

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Minutes of Annual Meeting

June 23, 2003

(Approved as corrected October 26, 2003)

1.0 Roll Call

Meeting commenced at 10:30 am MST

Klaus Seeger	Tim Roark	Scott MacLean
Keith Smith	Paul Medeiros	Ken Cross
Duncan Ellison	Dean Sargeant	Ron de Burger

Regrets:

Peter Rogers	Marilyn Lee	Shendra Brisdon
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1.1 Additions to the Agenda

The following agenda items were added:

- Changes to the Financial System (2.4)
- Donor Recognition Program (3.6)
- EHFC Brochure (4.1)
- CIHR General Discussion (4.3.b)
- Changes to Yearly AGM Structure (4.3.c)

Moved by Tim Roark and seconded by Keith Smith that:

"The Agenda be accepted as amended"

CARRIED

1.2 Errors and Omissions EHFC Minutes February 16, 2003

None noted.

1.3 Approval of EHFC Minutes of February 16, 2003

Moved by Ron de Burger and seconded by Ken Cross that:

"The minutes of the EHFC meeting from February 16, 2003 be accepted."

CARRIED

2.0 FINANCIAL UPDATE

2.1 2002 Annual Report

Tim Roark reviewed the EHFC Annual Treasurer's Report. Copies were distributed to committee members.

Duncan Ellison expressed concern over the \$4940.13 deficit in the Administration Cost Center. Tim Roark explained that the deficit was cumulative over an approximately ten-year period. He plans to change the reporting to a yearly format in next year's annual report.

Moved by Duncan Ellison and seconded by Ron de Burger that:

"The 2003 EHFC Treasurer's Annual Report be accepted as discussed."

CARRIED

2.2 Current Financial Status

Tim Roark reviewed the financial statements for the period January 1, 2003 to June 16, 2003. He noted that 75 sewage videos were sold in Ontario as a result of a Toronto Star article. Marilyn Lee was praised for her efforts with this initiative.

A discussion followed concerning ways to utilize national real estate companies to promote or purchase the sewage and water videos. This could include having the EHFC participate at national real estate conferences. Tim Roark volunteered to contact the respective heads of the key national real estate companies in Canada.

Tim Roark reiterated the need to increase revenue. Scott MacLean suggested that the EHFC solicit the provincial CIPHI branches for donations, in particular for donations targeting the continuing education scholarship fund. This suggestion was met with approval. Klaus Seeger will make the necessary solicitations with the provincial branches.

Moved by Tim Roark and seconded by Dean Sargeant that:

"The interim financial statement for the period January 1, 2003 to June 16, 2003 be accepted as presented"

CARRIED

2.3 Approval of Financial Reviewers

Tim Roark explained that it is permissible to designate 2 members to review the financial transactions of the EHFC. These members do not need special accreditation as auditors and should continue to be referred to as auditors for the purposes of the EHFC. Klaus Seeger read from an official definition of 'audit' and 'auditor'. Those definitions are listed immediately below.

Auditor (noun)

1. One that audits accounts.
2. One who audits a course.
3. One who hears; a listener

Source: *The American Heritage® Dictionary of the English Language, Fourth Edition*

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Auditor

A person appointed and authorized to audit or examine an account or accounts, compare the charges with the vouchers, examine the parties and witnesses, allow or reject charges, and state the balance.

One who hears judicially, as in an audience court.

Note: In the United States government, and in the State governments, there are auditors of the treasury and of the public accounts. The name is also applied to persons employed to check the accounts of courts, corporations, companies, societies, and partnerships.

[Source](#): *Webster's Revised Unabridged Dictionary*, © 1996, 1998 MICRA, Inc

Auditor

1. Someone who listens attentively [syn: [hearer](#), [listener](#)] 2: a student who attends a course but does not take it for credit 3: someone who audits accounts

[Source](#): *WordNet* ® 1.6, © 1997 Princeton University

Audit *n.*

1. An examination of records or financial accounts to check their accuracy.
2. An adjustment or correction of accounts.
3. An examined and verified account.

v. audited, auditing, audits

1. To examine, verify, or correct the financial accounts of: *Independent accountants audit the company annually. The IRS audits questionable income tax returns.*
2. To attend (a course) without requesting or receiving academic credit.

[Source](#): *The American Heritage*® *Dictionary of the English Language, Fourth Edition*

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Audit

He appeals to a high audit. --Milton.

1. An examination in general; a judicial examination.

Note: Specifically: An examination of an account or of accounts, with the hearing of the parties concerned, by proper officers, or persons appointed for that purpose, who compare the charges with the vouchers, examine witnesses, and state the result.

2. The result of such an examination, or an account as adjusted by auditors; final account.

Yet I can make my audit up. --Shak.

3. A general receptacle or receiver. [Obs.]

It [a little brook] paid to its common audit no more than the revenues of a little cloud.

