

**ENVIRONMENTAL HEALTH FOUNDATION  
September 05, 2010 Meeting**

13:00 to 14:15 hours Pacific Time  
MacKenzie Room,  
Westin Bayshore Hotel (Congress Venue)

**MINUTES**

(As approved at the teleconference meeting of April 18, 2011)

**Item 01: Roll Call**

The Trustees participating on-site in the Board Meeting were Klaus Seeger, Len Gallant, Pam Scharfe, Ron de Burger, and Tim Roark. Ryan Philpation attended as the representative of Phi Phan.

Duncan Ellison, Jacqueline Schnider, and Marilyn Lee joined by Teleconference call.

Apologies were received from Peter Rogers, Phi Phan, Ralph Stanley and Shendra Brisdon (Acting Chair),

Klaus Seeger assumed in the absence of the Acting Vice-Chair, the chair. A quorum was declared present.

Those on-site met from 09:00 to 12:00 in an informal meeting to discuss many Foundation matters which were reported at the Board Meeting.

**Item 02: Adoption of Agenda**

Klaus Seeger asked if there were any proposed amendments to the Agenda. A number of items were added to Other Business: the Canadian Nurses Association Environmental Health Advocacy, Charitable Donations, the Annual Report to CIPHI, and CIPHI-EHFC pins. Len Gallant proposed and Ron de Burger seconded a motion to adopt the Agenda as amended.

**Adopted**

**Item 03: Minutes of the Meeting of May 26, 2010.**

Pam Scharfe noted that although she had been unable to participate in the Meeting, she had sent her apologies.

Klaus Seeger mentioned that item 8.5 incorrectly referred to an annual donation of \$1,000 to the Ontario Branch for its well program for Africa, where as it was to be a single donation.

No other errors or omissions were proposed. Tim Roark proposed and Pam Scharfe seconded a motion to approve the Minutes as amended.

**Adopted**

**Item 04: Business Arising**

*Draft Policy No. 11*

Tim Roark reported that this had been reviewed by the informal group with a recommendation that the Board approve the Policy as written and previously circulated.

Jaqueline Schnider proposed and Ryan Philipation seconded a motion that the draft Policy No. 11 be adopted and implemented immediately following the Annual General Meeting.

**Adopted**

*Donor Acknowledgement Gifts*

Tim Roark reported that this had been discussed by the informal group with concluded that an acknowledgement gift comprising a small ¼ page note pad with the EHFC Logo displayed or watermarked should be provided to all donors with their thank you note and receipt. Duncan raised the issue of the size (thickness) and weight of the note pad, as this could significantly affect the cost of mailing. He offered to check with a printer close to the CWWA office which has such pads, and Tim also offered to check out a local supplier. Duncan Ellison proposed and Tim Roark seconded a motion to proceed as discussed

**Adopted; Action – Duncan Ellison and Tim Roark**

*Approval of the EHFC Regulations by NEC*

Tim Roark was pleased to announce that NEC had advised him orally, that it had approved the Regulations as submitted by EHFC. He expressed the hope that NEC would follow up shortly in writing. Trustees noted this information. Ryan Philipation indicated he would speak to Phi Phan to assure that the formal recognition letter was provided.

**Noted; Action - Ryan Philipation**

**Item 05: Reports**

**Item 05a: Communications Committee Report**

*Web site renewal*

Pam Scharfe asked if everyone had received the page design edits, which was affirmed. She indicated that if there was general agreement to proceed, which there was, she would proceed to work with Mike LeBlanc to complete the transfer to her and would then work with the web sub-committee over the Winter to set out full design proposals, and in the meantime would proceed to complete the updating of the information. She requested that half the regular honorarium be paid to Mike LeBlanc and that CIPHI should be asked to recognize EHFC not as a partner but as an independent although affiliated organization like the Board of Certification as such it should be identified on the CIPHI web page with its own hyperlink button. Ryan Philipation agreed to speak to NEC about the partner/button issue.

**Action - Ryan Philipation**

Pam Scharfe proposed and Duncan Ellison seconded a motion for Tim Roark to issue a cheque to Mike Leblanc, with a thank you letter, for half his normal honorarium for 2010.

