

# MINUTES

TELECONFERENCE MEETING - MAY 5, 1996

## ENVIRONMENTAL HEALTH FOUNDATION OF CANADA

### 1. Introduction

**ACTION  
NEEDED**

#### 1.0 Roll Call

Mary Belliveau  
Charlie Young

Tim Roark  
Michael Reid

Klaus Seeger (Chair)

The Chairman announced he had recently received a letter of retirement from the Board from Doug Terry in Saskatchewan.

A quorum of 5 of the 9 Trustees was noted and the meeting commenced at 2:03 p.m. Vancouver time.

#### 1.1 Errors and Omissions - Minutes of September 27, 1995

No errors or omissions were noted.

#### 1.2 Approval of Minutes of September 27, 1996

**Moved/Seconded/Carried** that the minutes of September 27, 1995, be accepted for information only as there was not a quorum for the 1995 AGM of the Foundation.

#### 1.3 Additions to the Agenda and Its Approval

The video and brochure "Septic System Maintenance Pure and Simple" were added to the agenda at 3.6.

**Moved/Seconded/Carried** that the amended Agenda be approved.

### 2.0 Business Arising

#### 2.1 Financial Report

Charlie Young

Charlie Young, Treasurer, reported a Financial Report is being developed and would be available for the CIPHI AGM in Chicago and for presentation to Revenue Canada. The breakdown regarding current projects is as follows.

- a. Aboriginal Project - the Project is complete and \$19,731.06 is left on account as a result of one of the two students dropping out of the BCIT Environmental Health program.

- b. Herbison Award - A total of \$1,909.00 has been collected in 1994 (\$909) and 1995 (\$1,000). It was noted 2 generous donations were provided by Mrs. Agnes Herbison.
- c. Temperature Symbols - We are currently running a deficit of \$535.00 for this project.
- d. Project Administration - The administration commission totals \$4,294.13.
- e. Total Funds on Hand - \$29,524.30

**Moved/Seconded/Carried** that the financial report be accepted.

## 2.2 Aboriginal Student Project Update

Peter Rogers

Charlie Young reported for Peter Rogers that Peter is looking for corporate and government sponsorship to continue the project.

Klaus Seeger

Klaus Seeger to call Peter and Dean to complete an evaluation of the project to date.

## 2.3 Herbison Award Update

Tim Roark

Tim Roark to discuss status of the Herbison Award with the President of the BC Branch. He will also send information concerning the award to the President of the Ontario Branch.

**Moved/Seconded/Carried** that the Report be approved.

## 2.4 Temperature Symbols Update

Klaus advised the application for the trademark is a lengthy process. "Safety Is" has been accepted and applications are now being reviewed for "cold", "hot" and "frozen" in conjunction with the symbols. This now needs to be published in the Industry Canada journal, we should hear by August.

Charlie also suggested the phrase "Safety is Well Cooked" could be considered in future as well.

**Moved/Seconded/Carried** that this report be accepted.

## 2.5 EHFC Pamphlets

The pamphlets have been completed and distributed to the Trustees. All agreed they look good, thanks to Klaus for his work. Pamphlets need to be handed out at Branch AGMs and conferences plus distributed to corporate members. Information regarding the foundation needs to go in the EHR and Branch Newsletters.

Tim Roark/  
Charlie Young

**Moved/Seconded/Carried** that Charlie Young and Tim Roark develop a strategy regarding distribution of the pamphlets and information.

**3. New Business**

**3.1 Retirements from the Board of Trustees**

Three members have now retired:

Dr. Frank White

Mr. Tom Gable

Mr. Doug Terry

Klaus Seeger

**Moved/Seconded/Carried** that a letter and certificate of appreciation be sent to each.

**3.2 Fundraising Committee Chair - Appointments**

It was agreed to defer discussion until the next meeting so that Dean Sargeant and Peter Rogers could participate.

**3.3 Trustee Nominating Committee Chair - Appointment**

Tim Roark

It was agreed a Nominating Committee should be formed to seek new members for the Board of Trustees. A number of names were suggested for consideration:

Keith Smith

George Gregg

Dr. John Blatherwick

Barry Morgan

Possibly other Life Members of CIPHI

Tim Roark

It was hoped Mary Belliveau would stay on. Tim Roark is to remind Dean Sargeant about contacting Ed Shryier to be Honorary Chairman.

**Moved/Seconded/Carried** that Tim Roark Chair a Nominating Committee.

**3.4 Meat Labelling Workshop**

Klaus Seeger reported on the meeting he attended in Ottawa on March 20, 1996.

