

ENVIRONMENTAL HEALTH FOUNDATION

Teleconference

Sunday December 14, 2008

13:00 – 13:45

MINUTES

(As approved during the teleconference meeting of February 22, 2009)

Item 01: Roll Call

The Trustees participating in the Teleconference were Michael Florian, Shendra Brisdon, Peter Rogers, Duncan Ellison, Len Gallant, Tim Roark, Dean Sargeant, and Klaus Seeger. Pam Scharfe, Marilyn Lee and Adam Grant submitted their apologies.

A quorum was present.

Item 02: Adoption of Agenda

Shendra Brisdon moved and Len Gallant seconded a motion to adopt the Agenda as presented. The Motion was adopted.

Adopted

Item 03: Minutes of July 20, 2008

Peter Rogers noted that his name had been misspelled under item 4.02 and that there was a grammatical error in 8.02. It was also determined that there was an error in 8.01 (Alberta was also not represented on the Board of Trustees). Peter Rogers also identified a grammatical error in the write up of the NSF Award recipients. Peter Rogers moved and Len Gallant seconded a motion to adopt the minutes (and the action items) as amended. The motion was adopted.

Adopted

Action: Duncan Ellison to correct the Minutes and the Award Report Statement

Item 04: Reports on the action items

Duncan Ellison pointed out that this document was proposed as a Consent Item document prepared to include reports from those who were assigned action items. Unless a Trustee wished to discuss any of the reports, it would be normal for a motion to adopt the consent agenda item without discussion. He also stated that commentary, but not discussion of the consent items is permitted, and that completed actions would be removed from the List of Action Items, and those incomplete would be carried forward. The Trustees accepted this advice.

Ron de Burger noted that he had sent out a report of the CPHA sponsorship policy and that this would be deferred for discussion at the next meeting. Klaus Seeger noted that the policy appeared to require a lot of staff work.

Action: Michael Florian to include item in the Agenda of the next meeting

Tim Roark stated that he liked the revised organization charts.

No motions were presented to remove and discuss any particular report. Klaus Seeger moved and Len Gallant seconded a motion to adopt items 04.1 to 04.7.

Adopted

Item 05: Finance Report

Tim Roark highlighted several items in his report: that revenues from the sale of Temp Safe items and Branch Donations have been good, however he noted that direct donations were down (apparently in conformity with charitable donations generally). Tim indicated that he would be preparing the questionnaire to send to past donors asking why they had not made follow up donations. Duncan Ellison suggested that Tim Roark should consult with Pam Scharfe as Chair of the Communications Committee on the wording. He agreed.

Action: Tim Roark to consult with Pam Scharfe on the wording of the donor questionnaire.

In continuing his report, Tim Roark suggested that:

- 1) Klaus Seeger could prepare a new letter to Health Units and that if this could be mailed through Duncan Ellison's office, this should open the door to greater donations in 2009. Both Klaus and Duncan agreed to this action.

**Action: Klaus Seeger to revise the previous letter to Health Units
Action: Duncan Ellison to arrange printing and mailing of the letter**

- 2) The Foundation should follow up with the commercial sponsors of the Conferences once we get the list and with the new brochure, seek their contributions. Duncan Ellison suggested that this would be a function assigned to the Finance Committee. He also pointed out he had not received a response from either Newfoundland and Labrador or CIPHI for the list of sponsors at the St. John's Annual Conference. Michael Florian said he would follow up.

Action: Tim Roark and Finance Committee to draft letter (in consultation with Pam Scharfe)

Action: Michael Florian to contact NL Branch and CIPHI for the list of sponsors

- 3) The Foundation should follow up on the suggestion that CIPHI be asked to allocate \$1 from each membership fee paid, to the Foundation. After discussion it was agreed that Michael Florian should write to Adam Grant making this request.

Action: Michael Florian to write to NEC

Tim Roark moved and Klaus Seeger seconded a motion to accept the Financial Report of the Treasurer.

Adopted

Item 06: Committee Reports

Duncan Ellison pointed out that the Committee Reports were proposed as a Consent Agenda Item to be adopted with a single motion. If any Trustee wished to discuss a report, then a motion to take that particular item out of the Consent Agenda would be required. Comments on reports could be made.

Peter Rogers noted that there was a grammatical error in the statement about Roger Parsonage's award. Duncan Ellison indicated he would correct this.

Action: Duncan Ellison to correct

Duncan Ellison commented that the Food Safety Committee's scope was focused on Temp Safe, and that he thought it should be more general relating to all aspects of food safety and EHFC products and projects, not just Temp Safe. Klaus Seeger indicated he would consider this and bring back for the next meeting a revised scope.

Action: Klaus Seeger to consider a broader scope for the Food Safety Committee

Duncan Ellison moved and Dean Sargeant seconded a motion to accept all the items 06.1 to 06.5.

Adopted

Item 07: Other Business

Michael Florian asked if there were any items of other business.

