:</b> Pamela Scharfe<br><b>Seconded:</b> Ralph Stanley  |        |      |
| 3.0 | <b>Minutes:</b>                   |   |        |      |
| 3.1 | Minutes Approval                  | <b>Motion No 2...</b> That the draft meeting minutes of June 28, 2021 be adopted as distributed.<br><b>Moved:</b> Pamela Scharfe<br><b>Seconded:</b> Lena Parker  |        |      |
| 3.2 | Business Arising Previous Minutes | 1. CIPHI National Executive Committee Representative Terms of Reference. <ul style="list-style-type: none"> <li>The Chair provides a written update to the NEC president every month for their monthly meeting.</li> <li>The last communication with National President Kevin Kapell was Sept 15, 2021 in which pam submitted a summary of the activities of the EHFC board.</li> <li>Pam asked Kevin how they were coming along with the terms of reference. Kevin advised the NEC Policy</li> </ul> |        |      |

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|                            |                    | <p>Committee is currently looking at other priority policies but review of the Terms of Reference is in the queue.</p> <p>2. Temp Safe Product Survey</p> <ul style="list-style-type: none"> <li>Temp Safe Product Survey has not gone out to stakeholders yet. Pam would like the Advancement Committee to review the TempSafe Survey prior to sending it out.</li> </ul>  | <p>Pam to add review of the temp safe survey to the Advancement Committee agenda at the next meeting (Oct 24, noon EST)</p>   |      |
| <b>4.0 Standing Items:</b> |                    |   |   |      |
| 4.1                        | Treasurer's Report | <p>1. 2021 Financials</p> <ul style="list-style-type: none"> <li>Mike provided an overview of the 2021 financials to date.</li> <li>Donations have been sparse in 2021 but the board still continues to reach for the \$30,000 fundraising goal carried over from 2019.</li> <li>YTD income is \$8765.22</li> <li>Branch donations from BC, NB, and AB</li> <li>Corporate donations from NSF, Van Alstyne Family and Lowry &amp; Assoc. have been accepted.</li> <li>YTD expenses including \$5000.00 funds donated to COMMIT is \$5401.11</li> <li>Pam indicated that the advancement committee will discuss sending out a letter to the branches to remind them that if they are going to make donations, they need to make them before the end of November otherwise the money ends up going into the New Year and it cannot be back dated.</li> <li>30 for 30 campaign currently sits at \$28,214.00</li> <li>\$1786.00 left to reach \$30,000.</li> </ul> <p><b>Motion No. 2 ...</b>That the Treasurer's report be accepted as presented.<br/> <b>Moved:</b> Mike LeBlanc<br/> <b>Seconded:</b> Pamela Scharfe</p> | <p>Mike to meet with Auditors later this month</p> <p>Upon confirmation with advancement committee, Pam to send out a letter to the branches reminding them to donate</p> | Mike |

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| 4.2 | <p>Advancement Committee<br/>(Lena, Ralph, Fatih, Pam)</p> | <p>1. 2021 Awards Update</p> <ul style="list-style-type: none"> <li>No nominations for the Canadian Waste Water Award, NSF, or Lilli Ann Zahara.</li> </ul> <p>2. Len Hiebert E.H.R. Student Research award</p> <ul style="list-style-type: none"> <li>Submissions received from the following schools:<br/>BCIT – two papers submitted<br/>Concordia – no research papers as part of the curriculum<br/>Conestoga – two papers submitted (one of which is already published in the E.H.R)<br/>Ryerson – one paper submitted<br/>CBU – no research papers as part of the curriculum</li> <li>Papers are review for content and to ensure research is relevant to the field.</li> <li>The Executive recommends the board issue the letters of congratulation and cheques prior to the awards ceremony. This is because the awards have already been delayed (since 2020). Then invite students, classmates, and faculty to the Eventbrite awards ceremony.</li> <li>Pending board approval, letters of congratulation and cheques will be sent in approximately one to two weeks following this meeting.</li> </ul> <p><b>Motion No. 3</b> ...That the board issue letters of congratulations and cheques once Melissa signs off on them and prior to the Eventbrite awards ceremony.<br/><b>Moved:</b> Pamela Scharfe<br/><b>Seconded:</b> Mike Leblanc</p> <ul style="list-style-type: none"> <li>Students, classmates, and faculty will be invited to an Eventbrite awards ceremony in which the 2020/2021 awards will be presented.</li> <li>Background on 2021 awards: Since there were no awards issued in 2020, the board agreed that two awards would be presented in 2021.</li> </ul> | <p>Melissa to review papers over the next week to two weeks.</p> <p>Pam to send Mike the letters to be sent out with the cheques.</p> <p>Mike to issue cheques and Pam to issue letters one to two weeks following Melissa’s review.</p> |      |