Representatives were present from the Beef and Poultry Industry, Canadian Retail Association, Health and Agriculture Canada, etc. Klaus outlined our temperature symbols to the group and expressed a desire to work with them on its use in Canada. Further follow-up will be necessary. Some support was expressed. It was considered good timing in light of current discussions on a common food inspection

Klaus Seeger system for Canada.

**Moved/Seconded/Carried** that this report be accepted.

3.5 Internet Environmental Discussion Group - Web Page

Mike Reid At present there is no money established for this project. Mike Reid to obtain more information from his son. A basic page would appear to cost about \$400 to set up and about \$40.00 per month to maintain. More information is needed about the benefits and costs.

Klaus Seeger

**Moved/Seconded/Carried** this report be accepted.

3.6 Septic System Maintenance Pure and Simple

Tim Roark reported that over 1,400 copies of the video and 22,000 copies of the brochure have been distributed to government agencies, contractors, real estate agents, libraries, etc. in B.C. Health Canada has produced a more generic version for their use in Alberta and N.W.T. Work is now proceeding on the development of a poster and then overhead transparencies and computer diskettes containing graphics from the video.

Tim indicated he hoped a national campaign could be developed through the CIPHI. Mary Belliveau indicated the executive is very interested and looks forward to receiving further details. Tim indicated there may be the need for some seed money from the Foundation for a national campaign and would prepare some information for the Board.

Tim Roark

3.7 Time and Date for Next Meetings

The potential for a Foundation meeting in conjunction with the conference in Chicago was discussed since Charlie Young, Mary Belliveau, Mike Reid and Dean Sargeant will be there.

**Moved/Seconded/Carried** that funding be provided from the Administration account of the Foundation for the Chairman to attend the AGM in Chicago with the decision to attend and amount being at the Chairman's discretion.

Klaus Seeger

Klaus Seeger It was also agreed the next conference call meeting would be held on Sunday, September 22, 1996.

3.8 Adjournment

**Moved/Seconded/Carried** that the meeting now adjourn.

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA

September 27, 1995

Minutes

No.	DESCRIPTION	ACTION																										
	<p><b>ROLL CALL</b></p> <p>Members present were:</p> <table data-bbox="300 688 836 877"> <tr> <td>Tim Roark</td> <td>Vice Chair</td> </tr> <tr> <td>Dean Sargeant</td> <td>Secretary</td> </tr> <tr> <td>Mary Belliveau</td> <td>CIPHI President</td> </tr> <tr> <td>Mike Reid</td> <td></td> </tr> <tr> <td>Bruce Fortin</td> <td></td> </tr> <tr> <td>James Bradley</td> <td>CIPHI Exec. Director</td> </tr> </table> <p>Absent With Regrets:</p> <table data-bbox="300 978 722 1199"> <tr> <td>Klaus Seeger</td> <td>Chair</td> </tr> <tr> <td>Charlie Young</td> <td>Treasurer</td> </tr> <tr> <td>Dr. Gerry Bonham</td> <td></td> </tr> <tr> <td>Mr. Tom Gable</td> <td></td> </tr> <tr> <td>Mr. Peter Rogers</td> <td></td> </tr> <tr> <td>Mr. Doug Terry</td> <td></td> </tr> <tr> <td>Dr. Franklin White</td> <td></td> </tr> </table> <p>T. Roark called the meeting to order at 8:10 a.m. and welcomed all present.</p> <p>He noted that, due to absences, there was not a majority of appointed members present and therefore no quorum. As a result, the Annual Meeting will be held by conference call in the near future.</p>		Tim Roark	Vice Chair	Dean Sargeant	Secretary	Mary Belliveau	CIPHI President	Mike Reid		Bruce Fortin		James Bradley	CIPHI Exec. Director	Klaus Seeger	Chair	Charlie Young	Treasurer	Dr. Gerry Bonham		Mr. Tom Gable		Mr. Peter Rogers		Mr. Doug Terry		Dr. Franklin White	
Tim Roark	Vice Chair																											
Dean Sargeant	Secretary																											
Mary Belliveau	CIPHI President																											
Mike Reid																												
Bruce Fortin																												
James Bradley	CIPHI Exec. Director																											
Klaus Seeger	Chair																											
Charlie Young	Treasurer																											
Dr. Gerry Bonham																												
Mr. Tom Gable																												
Mr. Peter Rogers																												
Mr. Doug Terry																												
Dr. Franklin White																												
1.	<p>Pamphlet</p> <p>Members present reviewed two versions of the proposed pamphlet and decided to print the version with grey shading on parchment style paper in a beige/cream shade using an appropriate colour of ink.</p>																											
2.	<p>Financial Statement</p> <p>T. Roark reported that the \$19,000 still owing from the Federal Government has yet to arrive. Due to delays in the federal bureaucracy Mr. Smith was not able to attend the CIPHI Annual Conference.</p>																											

T. Roark suggested that a formal evaluation of the Aboriginal Student project be carried out and the results delivered to CIPHI and Health Canada. It was agreed that D. Sargeant and P. Rogers would carry out this work with a planned completion date of end of calendar year.

