

**ENVIRONMENTAL HEALTH FOUNDATION
May 26, 2010 Teleconference Meeting**

13:00 to 14:00 hours EST

MINUTES

(As approved at the Board Meeting of September 05, 2010)

Item 01: Roll Call

The Trustees participating in the Teleconference Call Meeting were Shendra Brisdon (Acting Chair), Duncan Ellison, Klaus Seeger, Marilyn Lee, Peter Rogers, Ralph Stanley, Rick Sokolowski and Tim Roark

Apologies were received from Adam Grant, Len Gallant, Jacqueline Schnider and Pam Scharfe.

A quorum was declared present.

Item 02: Adoption of Agenda

Shendra Brisdon asked if there were any proposed amendments to the Agenda. There being none, Tim Roark proposed and Klaus Seeger seconded a motion to adopt the Agenda as presented.

Adopted

Item 03: Minutes of the Meeting of February 23, 2010.

It was noted that the draft minutes erroneously referred to the IFEH conference as being the ILEF conference three times in item 03, and that on page 4 the reference to Policy 10 should have been to Policy 11. Duncan Ellison indicated he would correct these errors.

Peter Rogers moved and Ralph Stanley seconded a motion to adopt the February 23, 2010 Minutes as amended and marked Approved.

Adopted

Item 04: Status of Action Items

Duncan Ellison advised that he was unable to lead this discussion as he had not brought the documents with him to his office. He requested that this be deferred until the next meeting along with any action items from this meeting. This was accepted by the Trustees in the teleconference.

Accepted

Item 05: Notice of Motion

Tim Roark introduced the Notice of Motion regarding the Regulations. There was only a brief discussion of this item in support of the notice.

Tim Roark proposed and Peter Rogers seconded a motion for Shendra Brisdon to send a letter to Adam Grant requesting the National Council to accept the revised Regulations. Duncan Ellison is to draft the letter.

Adopted, Action: Duncan Ellison and Shendra Brisdon

Item 06: Draft Regulations For Approval

Tim Roark in reviewing the revised regulations as circulated asked if there were any comments. Rick Sokolowski offered some suggestions: that the interpretation section should be ordered in strict alphabetical order, and that the section and subsection numbering be verified, for example 6.2 to 6.19 should be checked, and that section 9.9 needs a 9.9.3. Tim responded that he would undertake a final review and would make any necessary changes.

Action: Tim Roark

Item 07: Financial Report

Tim Roark spoke to his submitted Financial Report and noted that Foundation is still in the black, but donations received only covered about half the cost of the donation promotion project. He felt there is a need to reach out to past donors who are potentially the ones most likely to donate again. He noted that the National Board has waived half of its normal 50% share of conference profits for the 2009 Conference due to its own financial situation. As a consequence Tim recommended that Shendra write to Adam Grant thanking them for past contributions and support, and expressing the hope that National will re-instate the sharing of conference profits with EHFC. Tim offered to draft the letter for Shendra.

Klaus Seeger proposed and Ralph Stanley seconded a motion to adopt Financial Report and the suggestion for the letter to Adam Grant.

Adopted, Action Tim Roark and Shendra Brisdon

Item 08: Other Business

Item 08.1 Election of a Chair

Shendra Brisdon indicated that she is stepping down as Vice-Chair and therefore that the Trustees will need to elect a Chair (to replace Michael Florian) and Vice-Chair (to

replace herself). Directors noted this situation and that this would be an action item for the next Board meeting to take place in Vancouver immediately before the Annual general meeting.

Action: Trustees

Item 08.2 Administrative Policy No. 9

Tim Roark indicated that he had revised Administrative Policy No. 9 to remove any indication that it proposed a Committee of Friends of the Foundation.

Marilyn Lee proposed and Klaus Seeger seconded a motion to adopt revised Administrative Policy No. 9.

Adopted

Item 08.3 Administrative Policy No. 11

Tim Roark reported that he had prepared Administrative Policy No. 11 and would re-send it to all Trustees with a request to submit comments back to him before the next Board meeting and AGM, where it could be reviewed and considered for adoption. Trustees noted this offer and agreed.

Accepted, Action: Tim Roark

Item 08.4 Canadian Partnership for Consumer Food Safety Education

Klaus Seeger noted that there has been no news about EHFC's participation in the Canadian Partnership, but he understood that Pam Scharfe would be attending the Annual Meeting of the Partnership in the next month in Ottawa. He therefore recommended that the subscription fee for the Foundation be paid and the membership renewed pending the outcome of Pam's report on the AGM.

Klaus Seeger therefore proposed and Marilyn Lee seconded a motion to renew the 2010 membership in the Partnership.

