



EHFC Board Teleconference Meeting No. 3

Sunday, March 15, 2020

APPROVED MEETING MINUTES (June 30, 2020)

Confirmed: Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker (**Minutes**), Tim Roark, Melissa MacDonald
Guest(s): NEC Rep, Kari Engle-Carter
Regrets: Fran Gelder, Victor Odele, Laurie Pike, Brad Giesbrecht

NOTE: * denotes that a document was circulated for the board to review prior to the meeting

| # | Item | Discussion | Action | Lead |
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| 1.0 | Welcome & Roll Call | Called to order at 11:38MT | | |
| 2.0 | Agenda | | | |
| 2.1 | Agenda approval/additions * | <p>Motion: That the agenda be adopted as distributed.</p> <p>Moved: Lena Parker Second: Pamela Scharfe Motion Carried</p> | | |
| 3.0 | Minutes | | | |
| 3.1 | Minutes Approval * | <p>Motion: Approval of December 4, 2019 Meeting No 2. Draft Meeting Minutes</p> <p>Moved: Lena Parker Second: Ralph Stanley Motion Carried</p> | | |
| 3.2 | Business Arising | <p>Climate Change – CAPE</p> <ul style="list-style-type: none"> This is a follow up to a previous discussion that was held by Pam Scharfe with the Canadian Association of Physicians for the Environment who openly invites other Environmental Health Organizations to join their climate change initiative. | Send letter to CAPE advising them of EHFC support. | Pam |

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| | | <ul style="list-style-type: none"> • Pam spoke with previous executive director who is now working as a consultant. They would welcome EHFC or CIPHI National/Branches to join. They are looking for more organizations to get on board to convince politicians and public to take climate change seriously. • CIPHI ON Branch is an example of a member organization that acknowledges that you support their work. • Pam proposes EHFC send a letter to advise that the board support their work, specifically to climate change. • CAPE would use EHFC logo on their website. • Pam will share information with National and send email to Kari to bring forth at NEC <p>MOTION: Pam to send letter of support on behalf of EHFC to CAPE in support climate change initiative.</p> <p>Moved: Pamela Scharfe Second: Tim Roark Motion carried</p> | <p>Share information with National and send an email to Kari to bring forth at NEC.</p> | |
| | | <p>NEC Appointee to EHFC Board of Trustees - Brad Geisbrecht, CIPHI SK Branch President for 2020</p> <ul style="list-style-type: none"> • At the NEC meeting in January, the NEC discussed having an appointee to the EHFC board. The NEC moved to appoint Brad Geisbrecht for the calendar year of 2020. He will report back to the NEC. The NEC will evaluate throughout the year. • Many benefits to having a NEC representative. | | <p>Pam & Kari</p> |
| | | <p>Advisory Board & Friends of the Foundation</p> <ul style="list-style-type: none"> • EHFC currently has a policy in place for “Friends of the Foundation” but the questions was – would it be beneficial to also have an Advisory Resource Board. Ie. Lawyer or strategic planner. This would fit nicely within policy #9 | <p>COMPLETE</p> | |

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| | | <ul style="list-style-type: none"> • A brief discussion was held during the September 2019 board meeting in Halifax and the board decided the governance committee would discuss in detail. • On January 26, 2020 the governance committee discussed having an advisory committee and friends of the foundation. • DECISION: EHFC does not need a separate advisory board. • COMPLETE – no further action. | | |
| | | <p>Password protected website</p> <ul style="list-style-type: none"> • Will aim by the spring meeting for the board to have access to the password protected part of the website. • The site will including historical information. • Photos and historical information can be backed by the cloud. • Board meeting agendas, draft minutes and other documents, can be uploaded to the website so they don't have to be emailed out. • Also looking at using google docs. • Kari advised google docs has been used successfully for the NEC. | Ongoing | Advancement |
| 4.0 | New Business | | | |
| 4.1 | NCCEH 2020 Ron de Burger Student Award | <ul style="list-style-type: none"> • The National Collaborating Centre for Environmental Health have decided to review this award during 2020 and are planning a new format for launch in 2021. • In 2019, they only had one person apply for the award. They raised the amount to \$700 and had allocated three \$700 awards. The one applicant was not accepted in 2019. • The award is funded by the federal government through NCCEH. Primary recipients were students from the 6 accredited schools. | | All |

