

**EHFC Board of Trustees  
Teleconference Meeting No. 3  
Minutes  
Wednesday June 27, 2018  
(Approved August 29, 2018)**

**Present:** Ralph Stanley (**Minutes**), Pamela Scharfe (**Chair**), Tim Roark, Melissa MacDonald, Lena Parker, Laurie Pike (joined at 3:00 pm)

**Regrets:** Jacqui Schnider, Klaus Seeger, Dr. David Jones, Fran Gelder

1.0 Roll call carried out by the Chair.

The Chair welcomed everyone to the meeting and outlined the regrets for those unable to participate at today's meeting. Ralph was thanked for stepping up to take the minutes in the Secretary's absence.

2.0 Adoption of the Agenda

**Motion No. 1 That the agenda be adopted as amended**

**Moved by:** Duncan Ellison

**Seconded by:** Tim Roark

**Carried**

3.0 Approval of March 27, 2018, Meeting Minutes

**Motion No. 2 That the minutes of March 27, 2018 be approved as written**

**Moved by:** Melissa MacDonald

**Seconded by:** Duncan Ellison

**Carried**

4.0 Business Arising from the November 5, 2017 Meeting Minutes

4.1 Business Arising

4.1.1 Taste for Charity Cookbooks

Lena advised that she donated 12 cookbooks to the Foundation for which the Treasurer will issue a tax receipt for the cost of the books. The books will continue to be used to provide as a gift to acknowledge top annual donors and at our conference exhibit booth for a chance to win a copy of the cookbook for booth visitors leaving their business card.

#### 4.1.2 Clifford Van Alstyne Communication Award BC Branch Donation Campaign

The Chair and Treasurer reported on the collaboration with the BC Branch to send to mail out a fundraising letter to BC CPHI(C)s to promote awareness of the Van Alstyne award. The donation solicitation letter was sent to a total of 226 people (112 CIPHI Members & 142 non-members) The Chair was responsible for the mailout which cost the Foundation \$585 for printing, envelopes and stamps.

Tim provided an update on the donations received to date and confirmed that the Van Alstyne family have donated \$1,000 for the 2018 award.

**Action: Tim to provide at the next Board meeting the total number of donors and the amount donated because of the BC donation campaign for this award.**

#### 4.1.3 Health Canada report on the Role of Public Health Inspection Services Waterborne Health Risk Alerting and Management

Klaus provided the report via email on March 27, 2018 to the Trustees.

**Action: the report will be further discussed at the Advancement Committee.**

#### 4.2 Standing Items:

##### 4.2.1 Report from the Chair

- Participated on the CIPHI NEC June teleconference call.
- Organized and hosted Governance Committee meeting June 20, 2018.
- Continued to do outreach to fill Trustee vacancies and Executive positions for 2018-2019.
- CIPHI 2018 AEC welcomed the Foundation's support in the provision of lanyards for the delegates if approved by the Board of Trustees.
- Continued work on the EHFC website.
- Preparing a draft of the 2017 year in review EHFC newsletter.
- Continue to post on the EHFC Facebook page and Twitter account.

**Motion No. 3** That the Chair's verbal report be accepted.

**Moved by:** Pamela Scharfe

**Seconded by:** Melissa MacDonald

**Carried**

#### 4.2.2 Report from the Treasurer

The Treasurer provided a verbal update. The 2017 year-end finances were positive in that the revenue was up over 2016 and expenses were down. The CIPHI Office Bookkeeper has reconciled the 2017 finances and the Board appointed auditors have approved the financial report for 2017 and the Treasurer has submitted a report to Revenue Canada Charities Branch as required for non-profit organizations.

The Board was provided with a document created by the Treasurer to provide an overview of the endowment funds held by the Foundation for the various awards.

**Motion No. 4 That the Treasurer's verbal report be accepted.**

**Moved by:** Tim Roark

**Seconded by:** Ralph Stanley

**Carried**

**Action: Tim to draft a thank you letter for the joint signature of the Treasurer and the Chair to express the Board's gratitude for their support.**

**Action: The Chair requested that the Treasurer prepare a "draft" 2019 budget as part of our strategic planning discussions for 2019-2021 at our meeting in September.**

#### 4.2.3 Advancement Committee Report

(a) **Banner:** This is a time sensitive item as there is a need to have the banner text approved and sent to the printer so that it can be used at the national conference in September.

