

Environmental Health Foundation of Canada

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Minutes of December 1 1996

Tele-Conference Meeting

1.0 Roll Call — The tele-conference was called to order at 12:35 p.m. Attending on line were Peter Rogers, Tim Roark, Charlie Young, Mike Reid, Keith Smith, Klaus Seeger (Chair and Minutes). Regrets: Dean Sargeant, Bruce Fortin, Gerry Bonham. *Note:* An updated list of Addresses, phone & fax numbers, and Email addresses will accompany the minutes.

1.1 Additions to Agenda — Under Business Arising: 2.8 — Branch Rep. (vice president) from NEC

3.3 Other: b) Secretary's Resignation (Dean Sargeant)

Agenda Approval: moved by Charlie Young; seconded by Mike Reid. Carried

1.2 Errors and Omissions from EHFC minutes of September 22, 1996 — Corrected spelling in 2.3 is *Mike Harnadek*

1.3 Approval of Minutes September 22, 1996 — *Moved* by Tim Roark, *seconded* by Peter Rogers that the minutes be received. *Carried*

2.0 Business Arising —

2.1 — Financial Report Update — Treasurer Charlie Young provided a verbal report: No major changes from the last report. Disbursements included:

C. J. Magee — \$74.08

K. Seeger — \$758.20 (CIPHI Conference \$457.84; May teleconference and postage & faxes \$300.36)

(a) Bank Account Balance — \$4394.62 as of Nov.26/96

(b) Term Deposit \$25,716.58 as of Sept. 30/96

(c) Financial Status — Total — \$30,111.20 (a + b = c)

Moved by Charlie Young, seconded by Keith Smith that Treasurer's verbal report be approved. Carried

2.2 — Environmental Health Aboriginal Student Project — Peter Rogers reported there were no direct activities towards implementing another sponsorship of a student. However, indirectly networking is occurring which may result in some positive outcomes.

If the Saskatchewan Indian Federated College (SIFC) Environmental Health degree is accredited by the CIPHI Board of Certification several opportunities may become evident.

Keith Smith has been requested to speak to the student body on science careers, including environmental health. Keith requested some information about the Foundation and the Institute. Klaus promised to send pamphlets on the Foundation and its projects to Keith before December 9, 1996. Keith has also been requested to speak to other schools (secondary), on his role in environmental health, during career days beginning in the new year.

Discussion also centred around the need to: develop criteria on students who may qualify for sponsorship; what types or levels of sponsorship will the Foundation offer; develop information for potential funders (i.e. other foundations, corporations etc.) on this project. There may be some information in the newly released report from the *Royal Commission on Aboriginal Peoples* that will provide opportunities for this project.

A copy of some foundations who have environmental health related topics as their focus of interest is attached to the minutes. With each project, current and proposed, there is a need to provide the objectives, funding needs, project activities & timelines, and possible benefits (exposure) for the sponsor.

2.3 — Herbison Award — Charlie Young provided an update . The concept of Bursaries is well supported in B.C. The previously issued cheque for \$1837.30 to BCIT via the BC Branch still has yet to be cashed awaiting submission by this Branch. The Chief EHOs in B.C. agreed to put money into the Herbison Award — \$1270.43 (\$1337.30 minus 5% administration) — on behalf of Mike Harnadek who also died recently. *Moved by* Charlie Young, *seconded by* Tim Roark to approve the verbal report. *Carried.*

2.4 — Food Safety Temperature Symbols — Klaus provide a verbal report on the status Work is continuing in finding a partner or funding sponsor. Once a strategy has been finalized more aggressive lobbying can take place. To date no confirmation has been made that the federal meat label initiative has been finalized.

Reference should be made to the September minutes for the questions which the EHFC Board of Trustees need to answer to help move this project forward. The question/concern was raised by Peter that for any partner to come on board the symbols should be in a bilingual format. Charlie and Tim indicated they would take this concern into consideration while the strategy is being developed. *Moved by* Klaus Seeger, *seconded by* Mike Reid to receive the verbal report. *Carried.*

2.5 — CIPHI WEB Page — Mike Reid reported that the completed package will be proposed to the NEC for adoption at the January meeting. There will be links available for all Branches, the Foundation and the Board of Certification. If they all participate the cost for the development and maintenance of the Page will be minimal. Once NEC approves the proposal then they can solicit the Foundation to participate and this could become a project of the EHFC. Funding sponsors could be obtained such as other foundations.

Mike indicated that a sample of the proposed WEB Page would be sent out prior to the NEC meeting and Klaus could provide suggested info the EHFC might put on. When

the NEC endorses the WEB Page proposal the package will be distributed to all trustees prior to our next meeting.

2.6 — Sewage Video — Tim Roark presented a proposal regarding an agreement with the Central Fraser Valley Union Board of Health for the EHFC to buy (takeover) the educational package on sewage systems called *Septic System Maintenance Pure & Simple*. Charlie and Tim developed the package. In addition to the video the package includes posters, pamphlets, overhead transparencies. The agreement would include copyright ownership, and complete ownership of all the materials in the package. The intent is to continue distribution across Canada with a potential for some western states. Environment Canada was one of the initial sponsors. Tim explained that to date 1750 videos, 35,000 brochures have been distributed in B.C. Health Canada bought 250 copies of a generic version for staff use. There would be a potential for involvement by the CIPHI NEC. The agreement when endorsed and signed would come into effect January 1, 1997. A copy of the video, the poster, and the brochure was sent to all Trustees. A draft copy of the agreement was faxed to Trustees for review prior to the teleconference meeting.

Discussion — Peter asked about the costs of the video. The cost of reproducing from the master copy is \$5 each. The tapes sell for \$10 each which includes mailing and handling.