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| | | <ul style="list-style-type: none"> • In 2018, under the direction of Lydia Ma, the criteria was changed. They raised the bar to post graduate research, shutting out students from accredited schools. • Mike sends an invoice to NCCEH, receives the money and EHFC administers awards. When Mike sent the invoice for the coming year, EHFC, received an email that the NCCEH are reviewing the award. • NCCEH asked for money back from 2018 and 2019 which was a total of \$2800 which was not used. Mike cut the check and gave it back to them. • Pam has not talked to Lydia. But they are planning a new format for launch in 2021. • Melissa commented that the way they were awarding would exempt our students because their requirements are greater than what undergrads would do. The last two years, there were no CIPHI students being acknowledged because it is above and beyond under grad level. | | |
| 4.2 | 2020 Fund Raising | <ul style="list-style-type: none"> • The advancement Committee recommended continuing fund raising for our 30th anniversary in 2020 until we reach our goal of \$30,000. • As of Dec 31, 2019, we reached 59% or \$17,630 of the goal. At the time of this meeting it was up to \$19,160. (2020 donations as of March 1st an additional \$1,530 reaching 64% of goal raising a total of \$19,160 since May 2019) • Most were individual contributions. <p>MOTION: In 2020, EHFC will continue fundraising efforts to reach the \$30,000 fundraising goal.</p> <p>Moved: Pamela Scharfe Second: Tim Roark</p> | | All |

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| | | CARRIED | | |
| 4.3 | 2020 Funding Projects | <p>Student attendance at 2020 CIPHI National Conference</p> <ul style="list-style-type: none"> • Just covers registration • A couple people out of province cancelled. • Question: How should the funds be administered? Do we want to pay the conference fees first and then collect money at the conference? Or should the student pay and then EHFC reimburses? • TIM – the condition that they had to be student members and was a problem. They cannot be using our funds in advance to pay for their membership. • CIPHI membership list on the website updates July 15 and Oct 15. • Information must be sent out before end of school year. The applicant must be ciphi student member at the time of application. EHFC will confirm their membership online. At the time of the application they could also verify on the form. • Students must be a member to sit oral and board of certification exam. • In 2019, some students sent a report on their experience and was posted on website. • Discussion: For 2020, should EHFC only make it open to only those two schools closest to the Ontario conference? Must be a student member and be from one of those schools. • Melissa suggested limiting funding to students at Conestoga and Ryerson would not be beneficial. Also thinks that having registration covered is fantastic. | | <p>Pam</p> <p>Ralph</p> |

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| | | <ul style="list-style-type: none"> • Tim supports Melissa. Since funds are limited. Not beneficial to exclude other schools. • 30 day cut-off date for cancelling. Had a waiting list next of people who want to go. • Melissa indicated that it is a barrier for students to have funding in pocket and then reimbursed for it. Pam agrees. • Registration for conference went through office and seemed to run smoothly. www.ciphidurham2020.ca • Student – \$325 before July 20, 2020, \$450 after July 20, 2020 • Ryerson and Conestoga can follow example by CBU to have matching dollars to support students to attend. • Tim - In 2010, BCIT put in a significant amount of money to allow students to go to the conference. <p>MOTION: The following will be required for the student conference funding:1) Student must be a CIPHI student member, 2) Open to all schools 3) Students must be in their final year or just graduated and no employed 4) EHFC will pay registration in advance 5) Only early bird registration will be paid for.</p> <p>Moved: Tim Roark Second: Melissa MacDonald CARRIED</p> <p>Fund a COMMIT project – October 2020</p> <ul style="list-style-type: none"> • Ralph was away but connected with the COMMIT team before they left. They were recently in Nicaragua and their mission went very well. • Ralph proposes that we move ahead with financial support to go towards construction of a well. They are building a | <p>Speak to Kurt Munk</p> <p>Call Ryerson and speak with Dr. Tenake</p> <p>Set up a teleconference with COMMIT to determine what their greatest need is and put together a package.</p> | <p>Ralph</p> <p>Pam</p> <p>Ralph</p> |