**Adopted; Action – Tim Roark**

*Next Newsletter*

Pam Scharfe indicated she was planning to issue the next newsletter in November and would be sending it out through the CIPHI list Serve. She asked Trustees for suggestions. Duncan Ellison asked if she could circulate the last newsletter as a reminder at the same time she called on Trustees to propose material for it, She agreed to do so.

**Action - Pam Scharfe**

*Wikipedia*

Pam Scharfe indicated that once again Wikipedia had rejected the proposed entry, although without reason. It was suspected that it was because the text mentioned donations.

Duncan Ellison suggested that the text that had been circulated be amended as shown in the following paragraphs with strikethroughs. The other Trustees agreed.

**Environmental Health Foundation of Canada (EHFC)**

The Environmental Health Foundation of Canada (EHFC) is a not-for-profit organization for advancing environmental public health in Canada and internationally through education and research initiatives. The EHFC was set up in 1989. ~~And became a registered charitable organization under the Canadian Income Tax Act.~~

The activities of EHFC are coordinated by a Board of Trustees. Members come from industry, educational institutions, the community and government, and from the environmental public health profession. ~~Every dollar goes to projects.~~ Members give their time, experience and expertise to the administration of the Foundation.

~~Funds to support projects, awards and products can be donated, left in a will, given as a gift, or provided through a trust or an inheritance.~~

Please go to [www.ehfc.ca](http://www.ehfc.ca) for more information about the Environmental Health Foundation of Canada, its projects, products and awards. The EHFC is the educational and research arm of the Canadian Institute of Public Health inspectors ([www.ciphi.ca](http://www.ciphi.ca)).

Pam Scharfe agreed to forward the revised text to Shendra Brisdon for resubmission to Wikipedia.

**Action – Pam Scharfe and Shendra Brisdon**

Ron de Burger proposed and Marilyn Lee seconded a motion to accept the report of Pam Scharfe.

**Adopted**

**Item 05b: Finance Committee Report**

Tim Roark asked if everyone had received the various papers that he had sent out during the week. All agreed that they had. Tim Roark advised that the Treasurer's report comprised 5 areas of attention.

*Auditors' Report and Comments*

These comprised:

- The Finance Report January 1/09 to December 31/09
- The Auditors' Report, and
- The 2009 Financial Statement
- The Balance Sheet at December 31, 2009, and
- The Statement of Operations for 2009..

Tim Roark requested approval of the Financial Statement, which was accomplished by the general motion of adoption at the end of the reports.

He noted that the auditors had commented that all Trustees expenses and comparable donations should be made in the year in which they were incurred, and should be allocated to the All Expenses item rather than individual projects. Duncan Ellison suggested that this be written up as an Administrative Policy. Tim Roark agreed.

**Action - Tim Roark**

*Product marketing*

Tim Roark noted that while production costs had dropped for TempSafe Magnets and other products due to new digital printing techniques sales were not large. He requested that Klaus Seeger and Duncan Ellison collaborate to prepare and distribute a letter to all the health agencies across Canada promoting the products. Klaus Seeger and Duncan Ellison agreed to undertake that action.

**Action - Duncan Ellison and Klaus Seeger**

*Financial Support of NEC and the Branches*

Tim Roark noted that individual donations continued to decline and the support from NEC had been reduced due to the financial situation, but Branch support continued to be strong. Ryan Philipation noted that he had been unaware of this and stated that he would encourage NEC to re-allocate the contribution of 5% of membership fees to EHFC and restore the share of the proceeds from the Annual Educational Event.

**Action - Ryan Philipation**

Tim suggested that the Finance and the Communications Committees should collaborate in formulating a new marketing strategy to encourage individual donations to the Foundation.

**Agreed - Action Tim Roark and Pam Scharfe**

*2010 and 2011 Budgets*

The Budget document for 2010 were reviewed and Trustees thanked Tim Roark for the documents circulated, noting that he was correct in stating that the 2010 Budget needed approval earlier than mid-year.

It was agreed to approve the 2010 Budget at this meeting, and that Tim Roark would produce a draft Budget for 2011 before the end of the year for approval before the end of 2010.

**Action - Tim Roark**

*Appointment of Auditors*

Tim Roark indicated that while Charlie Young was willing to continue to perform audit services, Bill Leith had indicated that after many years he would not wish to continue this function.