**Action: The Chair is to email the Advancement Committee Chair Klaus to encourage him to email the full Board with a final draft for an electronic vote.**

(b) **2018 Awards:** Pam has emailed the committee members the 2017 awards marketing materials for review and comment, so it can be updated to reflect 2018 and be sent out. Pam will be suggesting to the committee that 2-3 members volunteer to be on the Award Review Panel.

(c) **2017 Year in Review EHFC Newsletter:** Pam is working on a draft for review and comment by the committee so that a draft can be forwarded to the Board for review and approval before it is released.

- (d) **EHFC Website:** the committee will review and comment and when finalized will be forwarded to the Board for review and approval before going live.
- (e) **Canadian Outreach Medical and Mission Team (COMMIT):**  
Ralph discussed a possible new water project group located in Stratford ON that the Foundation could explore as a future partnership and sponsorship project.

**Action: Ralph will provide additional details to the committee for their review and assessment and will report back to the Board.**

#### 4.2.4 Governance Committee Report

Pam, the Committee Chair provided a verbal update on activities of the committee to date.

- The committee members made some minor edits to the Scope of Work which will continue to be reviewed and revised as appropriate. An update copy will be sent out with today's Board meeting minutes.
- All workplans developed are to be carried out with a view to overlap or areas of consultation with the Advancement Committee.
- The four areas of responsibilities were discussed as well as time commitment, and committee members based on preference volunteered to work on the areas as follows (the bolded name is the "**Lead**" on the work):
  - Financial Accountability (**Tim** & Pam)
  - Governance Policy Development (**Jacqui**, Tim & Laurie)
  - Recruitment, Education & Retention of Trustees (**Pam**, Melissa, Jacqui)
  - Strategic Planning (**Laurie**, Melissa & Pam)
- Work that is currently under way:
  - Tim & Pam to develop a workplan for Financial Accountability.
  - Jacqui, Tim & Laurie will be reviewing the EHFC Regulation and policies to compare to CIPHI Bylaws and policies and recommend edits and creation of any new policies as appropriate. A template that is like the CIPHI policy template will be utilized.
  - Pam, Melissa, & Jacqui are developing a workplan for the tasks for Recruitment, Education & Retention of Trustees, as well as a recruitment & orientation information package for potential and new Trustees.
  - Laurie, Melissa & Pam to develop a workplan for ongoing strategic planning



4.31 New Business

4.3.1 2018 EHFC Report to CIPHI AGM

The Chair thanked the Board for their review and input on the report for the National CIPHI AGM that has been included in the electronic package that has gone out to the CIPHI Membership.

4.3.2 Replacement of the CIPHI Wooden Insignia Crest

The National CIPHI wood carved insignia crest has been lost due to courier errors. This important icon has historically been used as a focal point for the national conferences. There is a current plan supported by the NEC to replace the crest. The courier company was sent a formal letter expressing concern over the loss and the company has now agreed to assist in the replacement by having a new carving commissioned.

**Motion No. 5 That the Foundation accept a donation from the courier company in lieu of the replacement of a direct payment to replace the wooden crest. The Foundation will use the donation to pay for the replacement.**

**Moved by:** Duncan Ellison

**Second by:** Ralph Stanley

**Carried**

4.3.3 TempSafe

Tim reported that the Sudbury District Health Unit located in Ontario has placed a new order. Health Canada has placed a large order for approximately \$15,000 to be used to help with their education and awareness of First Nations clients across Canada.

**Action: The Advancement Committee will be responsible to discuss ways to promote the TempSafe products to increase awareness of their availability as an important and useful education and awareness tool for Environmental Public Health colleagues.**

4.3.4 2018 CIPHI AEC Sept 16-19, 2018, Saskatoon, SK

(a) The EHFC AGM will be held on Sunday, Sept. 16<sup>th</sup> beginning at 9:00 Central Standard Time (8:00 am MDT, 11:00 am EDT, 12:00 ADT).

To date Pam, Tim and Melissa are planning to attend the conference and will be in Saskatoon on the Sunday for the EHFC AGM. For those who are not attending in person arrangements will be made to participate via teleconference call. The meeting will be broken into

two parts: (1) AGM with a half hour break, followed by (2) Regular meeting.