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| | | <p>well for the village. A discussion will be needed at the next meeting as to if we want to fund a project partially of in full.</p> <ul style="list-style-type: none"> • Ralph stated that a well project is \$10000. • Should EHFC donate \$5000 for drilling of new well. Or wait until we have more information. • Tim suggested that if we have the funds available we can commit that. But if we commit \$5000 and COMMIT cannot fund the other \$5000 for the well - what will they do? Roll it over to the next trips? <p>Next COMMIT trip is planned for OCT 2020.</p> | | |
| 4.4 | Google Calendar & Google Document Sharing | <ul style="list-style-type: none"> • Pam likes google calendar. Melissa likes the extra reminders. • Google docs for current information. Website for historical information. • Kari – NEC moved to Google Drive – If you need extra storage you can apply for it. Kevin Kapell handles that from Sask. Word docs can be opened into google docs. Users can collaborate in real time on google docs. Meeting minutes can also be entered live. All meeting docs are sent by google drive. NEC has limited access to Gmail email addresses. • Website can be used as a backup for archive materials. | <p>Reach out to Kevin and Brad to set up a teleconference to talk about steps and learning curve to google drive.</p> <p>Tim, Klaus and Duncan - will send archived materials.</p> | Pam & Lena |
| 4.5 | EHFC Board file archiving | <ul style="list-style-type: none"> • Tim Roark, Klaus Seeger and Duncan Ellison have been asked to assist Lena and Pam with providing reports, documents and photos they may have in their personal files that can be uploaded to the Cloud and our Board protected page on the EHFC website for historical purposes and future reference. | Create a list of items we would like to secure. | Pam & Lena |

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| 5.0 | Standing Items | | | |
| 5.1 | Treasurer's Report * | <ul style="list-style-type: none"> • Reference the Treasurer's distributed financial report • Feb 03, 2020 is the cut-off date to makes sure people receive payment/reimbursement. • Investments – endowed money. Grew by \$5000. • Good shape financially. • The board approved \$5,000 for the 30 year anniversary activities, but were over by \$1.35 • The Treasurer's report is structured as follows: administration is broken down to website graphics, teleconference, stamps/mailing. It is \$4-5000 higher than usual because of the 30 year anniversary expenses. Typically, administration costs are around \$3,500. • A complete breakdown of account transactions can be sent out if the board would like. Account transactions are approximately 12 pages long. • Tim recalled a change in submitting income tax receipts. Mike attended a revenue Canada training session. Revenue Canada said it is not necessary as long as you have paper trail. (In 2019 there were \$3,009.29 in board trustee donations). • Example: Pam attends a conference. She enters an expense claim. Pam does not get a cheque and give a cheque back for the exact amount (revenue neutral), but rather receives a tax receipt back. The treasurer only has to issue income tax receipt. | | Mike |
| 5.2 | Advancement Committee Report * | <p>Newsletter Submissions</p> <ul style="list-style-type: none"> • EHFC will submit articles or other submissions by contacting editors. • Advancement committee needs to come up with messaging. No issues with same information being in all the newsletters. • Need to determine specific deadlines and amount of space. | | Lena |

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| | | <ul style="list-style-type: none"> Tim mentioned that the BC page is always a scramble to complete and the editors forget to contact EHFC for submissions. <p>FundRazr</p> <ul style="list-style-type: none"> Introduction on the page to be updated. <p>Evaluation of Awards</p> <ul style="list-style-type: none"> Lili Ann Zahara currently has \$35,000 endowed money. At \$500 per year, \$35000 will last for 70 years. Flexibility for all awards except Clifford Van Alstyne which is \$1,000 form the family. There may be some financial flexibility to increase award value. | | |
| 5.3 | Governance Committee Report * | <p>Review of Regulation Upon review of the regulations, the following recommendations were made:</p> <ul style="list-style-type: none"> Regulation dated May 2010 needs to be modified. The regulation should be reviewed every three years or as required, in accordance with charities directorate, ciphi bylaw 9 and 10 and policies. All changes will be documented, dated, and signed. Victor and Pam will bring forward a draft regulation and policies. The draft will then be brought to membership approximately 90 days before the national CIPHI AGM (October 5/6) <p>Sent out condolence card to Duncan to whose wife passed and John Cannan, CIPHI ON Branch President who has been diagnosed with cancer.</p> <p>Motion: To adopt the Financial Report, Advancement Committee Report and Governance Committee report.</p> <p>Moved: Mike LeBlanc Treasurer Seconded: Ralph Stanley</p> | | Pam |

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| | | CARRIED | | |
| 6.0 | Next Meeting | | | |
| 6.1 | 2019-2020 Meeting Dates | The board needs to have two meetings before Oct 04, 2020. April 1 June 3 Oct 4, 2020 - EHFC AGM Sunday before the CIPHI AEC Oct 4-7, 2020 in Durham Public Health, Ajax, Ontario | Lena to connect with Pam to send out a Doodle Poll for future meeting dates. | |
| 7.0 | Adjournment | Meeting adjourned at: 1:25 MT Moved: Pamela Scharfe Seconded: Lena Parker CARRIED | | |