It was agreed (within the general motion to approve the report) that Charlie Young should be reappointed as Auditor for 2010 and that Tim Roark should seek a second auditor.

**Adopted; Charlie Young re-appointed for 2010; Action - Tim Roark**

**Item 05c: Awards Committee Report**

Marilyn Lee spoke briefly to her submitted report and the arrangements that had been made for the recipients to be mentioned at the Award's Ceremony. Pam Scharfe asked if arrangements were being made for photographs of awards being given in the recipients home offices, as it was important to have these on the web site. Marilyn noted that the previous sets of pictures she had sent were not yet on the website, and indicated she would resend these to Pam. Pam responded by saying that she had received the photos and they had been mounted on the website.

Klaus mentioned that the use of funds to support students participation in the Conference this year was a good example of how the Foundation is returning donations back to the general membership.

*O'Hara Award*

The question of renewing the O'Hara Award was discussed. Tim Roark mentioned that it should be a national award because of his contributions to the CIPHI and education generally. After discussion it was agreed that the Awards Committee would generate the terms of reference and criteria for the award, the Finance Committee would consider how to raise the funds needed, and the Communications Committee would consider the publicity and communications needed.

Tim Roark proposed and Len Gallant seconded a motion accept the report, and to initiate these steps.

**Adopted; Actions – Awards, Finance and Communications Committees**

**Item 05d: Food Safety Committee Report**

Klaus Seeger reported orally on the activities of the Committee noting in particular that there is a new set of displays for the Temp Safe Symbols and we will get feedback from the Vancouver displays.

Klaus mentioned that he and Duncan Ellison will work on the preparation and distribution of a letter to Health Agencies re the magnets and stickers (see Finance Committee Report summary).

*Renewal of Trademarks*

Finally, Klaus Seeger reminded Trustees that the 7 TempSafe symbol trademarks EHFC holds will expire in 2013 and that there is need to set aside funds to renew them. He estimated that this will be approximately \$3,000.

Tim Roark proposed and Marilyn Lee seconded a motion accept the report and to include the renewal of the trademarks in the 2011 Budget.

**Adopted; Action - Tim Roark**

**Item 05e: Canadian Partnership for Food Safety Education Report**

Pam Scharfe reported that she has been accepted as part of the Board, but is somewhat disappointed with the organization of the Partnership, in that scheduled teleconferences and meetings have been arbitrarily changed with little information. Duncan Ellison reported similar experiences during his participation, but proposed the Foundation should remain active and a member of the Partnership, while noting that the partnership will be driven by the interests of the major donors.

Duncan Ellison proposed and Klaus Seeger seconded a motion to accept the report and to continue participation.

**Accepted**

**Item 05f: Water Safety Committee Report**

Duncan Ellison spoke briefly to the report submitted. Klaus mentioned that this was another good example of how the Foundation is supporting the Branches by returning some funds to projects of their interest. Len Gallant stated that we have to be careful to make sure that supporting such projects does not result in supporting administrative overheads and expensive travel, but goes directly or largely directly to the object of the project.

Ron de Burger proposed and Len Gallant seconded a motion to accept the Report.

**Accepted**

**Item 06: New Business**

Trustees reviewed the list of appointees and confirmed the following:

- NEC has to confirm its appointees to the Trustees
- Marilyn Lee is willing to extend her appointment for one more year only – i.e. to 2010/2011,
- Peter Rogers will leave the Board after having served 9 terms,

- Ryan Philipation is likely to be named by NEC as the Branch President nominee.

The only item discussed under this item was the need to recruit new Trustees. Klaus Seeger asked all trustees to consider who might be recruited to fill the vacancies.

**Action: All Trustees**

Duncan Ellison suggested that it would be useful to develop a “job description” for Trustees which was accepted as a good step to take – Klaus Seeger and Duncan Ellison offered to prepare the initial draft.

Duncan Ellison proposed and Ron de Burger seconded a motion to accept this review.