Duncan Ellison said he would like to see the number of committees of the Foundation increased by one, and in particular to have a Water Safety Committee (parallel to the Food Safety Committee) that would look after development water related products (noting we already had several) and projects. He offered to Chair that Committee and would like volunteers to join him.

Tim Roark spoke in favour of such a move, others agreed. Tim Roark moved and Len Gallant seconded a motion to create a Water Safety Committee and that a proposed terms of reference to be brought forward and discussed at the next meeting.

Adopted

Action: Duncan Ellison to draft scope and revise organization chart

Len Gallant asked what had happened to the suggestion from St. John's that all members of the Institute be asked to make a single, once off donation of \$40 to establish a trust fund to support the awards. It was indicated that Claudia was to consider this, but given that she was transferring to the Public Health Agency of Canada would not likely have the time to do so. It had been thought that the Foundation would need the approval of

NEC to make this solicitation, but Duncan Ellison suggested that the Foundation could act unilaterally. After some discussion it was determined that it would be best to have the support of NEC and the Branch Presidents to go out with such a solicitation.

Accordingly, it was agreed that Michael Florian, with the assistance of Pam Scharfe (Communications) and Tim Roark (Finance) should draft a letter to NEC and the Branch Chairs, outlining the intention to approach all Members with a request to make a single donation of \$40 to set up the permanent award fund.

Action: Michael Florian, Tim Roark and Pam Scharfe

Item 08: Next Meeting

A discussion took place as to the date of the next (teleconference) meeting. Various dates were proposed. It was agreed that mid- to late February would be best. February 22nd was decided upon as the best date, but February 15th could be an alternate date. Michael Florian stated then that he would set the date as February 22nd. In discussing the time, every one agreed that the time of 13:00 to 14:00 Eastern Time was satisfactory.

Action: Secretary to announce date of next meeting

Item 09: Closure

There being no other business to conduct, Michael Florian asked for a motion to close the meeting.

Shendra Brisdon moved and Dean Sargeant seconded a motion to close the meeting.

Adopted

The teleconference closed at 13:45.

Action Items

The following Action Items remain from the St. John's Meeting or were established during the December 14th teleconference.

Who	Item	What
INCOMPLETE ACTION ITEMS FROM THE ST. JOHN'S MEETING		
Tim Roark	04.04	Questionnaire to past donors
Tim Roark	04.06	Administrative policy regarding matching fund grants
Tim Roark	04.25	Develop an Administrative Policy for Friends of the Trustees (& 06.02)
Tim Roark	05.04	Draft a revised Ed Fleming project description
Tim Roark	07.02	Establish a revised financial goal for sustainable awards
Duncan Ellison (& Pam Scharfe)	06.02	Revise Motion and Regulations
Pam Scharfe	04.11	Coordinate and submit proposed changes to Web Site
Pam Scharfe	04.14	Market TempSafe symbols to CPFCFSE
Pam Scharfe (plus)	07.01.03	Draft scope for the new Communications Committee
Pam Scharfe	07.02	Strategic Plan – where to post on the web site
All	07.01.02	Volunteers for the Finance Committee
All	07.01.06	Volunteers for the new Food Safety Committee
Adam Grant	07.04.01	Create a space in the CIPHI Conference for an open Trustees AGM
Claudia Kurzac	10.04	Write to: <ul style="list-style-type: none"> o All CIPHI Members asking for a \$40 one time donation to make the EHFC Awards sustainable, o NEC seeking \$1.00 per membership fee for EHFC
ACTION ITEMS FROM THE DECEMBER 14TH TELECONFERENCE		
Michael Florian	10.04	Prepare letters originally signed to Claudia Kurzac (see above).
Michael Florian	04	Include item on CPHA Corporate Sponsorship policy in the Agenda of the next meeting.
Michael Florian	05	Contact NL Branch and CIPHI for the list of conference sponsors (follow up on Duncan Ellison's email).
Michael Florian	05	Send proposal to NEC suggesting that \$1 of each membership fee should be sent annually to the Foundation.
Michael Florian	07	Draft (with the input of Tim Roark and Pam Scharfe) a request to NEC and Branch Presidents to support an EHFC proposal that all Institute members provide a one-off donation of \$40 each to guarantee the sustainability of the CIPHI/EHFC awards.

Duncan Ellison	03	Correct the Minutes and the Award Report Statement.
Duncan Ellison	05	Arrange to mail out the donation request letter to Health Units.
Duncan Ellison	07	Draft scope of new Water Safety Committee and as a consequence revise the organization chart.
Duncan Ellison	08	Announce the date and time of the next meeting, February 22, 13:00 ET
Tim Roark	05	Consult with Pam Scharfe on the wording of the donor questionnaire.
Tim Roark	05	Draft (in consultation with Pam Scharfe) a letter to CIPHI and Branch conference sponsors for support to EHFC.
Klaus Seeger	05	Revise the previous letter to Health Units re donations and forward to Duncan Ellison .
Klaus Seeger	06	Consider revising the scope of the Food Safety Committee to cover all food safety issues.