Charlie — stated that he was pleased to have been associated with the project. However, there is still a lot of work to do to ensure efficient distribution in an orderly and timely manner.

Mike — stated the copy of agreement went to Executive Director and the NEC members with endorsement and support to be confirmed at the January meeting.

Klaus — thanked Tim and Charlie for being involved in the production of an excellent product. He hoped that if a motion was approved to accept the agreement further distribution would continue all across Canada and also be able to take advantage of international distribution opportunities.

Moved by Mike Reid and seconded by Peter Rogers that the EHFC sign the agreement with the Central Fraser Valley Union Board of Health to the transfer of ownership, copyright and all materials, including master copies and original documents, related to the video called Septic System Maintenance Pure & Simple. and execute the agreement. Carried. Note: Tim Roark abstained from voting due to his direct involvement with both the Central Fraser Valley Union Board of Health and the Environmental Health Foundation of Canada in this matter. A copy of agreement is attached . — See conditions.

Klaus as EHFC Chair will sign the agreement in the presence of a witness. He will then notify Charlie Young who will write a cheque for the agreed amount of \$1 to the Central Fraser Valley Union Board of Health.

Tim agreed to Email all trustees a proposal for a division of responsibilities between the EHFC and CIPHI.

2.7 — Certificate of Appreciation — Klaus led the discussion. An original draft was sent to Trustees on the suggested stock material. Discussion centred around the possibility of using colour for the CIPHI (blue) & EHFC (red) logos. Klaus stated that there would be extra costs if printed at a print shop to use colour. The draft sent out was done on a laser printer but in black on gold/tan stock paper. Klaus will find out the costs involved.

Moved by Tim Roark, *seconded by* Mike Reid to proceed with the development of the Certificate and mail out (framed). *Carried.*

2.8 — Branch Rep. on Board of Trustees — Mike will ensure that the NEC appoints a Vice President as a Branch representative as required in the Foundation regulations to sit on the EHFC Board of Trustees. The next NEC meeting is in the latter part of January.

3.0 —New Business

3.1 — Fundraising — Peter referred to the numerous foundations available which might be interested in funding one of our projects. A list will be sent with the minutes. He also noted that during his research he found that a large number of foundations were interested in providing fund to projects which benefit the Jewish community. Based on this fact he suggested that one of the EHFC projects could be related to kosher food safety. Mike Reid stated he would Email Richard Boehnke to find out if there were any potential project opportunities in Toronto which may benefit the Jewish community.

Other discussion centred around the need to get more information out to our members, sustaining members, Branch newsletters and the academic institutions who have schools of Environmental Health. It was noted that an adequate number of pamphlets was given to each Branch President for distribution to their members either with their newsletter mail out or other means. However, additional copies will be sent to newsletter editors.

Klaus will prepare an article or letter to the editor for the EHR to promote the Foundation.

3.2 — Trustee Nominating Committee — Tim led the discussion. During a brainstorming session he and Charlie had they came up with some potential candidates for Trustees. Tim also noted that a lot more needs to be underway by the Board if we are going to get outsiders to participate. The list of names follows:

- Robin Garrett, Canadian Restaurant & Foodservice Association (Toronto?)
- Brian Walton, Canadian Council of Grocery Distributors (Toronto or Ottawa?)
- Roy Hickman, Director General, Health Canada
- Harry Grenawitski, NSF, Ann Arbor Michigan
- George Kupfer, UL, Northbrook, Illinois
- Wayne Soper, VP Environment & Communications, Westcoast Energy
- Neil Williams, EHO in Alberta somewhere
- Tony Amalfa, EHO, once retired from the EHR

These are in addition to previous names of:

- George Gregg, EHO, back east of Toronto
- Dr. John Blatherwick, CEO, Burnaby Board of Health, BC
- Barry Morgan, Director, HPB, Dept. of Ag & Agri Food, BC

3.3 — Project Ideas — Tim and Charlie compiled a number of suggested projects that the Foundation could take on. (from an Email sent by Tim prior to teleconference) The actual dollar cost may not be all that much to start with but at least it broadens our portfolio of worthwhile projects. Here are some suggestions.

- Help fund startup of a Web Page
- Provide financial support for the Industrial Projects prepared by the EHO students at BCIT.
- Check & see if Ryerson has an equivalent program which we could HELP fund as well.
- Now that the BCIT "Bob Herbison" Award is up and running, create a number of Bursaries and Awards which the Foundation could issue itself to aspiring PHIs/EHOs.
- Help fund a Canadian/national food handlers education program
- Help fund the startup/distribution of the video/brochure/poster titled Septic System Maintenance Pure and Simple
- Help fund a second video on the importance of protecting our ground water
- Help fund the development of a pool safety course similar to FoodSafe for use across Canada.
- Help fund research in Canada into Giardia, Crypto and Hanta virus.

Tim and Charlie emphasized that "if we had a broad range of projects in our portfolio we should be able to generate more internal and external funds plus secure new Board Members."

3.3 (b) — Resignation of EHFC Board Secretary

Dean Sargeant tendered his resignation as Secretary of the Board. The trustees accepted his resignation with much regret. Members expressed their gratitude for the contribution that Dean gave to the Foundation over the last 10 years. It was noted that Dean is one of the founding Trustees of the EHFC. A letter and Certificate of Appreciation will be forwarded to Dean.

No volunteers came forward, to take on the duties of Secretary, from the existing trustees during the teleconference. All members will keep their ears open for potential candidates as Secretary. This will be a priority item for the next meeting.

3.4 — Time and Date of Next Meeting — All present indicated that the 12:30 p.m. (Ontario) start time was quite acceptable. Tentative Date for the next meeting will be March 2, 1997, 12:30 p.m.; with an alternate date as March 9, 1997.

Meeting adjourned at 2:30 p. m. (Ontario time)