**Accepted; Action - Klaus Seeger and Duncan Ellison**

**Item 07: Other Business**

*Next meeting:*

After some discussion it was agreed that the next meeting should take place in the week of November 22<sup>nd</sup>. Marilyn Lee said she would have to check her teaching schedule and there was some thought that the best time would be November 26<sup>th</sup> at 4:00 pm ET. Marilyn said she would send out an email with a couple of dates and times as suggestions. This was agreed to by the Trustees.

**Agreed; Action - Marilyn Lee**

*Thank you letters:*

Duncan Ellison offered to draft and send out letters of thank you (including a certificate of appreciation) to the Trustees leaving the Board. This offer was accepted.

**Accepted; Action - Duncan Ellison**

**Item 08: Adjournment**

Tim Roark proposed and Pam Scharfe seconded a motion to adjourn the meeting at 14:15.

**Adopted**

## **Action Items**

### **Item 04: Business Arising**

#### *Donor Acknowledgement Gifts*

Tim Roark and Duncan Ellison to gather information on the cost of producing an acknowledgement note pad.

**Action – Duncan Ellison and Tim Roark**

#### *Approval of the EHFC Regulations by NEC*

Ryan Philipation to speak to Phi Phan to assure that the formal recognition letter of the Regulations is provided.

**Action - Ryan Philipation**

### **Item 05a: Communications Committee Report**

#### *Web site renewal*

Ryan Philipation to speak to NEC about changing the CIPHI website to recognize EHFC the as an independent organization (as is the Board of Certification) with its own hyperlink button.

**Action - Ryan Philipation**

Tim Roark to issue a cheque to Mike Leblanc, with a thank you letter, for \$150, i.e., half his normal honorarium, for work done in 2010.

**Action – Tim Roark**

#### *Next Newsletter*

Pam Scharfe to distribute the last Newsletter to Trustees and ask for contributions for the next newsletter planned for November.

**Action - Pam Scharfe**

#### *Wikipedia*

Pam Scharfe to forward to Shendra Brisdon revised text to be submitted to Wikipedia.

**Action – Pam Scharfe and Shendra Brisdon**

### **Item 05b: Finance Committee Report**

#### *Auditors` Report and Comments*

Tim Roark to prepare an Administrative Policy that all Trustees expenses and comparable donations should be made in the year in which they were incurred, and should be allocated to the All Expenses item rather than individual projects.

**Action - Tim Roark**

#### *Product marketing*

Klaus Seeger and Duncan Ellison collaborate to prepare and distribute a letter to all the health agencies across Canada promoting the products

**Action - Duncan Ellison and Klaus Seeger**

*Financial Support of NEC and the Branches*

Ryan Philipation to encourage NEC to re-allocate the contribution of 5% of membership fees to EHFC and restore the share of the proceeds from the Annual Educational Event.

**Action - Ryan Philipation**

The Finance and the Communications Committees should collaborate in formulating a new marketing strategy to encourage individual donations to the Foundation.

**Action - Tim Roark and Pam Scharfe**

*2010 and 2011 Budgets*

Tim Roark to produce a draft Budget for 2011 before the end of the year for approval before the end of 2010.

**Action -Tim Roark**

*Appointment of Auditors*

Tim Roark to seek a second auditor to replace Bill Leith.

**Action - Tim Roark**

**Item 05c: Awards Committee Report**

*O'Hara Award*

Awards Committee to generate the terms of reference and criteria; Finance Committee to consider how to raise the funds needed; and Communications Committee to consider the publicity and communications needed.

**Actions – Awards, Finance and Communications Committees**

**Item 05d: Food Safety Committee Report**

*Renewal of Trademarks*

Tim Roark to include the renewal of the trademarks in the 2011 Budget.

**Action - Tim Roark**

**Item 06: New Business**

*Job Description for Trustees*

Klaus Seeger and Duncan Ellison to draft a Job Description for Trustees.

**Action – Duncan Ellison and Klaus Seeger**

*Nominations*

All Trustees to consider who might be nominated/invited to join the Board of Trustees.

**Action – All Trustees**

**Item 7: Other Business**

*Next Meeting:*

Marilyn Lee to check her teaching schedule and suggest alternative dates and times for the week of November 22, 2010.

**Action – Marilyn Lee**

*Thank you letters*

Duncan Ellison to draft and send thank you letters and certificates of appreciation to Trustees leaving the Board.

**Action – Duncan Ellison**