(b) Donation of delegate lanyards for the 2018 CIPHI AEC

In 2017 the Foundation donated 150 lanyards for delegates with the EHFC logo. The cost was just over \$500. Discussed the purchase of lanyards as an annual cost for the national CIPHI AEC as a good marketing tool. The expected number for the 2018 conference is between 150-200. Pam suggested a higher quality lanyard be purchased as the cheapest was purchased in 2017. Duncan suggest that we purchase a larger number, so they can be used for future conferences and to provide to the Trustees to use and also for other marketing opportunities.

**Motion No. 6 That the Foundation spend up to \$1,000 for lanyards to promote the EHFC at the 2018 CIPHI national conference and beyond.**

**Moved by:** Duncan Ellison

**Seconded by:** Melissa MacDonald

**Carried**

(c) Silent Auction to support the EHFC at the 2018 CIPHI National AEC

The Chair approached the 2018 CIPHI National AEC Co-Chairs to see if they were planning to have a silent auction at this year's conference. The AEC Committee do not have the staff this year to organize a silent auction, but they would support the EHFC if they wanted to organize it. The 2017 silent auction as part of the AEC raised \$3,504. The Chair advised that she take responsibility for collecting items and setting up and managing the silent auction and welcomed Trustees who would like to donate money and/or items and if present at the conference their assistance.

**Motion No. 7 That the EHFC Chair organize a silent auction as a fund-raising event during the 2018 CIPHI National AEC being held Sept. 16-19, 2018.**

**Moved by:** Pamela Scharfe

**Seconded by:** Ralph Stanley

**Carried**

4.3.5 2018 CIPHI ON Branch Golf Tournament EHFC Fundraising Opportunity

Ralph and Pam with the support of the Board and CIPHI ON Branch will attend the pre-conference golf tournament being hosted at the Forest City National Golf Course on Sunday, Sept. 30<sup>th</sup>. Raffle tickets will be sold to

golfers with a chance to win back their golf registration fee to support the Foundation

5.0 Upcoming Meeting Dates:

Jacqui will send out a Doodle poll for a meeting at the end of August.

The AGM and regular meeting will be held on Sunday, Sept. 16<sup>th</sup>.

Meeting No. 1 for 2018-2019 will be planned for November.

**Motion No. 8 That the meeting adjourns.**

**Moved by:** Duncan Ellison

**Seconded by:** Melissa MacDonald

***Meeting adjourned at 3:35 pm EDT***



**ACTION ITEMS**

<b>Action</b>	<b>Task</b>	<b>Who</b>	<b>Status</b>
Committee membership	Pam to talk to trustees to discuss which committee they would like to be a part of	Scharfe & Trustees	Completed
Contact list	Update contact information for all Board members	Schnider	Completed
NEC Trustee Appointments	Clarify with the NEC their appointments to the Board of Trustees with respect to length of appointment and annual communication of continuation or replacement.	Scharfe	Ongoing
Financial Report	Revise the budget format for the next meeting to reflect: investments (% and term length); income and expenses showing comparison to current and previous year; and variance “year to date”. Second request by the Chair for two separate budget lines (1) to reflect Trustee expenses and (2) Trustee annual donation - 00should be revenue neutral based on our policy	Roark	Outstanding
Donations to EHFC	Increase from individual donors	All	Outstanding
2018 Water Aid Project	Tim to talk to Peter Heywood	Roark	Completed
Trustee Recruitment	Chair to continue to advocate to the Branch Presidents for suggestions on potential trustees. All board members to forward potential names to Chairman	Scharfe/All	Ongoing
GIC	Reinvest funds in BMO GIC	Roark	Completed
Honorarium	Mike Leblanc to advise the Chair on a fair honorarium for his extra work on the new website	Roark	Mike declined an extra honouriam
Financial support for students attending Convention	Need to investigate the feasibility of this being an annual fund.	Advancement and Governance Committees	Completed
Display banner	Design and order new banner	Scharfe & Seeger	Completed
Letter to ON ministry of Health	Opposition letter for removal of CIPHI requirement	Scharfe	Completed
Sewage Pamphlet	Tim to contact group to see what the cost of updating and reprinting brochure would be. Klaus, Tim, Pam, Ralph to review pamphlet	Advancement Committee	Outstanding