P. Rogers  
D. Sargeant

3. Other Projects

3.1 Herbison Award

T. Roark that Mr. Herbison had just passed away. An obituary appeared in the *B.C. Page* and a listing of donors was included. Several substantial donations have been received.

T. Roark and M. Reid discussed the possibility of a similar Award in Ontario. T. Roark will forward an information package to M. Reid.

T. Roark

M. Belliveau noted that Nova Scotia & P.E.I. Branch could consider an award for the University College of Cape Breton programme.

4. Temperature Symbols

T. Roark showed the most recent versions of the temperature symbols. B. Fortin suggested that Spanish language versions be considered to meet conditions in the American market.

It was agreed that the trademark symbol and words such as "Registered Trade Mark of the Canadian Institute of Public Health Inspectors" appear in small type somewhere on the face of the symbol when printed in sticker format. Members present felt it important to not use the short form "CIPHI".

5. R. Dovell - Request for Funding

M. Reid described the proposal from R. Dovell regarding a mail list management facility for Environmental Health on the Internet.

J. Bradley described the technical aspects of Mr. Dovell's proposal.

It was agreed to review the proposal in concert with other groups who have been solicited for funds.

6. American Restaurant Association

D. Sargeant reported that the ARA was seeking a standardized testing procedure, supervised by a third party, for managers and supervisors of food service establishment.

7. Alternate Sources of Revenue

B. Fortin will obtain information on pop-open card Nevada type lotteries available in Ontario for non-profit associations.

8.

Patron

D. Sargeant agreed to renew initiatives to solicit Mr. Schreyer as a patron of the Foundation.

Composition of the Foundation

D. Sargeant

9.

B. Fortin suggested that the Foundation adopt a regional-based slate system. T. Roark will discuss this idea with D. Terry.

T. Roark

D. Terry

10.

Other Business

10.1 AGM

It was agreed to hold the Annual General Meeting by conference call during a weeknight in late October.

11.

Adjournment

Moved by: M. Belliveau

Seconded by: M. Reid

THAT the meeting adjourn.

CARRIED

**ENVIRONMENTAL FOUNDATION OF CANADA  
MEETING: TELECONFERENCE CALL  
JANUARY 14th, 1995**

**Roll Call** Klaus Seeger, Charles Young, Dean Sargeant, Peter Rogers, Mary Belliveau, Mike Reid, Doug Terry

**Minutes:** Minutes of last meeting's  
Moved M. Reid  
Seconded M. Belliveau

**Financial Report: C. Young**

- Estimate based on 1994 year end.

**Bob Herbison Fund**

- December 1994 - \$909.00 N) DISBURSEMENTS

- Aboriginal PHI Account  
as of December 30th, 1994, 1994 Disbursements to K. Smith  
\$10,941.79.

- Practicum of K. Smith disbursement June-August 1994  
\$5,054.85.

- Account as of January 12th, 1995 total \$10,711.51  
Term Deposit of \$5,000.00 (included)

Moved C. Young  
Seconded P. Rogers

**Aboriginal Project - D. Sargeant**

- Richard Taki is the C.P.H.I. contact at BCIT, last information was that Keith Smith was progressing satisfactorily.

- Discussion ensued about future initiatives in this area with an agreement to pursue new sponsorships.

**Herbison Award - C. Young**

- No disbursements have occurred on this account, B.C. Brands wants to build up the account to make self sustainable.

- Doug, requested Environmental Health Foundation administration fee - it is 5%, see July 15, 1992, minutes, Charlie will verify if this is being done.

**Temperature Symbols - K. Seeger**

- budget at NEC review still underway from 1994, no further information available.

- discussion ensued regarding copy right and/or registration  
C. Young suggested we pursue a copyright for \$400.00

Motion - that \$500.00 be approved for K. Seeger to obtain a copyright in Canada and U.S.A. on the temperature symbol.

Moved M. Reid  
Seconded M. Belliveau

(cont'd...)