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|   |      | <ul style="list-style-type: none"> <li>• All papers submitted for the Len Hiebert award are submitted to the E.H.R for consideration and potential publishing.</li> <li>• The following awards (except Len Hiebert award) are reviewed by EHFC awards panel typically made up of 3 members.<br/>                     Canadian Water and Wastewater Assoc. – no nominations<br/>                     Continuing Education – one application<br/>                     Clifford Van Alstyne – one nomination<br/>                     Lowry – one nomination<br/>                     Hedgerow – two nominations<br/>                     Lilli Ann Zahara – no nominations<br/>                     NSF – no nominations</li> <li>• 2021 awards panel: Pam, Ralph, Gord</li> <li>• There is a matrix/scoring system for review and recommendation of nominations. Nominations are also forwarded to awards partners for review.</li> <li>• Mike noted that there were no funds provided from Hedgerow for 2021. Pam suspected it was due to a break in at their facility.</li> <li>• Pam noted that awards money is dedicated, endowed money and cannot be reallocated.</li> </ul> <p>3. 2021 Fund Raising</p> <ul style="list-style-type: none"> <li>• Fundraising for 2021 and into 2022 will be reviewed at upcoming advancement committee meeting.</li> </ul> <p>4. Black History Month 2022</p> <ul style="list-style-type: none"> <li>• EHFC partnered with Conestoga student to feature public health professionals during Black History Month. Further discussions expected with student who has since graduated. EHFC would like to continue to highlight the achievements of black public health professionals.</li> </ul> | <p>Mike to invoice Hedgerow for \$500.00 for 2021</p> <p>Pam to connect with Mike to issue tax receipt to Van Alstyne for their awards donation.</p> <p>Advancement committee to discuss Eventbrite awards ceremony at upcoming meeting.</p> <p>Pam to send letter out re: fundraising prior to advancement committee meeting.</p> |      |

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|   |      | <p>5. Importance of Water Education Indigenous Project</p> <ul style="list-style-type: none"> <li>• Pam was reading a news article about a local conservation society who partnered with indigenous educators to teach about Josephine Mandamin (since passed). Mandamin is a water protector who walked around the great lakes to bring awareness to water issues on indigenous reserves. She and another woman carried water from the lakes in the pail. A book was also published in 2017 and the educators are now taking the book to elementary schools.</li> <li>• Is this something we can support? Topics include Importance of water, safe water, watershed, working with conservation authorities.</li> <li>• In a previous conversation with Pam, Victor thought we could possibly profile indigenous colleagues in spring.</li> </ul> <p>6. Septic System Maintenance (Ed Fleming Project)</p> <ul style="list-style-type: none"> <li>• The board is looking at how to profile this project. Septic reinspection or maintenance education could be considered.</li> </ul> <p>7. 2021 CIPHI EPHW EHFC social media campaign</p> <ul style="list-style-type: none"> <li>• The EHFC Chair shared social media campaign. Really good feedback and shares by both National and branches.</li> </ul> <p>8. EHFC Social Media Stats</p> <ul style="list-style-type: none"> <li>• Followers: Facebook 569, Twitter 533, Instagram 70</li> <li>• Facebook also provides interesting demographic info</li> </ul> <p>9. 30<sup>th</sup> Anniversary Volunteer Recognition</p> <ul style="list-style-type: none"> <li>• The board hoped that we could reveal the banner with donor photos (those who donated to the 30<sup>th</sup> Anniversary at the 2020 conference. Since the 2020 and 2021 conferences did not proceed, this needs to be revisited if there is a conference in 2022.</li> </ul> | <p>Victor to look into this further.</p> |      |