Adopted, Action: Tim Roark

Item 08.5 Ontario Project for Water Quality

Ralph Stanley reported that the Ontario Branch has decided to support Foster Parents of Canada who want to construct a well in Sierra Leone, and have agreed to donate \$1,000 to this project. He suggested that the Foundation might support this initiative, in view of the strong support the Ontario Branch has given to the Foundation.

Ralph Stanley proposed and Marilyn Lee seconded a motion to send a cheque for \$1,000 to the Ontario Branch for this project.

Adopted, Action: Tim Roark

Item 08.6 Dr. Tim Sly

Ralph Stanley suggested that the Foundation could support an additional award to be named after Dr. Tim Sly who was with Ryerson College. Trustees agreed that this could be a worthy cause and scholarship and invited Ralph Stanley to distribute further information on this.

Action: Ralph Stanley

Item 09: Next Meeting

Duncan Ellison reported that there had been an indication to his poll that there was a preference for September 05 as the date of the next meeting but that there was going to be difficulty obtaining a quorum. It was suggested that Trustees should be polled a second time with the possibility of some joining by teleconference. Duncan agreed to do that.

Action: Duncan Ellison

Item 10: Closure

There being no further business to address, Shendra Brisdon asked for a motion of closure. Duncan Ellison proposed and Marilyn Lee seconded a motion to close the meeting.

Adopted at 14:10 hours

Action Items Carried Forward From November 23, 2009

Letter and materials re: Food Safety

Duncan Ellison noted this and stated that he would arrange the mailing of these to Branch Directors before the end of the year.

Action: Duncan Ellison

Sewage Video Sharing with Guelph College

Tim Roark is authorized to negotiate a sharing agreement between EHFC and the Guelph College of information and materials, for some consideration (a contribution to the Foundation) and acknowledgement of credit.

Action: Tim Roark

Action Items Carried Forward From February 23, 2010 Meeting

Personalized Fridge Magnets

Any Trustee having a Branch or Unit Personalized Fridge Magnet should forward it to Pam Scharfe.

Action: All Trustees

Donor Acknowledgement Gifts

All trustees to consider and suggest to Pam Scharfe donor acknowledgement gifts.

Action: All Trustees

Pam Scharfe and Tim Roark to develop a proposal for donor acknowledgement gifts for future consideration.

Action: Pam Scharfe and Tim Roark

Replacement of Michael Florian as NEC Designee

Shendra Brisdon to write to Adam Grant requesting NEC designate a replacement for Michael Florian.

Action: Shendra Brisdon

Proposal to have EHFC listed in Wikipedia

Pam Scharfe to take over the task of having EHFC listed in Wikipedia

Action: Pam Scharfe

Identify Canadian-based Water Charities

Duncan Ellison with Ralph Stanley to identify Canadian-based water charities and encourage Branches to support them.

Action: Duncan Ellison and Ralph Stanley

Request AB Branch to send additional funds to EHFC

Jacqueline Schnider to propose to the AB branch that they should send additional funds to EHFC.

Action: Jacqueline Schnider

Action Items Added at the May 26 Meeting

Forward Notice of Motion to NEC

Duncan Ellison to draft a letter for Shendra Brisdon to send to Adam Grant regarding the Notice of Motion and Revised Regulations

Action: Duncan Ellison and Shendra Brisdon

Draft Regulations to be Revised Editorially

Tim Roark to revised the draft Regulations editorial to reflect comments made by Rick Sokolowsky.

Action: Tim Roark

Renewal of National's Support to EHFC from Conference Proceeds

Tim Roark to draft a letter for Shendra Brisdon to send to Adam Grant thank National for past support to EHFC and expressing the hope that the policy of sharing national conference proceedings could be resumed.

Action: Tim Roark and Shendra Brisdon

Election of Chair and Vice-Chair

Trustees to elect a new Chair and Vice-Chair at the next meeting.

Action: All Trustees

Administrative Policy No. 11

Tim Roark to redistribute Administrative Policy No. 11 to Trustees for comment prior to the next meeting.

Action: Tim Roark

Payment of Membership Fees in CPFSE

Tim Roark to pay the Foundation's membership fees for 2010 in CPFSE.

Action: Tim Roark

Support for Ontario Branch's Water Project

Tim Roark to send a cheque for \$1,000 to the Ontario Branch for their water project in Sierra Leone.

Action: Tim Roark

Dr. Tim Sly Award

Ralph Stanley to circulate a proposal for EHFC to introduce an Award commemorating Dr. Tim Sly.

Action: Ralph Stanley

Date of the next Meeting

Duncan Ellison to re-poll Trustees re; dates and attendance at next meeting.

Action: Duncan Ellison