**Environmental Health Foundation Brochures - K. Seager**

Klaus presented 3 draft versions and requested the "Board" to give him direction.

The size of brochure no.1 was agreed upon.  
The information from no. 2 was agreed upon.

A modified version will be mailed out by Klaus for final approval.

Motion: That the K. Seager Chair of Environmental Health Review prepare the final brochure and provide proposal to the Board for approval.

Moved C. Young  
Seconded M. Reid

**Outstanding Business:**

Replacement required for retired Board Member, Dr. White. Doug agreed to prepare an article for the Environmental Health Foundation in this regard and he will also include a request for new members with expertise in fund raising.

Motion: to appoint a fund raising chair, Moved D. Terry  
Seconded: P. Rogers

**NEXT MEETING APRIL 1995, AT THE CALL OF THE CHAIR**

Submitted

  
\_\_\_\_\_  
Mr. C.D. Sargant,  
Secretary

CDS/kd

Environmental Health Foundation  
of  
Canada

The 6th Annual General Meeting of the Environmental Health Foundation of Canada was held Tuesday, July 12, 1994 at 12:00 noon in Room 201 of the Sheraton Halifax Hotel.

MINUTES OF THE MEETING

1. **Roll Call**

Members present were:

K. Seeger	Chair
T. Roark	Vice-Chair
D. Sargeant	Secretary
C. Young	Treasurer
M. Reid	
B. Fortin	
M. Belliveau	CIPHI President Elect
J. Bradley	CIPHI Executive Director (Guest)

Absent with regrets:

Dr. Gerry Bonham  
Mr. Tom Gable  
Mr. Peter Rogers  
Mr. Doug Terry  
Dr. Franklin White

The meeting was called to order at 12:20 by Chairman Seeger.

C. Young asked that the composition of the executive be reviewed. Members present explored the constituency representation of all those present and determined that all appointments were in accordance with the By-laws of the Foundation.

2. **Minutes of the 5th AGM**

2.1 Errors & Omissions

It was noted that the following persons were not noted as being absent with regrets:

Dr. Gerry Bonham  
Mr. Tom Gable  
Mr. Peter Rogers

Mr. Doug Terry  
Dr. Franklin White  
Mr. Bruce Fortin

Chairman Seeger welcomed M. Reid and M. Belliveau

## 2.2 Notation of persons absent

Absent with regrets:

Dr. Gerry Bonham  
Mr. Tom Gable  
Mr. Peter Rogers  
Mr. Doug Terry  
Dr. Franklin White

## 2.3 Approval of these minutes

MOVED BY: D. Sargeant  
SECONDED BY: C. Young

THAT the minutes of the 5th Annual Meeting be accepted as corrected.

CARRIED

## **3. Acceptance of the Agenda**

MOVED BY: T. Roark  
SECONDED BY: C. Young

THAT the agenda be accepted.

CARRIED

## **4. Business Arising:**

### 4.1 Aboriginal student project update

D. Sargeant reported that one student had withdrawn from the program. The other student is doing well and will have a diversified work experience this summer.

Health Canada is undergoing significant changes and therefore it will not be possible to sponsor another student in September of 1994.

K. Seeger reported he has had little success introducing a similar project,

including a pre-university program, at Ryerson.

T. Roark said he will investigate further at BCIT.

C. Young reported that he had some concerns regarding the timeliness of stipend payments from Health Canada. Secretary Sargeant was requested to contact Health Canada in September to ensure that funds will be replenished before the end of the year.

It was suggested that policies regarding receipts, academic progress etc. be clearly identified to all future students.

T. Roark will investigate having a student from B.C. join the program.

Members present expressed their concern over the potential development of a public health program at a school in Saskatchewan, due to the fact that the curriculum would not likely meet Board of Certification requirements and there was no intention of presenting the Candidates for certification.

#### 4.2 Temperature symbols update

Little progress has been made during the past year. It appears that the major obstacle is time.

Due to the relatively positive response from both NSF International and the U.S.F.D.A. it was suggested that the copyright initiative be pursued in the United States. It was suggested that the Chair proceed with all dispatch.

M. Belliveau reported that New Brunswick branch had been using some similar symbols and suggested that copies of the symbols be reviewed by the Foundation. M. Belliveau will contact New Brunswick branch to make arrangements.

#### 4.4 Financial Report

C. Young reviewed the financial reports of the Foundation which showed balances as of December 31, 1994.

MOVED BY: C. Young  
SECONDED BY: M. Reid

THAT the financial reports, to be presented to the AGM, be received.