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|            |  | 10. Committee Meeting Date <ul style="list-style-type: none"> <li>• Advancement Committee October 24, 2021 12pm EST</li> </ul>  |        |      |
| 4.3        | Governance Committee Report<br>(Pam, Mike, Melissa, Laurie,<br>Victor, Gord) | 1. 2022-2024 Strategic Planning <ul style="list-style-type: none"> <li>• The Foundation is coming to the end of our strategic planning period. The board had previously decided on reviewing the strategic plan every three years. This will be discussed at the next Governance meeting.</li> </ul> 2. Board Recruitment <ul style="list-style-type: none"> <li>• Very difficult to onboard members at this time. Mainly due to covid-19, people are overwhelmed with current workloads, life etc.</li> <li>• The board should be looking at recruitment from industry. The board did inquire with Mohmoud Shoblaq who now works for NSF (he did join the board for one meeting in 2017 but was unable to continue to a new position. Perhaps he could be approached again.</li> </ul> 3. EHFC Regulation <ul style="list-style-type: none"> <li>• NEC requested we hold off revisions and taking the revisions to members until 2022.</li> </ul> 4. CIPHI Bylaw 9 & 10 <ul style="list-style-type: none"> <li>• The NEC are revisiting CIPHI Bylaw 9 and 10 which speaks to the foundation.</li> </ul> 5. Committee Meeting Date <ul style="list-style-type: none"> <li>• Governance Committee October 31, 2021 12pm EST</li> </ul> |        |      |
| <b>5.0</b> | <b>New Business:</b>   |   |        |      |
| 5.1        | Email regarding historical board trustees                                    | <ul style="list-style-type: none"> <li>• On Sept 01, 2021 an email was received by the EHFC Chair from a previous CIPHI member, and</li> </ul>  |        |      |

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|            |                      | <p>past CIPHI National President. The email questioned why past presidents of CIPHI were not recognized on the Foundations website.</p> <ul style="list-style-type: none"> <li>As part of the 30<sup>th</sup> year anniversary, the board recognized everyone who was involved in creating EHFC. The Historical Board of Trustee Appointments included Advisory Committee members (1986-1989), Board Chairperson (1989-2020), Honorary Chairpersons, Past Board Trustees, and Current Board Trustees.</li> <li>EHFC Chair consulted with Klaus Seeger, and Tim Roark for historical reference.</li> <li>The EHFC Chair responded by email to the concerned individual after also consulting with Ralph and Mike.</li> <li>Past CIPHI Presidents were identified and thanked throughout the 30<sup>th</sup> Anniversary newsletter.</li> </ul> |  |      |
| <b>6.0</b> | <b>Next Meeting:</b> |   |  |      |
| 6.1        | 2021 AGM (TBD)       | <ul style="list-style-type: none"> <li>The last EHFC AGM was held virtually on Sunday, December 06, 2020. The board discussed potential dates for 2021.</li> <li>The AGM will be held on December 05, 2021 at 12pm EST.</li> <li>Fourteen day advance notice is required.</li> </ul>  | Pam to send out an advance notice for the AGM. |      |
| <b>7.0</b> | <b>Adjournment:</b>  | <b>Meeting adjourned at 1:12pm EST</b>  |  |      |