CARRIED

5. **New Business**

5.1 Pamphlets

K. Seeger distributed three sample promotional pamphlets and noted that a full discussion will take place during the planned teleconference call in September.

5.2 Promotional package

It was suggested that the promotional campaign initially stress "What is the Foundation" and then move on to suggest inclusion of the Foundation in wills, donations in lieu of flowers, etc.

5.3 Herbison Bursary

T. Roark provided a brief description of the award program. Treasurer Young reported that there is \$121.00 in the award fund. T. Roark and C. Young will develop a "Bursary Criteria" guideline document for other branches considering a bursary program.

5.3 Appointments to the Board of Trustees

T. Roark suggested that the list of appointees be reviewed to determine if any terms are about to expire and to determine if the incumbents are willing to continue. In addition, the matter of a Patron should be investigated further.

6. **Next Meeting**

The next meeting will occur by teleconference call in late September. Arrangements to be confirmed by the Chair via the post.

7. **Adjournment**

***MOVED BY: M. Reid***  
***SECONDED BY: C. Young***

***THAT the meeting adjourn.***

***CARRIED***

Environmental Health Foundation  
Minutes of the 5th Annual General Meeting  
held  
July 21, 1993  
at  
The Sheraton Armouries Hotel  
London, Ontario

In the absence of Chairman Tim Roark, Secretary Dean Sargeant chaired the meeting.

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m. by Secretary Dean Sargeant.

2. ROLL CALL

Present were:

C. Young	Treasurer
D. Sargeant	Secretary
K. Seeger	Vice Chairman

J. Bradley      Executive Director, CIPHI

Regrets:

T. Roark	Chairman
D. Terry	Trustee

3. MINUTES OF THE FOURTH ANNUAL GENERAL MEETING HELD JULY 15, 1992.

It was noted that copies of the minutes will henceforth be forwarded to the CIPHI national office.

It was noted that K. Seeger's FAX number should show 7820 as the last four digits.

MOVED BY: C. Young  
SECONDED BY: K. Seeger

THAT the minutes of the fourth annual general meeting be received and accepted as distributed.

CARRIED

4. BUSINESS ARISING

4.1 Chairman's Report to the CIPHI NEC, July 18, 1993

MOVED BY: C. Young  
SECONDED BY: K. Seeger

THAT K. Seeger assume the Chair of the Foundation

CARRIED

It was noted that C. Young, in his capacity as CIPHI President, will write a letter of commendation to Mr. Roark and will approach Mr. Roark concerning the Vice Chairmanship of the Foundation.

#### 4.2 Aboriginal Students Project

D. Sargeant will consult with native leaders concerning proper nomenclature of the project.

The contract for this project has been signed and funds are expected within 30 days. Interim financing will be provided by the Institute.

The Chair will commence negotiations with Ryerson Polytechnic University regarding a similar program at that institution.

#### 4.3 Remuneration of Students

Mr. Roark, via the Treasurer, will coordinate payments to the students, who will be advised to contact him regarding all financial matters. Mr. Taki will provide counselling in all other areas.

It was agreed that living expenses allotments will be paid bi-weekly. Reimbursement instructions have been issued to the Treasurer.

#### 4.4 Temperature Symbols

D. Sargeant will write T. Roark regarding registration of the symbols via NSF International.

#### 4.5 Receipts

Chairman Seeger provided tax receipt blanks to Treasurer Young.

#### 5.0 TREASURER'S REPORT

MOVED BY: C. Young  
SECONDED BY: D. Sargeant

THAT the Treasurer's report as included in the July 18, 1993 Report to the NEC, be received and accepted.

CARRIED

It was agreed that Mr. Young will not participate as a signing officer for the aboriginal students project.

It was agreed that financial reports for the aboriginal students project will be made in January and June.

6.0 STRATEGIC PLAN

No action.

It was anticipated that the aboriginal project will be expanded into a national program. The Chair will pursue preparation of a strategic plan.

A draft of a promotional pamphlet was circulated with a request for advice on appropriate photos to be inclusion.

7.0 FILING REQUIREMENTS

The Chair will investigate any reporting requirements following this meeting. Comments, suggestions for changes will be appreciated by September 4, 1993.

8.0 ADJOURNMENT

MOVED BY: C. Young  
SECONDED BY: K. Seeger

THAT the next meeting be at the c of the chair and that all bills be paid.

CARRIED

MOVED BY: C. Young  
SECONDED BY: K. Seeger

THAT the meeting adjourn.

CARRIED