--Jer. Taylor.

Moved by Duncan Ellison and seconded by Ron de Burger that:

"William Leith and Lorraine Woolsey be approved as EHFC auditors for 2003."

CARRIED

2.4 Changes to Financial System

Tim Roark recommended the following changes to the EHFC financial system:

- The EHFC should initiate an annual operating budget that is to be approved by the Trustees prior to the start of the new financial year.
- The funds for the operation and administration of the foundation should come from bank interest, revenue from product sales and grants and not from donations made to the foundation.
- Future donations that are not designated by the donors to specific projects should be placed in a "Not Specified Donation Fund" from which the Trustees can, by motion, transfer some or all of these monies into other existing or new "Approved Projects".
- Existing donations that have not been designated for specific projects should also be moved into the "Not Specified Donation Fund".
- The funding of the Web Page should be changed from an "Approved Project" to a separate administrative cost item.
- A "Finance Committee" should be created within the Board of Trustees to work with the Treasurer regarding the creation of the annual Budget and Financial Statement. The Chairman should recommend who should be the members of the Finance Committee and the Board of Trustees should consider for approval the recommendations by the Chairman.

Moved by Dean Sargeant and seconded by Keith Smith that:

"The recommended changes to the financial system be adopted."

CARRIED

2.5 Approval of Signing Officers

Moved by Dean Sargeant and seconded by Paul Medeiros that:

"The change of signing officers for financial affairs be approved.

CARRIED

3.0 BUSINESS ARISING

3.1 Logo-Letterhead

The EHFC Letterhead is complete, but uses significant computer memory. Keith Smith will investigate ways to reduce its demand on memory.

3.2 CIPHI/EHFC Scholarship Fund

Following a review of the criteria and discussion with members of the NEC, amendments to the CIPHI/EHFC Scholarship Fund were recommended:

- Eligibility criteria should be 5 consecutive years as a CIPHI member in good standing.
- The number of available awards should increase as the fund principle increases. This will allow for more students to benefit.
- There should be separate awards for full time and part time students. Both awards would be for the same amount of money.
- The scholarship will be paid to the student at the completion of a specific course.
- The scholarship can be applied to a course taken in the current calendar year or the upcoming year.
- Provincial CIPHI branches will be requested to donate to the fund.
- The name of the award should be changed to the *CIPHI/EHFC Continuing Education Award*

Moved by Tim Roark and seconded by Ron de Burger that:

"The award criteria be amended as discussed."

CARRIED

3.3 TempSafe Symbol Cost and Partnership Update.

Tim Roark informed trustees that only one order was received this year for the Temp Safe Symbols. The fund raising committee is planning ways to improve

sales of this item. Dean Sargeant suggested adding them to the merchandising section of the CIPHI Web site.

Paul Medeiros updated the trustees on the recent Canadian Partnership for Food Safety Education AGM. Highlights included:

- Robert de Valk (Further Poultry Processors of Canada) updated the Partnership on the National Consumer Food Safety Communication Strategy Planning Project. This project aims to unite major Canadian Food Safety organizations so that a common Canadian communication strategy can be developed and implemented.
- "Food for Health" Museum Exhibit. The Partnership is deeply involved in the development of this exhibit. The exhibit will run between 2006 and 2009. Between March - October 1996, the exhibit will be housed in the Ottawa Agriculture Museum. From there it will travel across Canada. Among other things, the group discussed the how the various stakeholder groups would influence the exhibit design and message.
- Media Relations Committee Report: They did some great things in terms of getting the food safety message out to the public through radio interviews.
- Education Committee: Set to pilot an education campaign geared to university students. It appears like the focus groups they conducted during the planning stage were extremely useful.

3.4 Fundraising-Lottery-Bateman-Horton-Prints

Klaus Seeger updated the trustees on the discussion held at the CIPHI National Executive Council concerning the EHFC Bateman-Horton prints lottery. It was suggested that monies raised from the EHFC Bateman-Horton prints lottery be earmarked for the CIPHI/EHFC Continuing Education Award.

Moved by Tim Roark and seconded by Scott MacLean that:

“All proceeds from the Bateman-Horton prints lottery be dedicated to the CIPHI/EHFC Continuing Education Award.

CARRIED

Tim Roark discussed a request he had received to create an award for Leonard Hiebert, the former EHR Editor. Ken Cross suggested awarding it to a student based in his/her submission of an article to the EHR. The EHR review board will be requested to select the winning submission. Participation will be limited to CIPHI student members in good standing.

Moved by Ron de Burger and seconded by Ken Cross that:

“A \$100.00 Leonard Hiebert Environmental Health Review Award be established.”

CARRIED

3.5 Sewage Video-Groundwater Video – Update

Tim Roark informed trustees of an order backlog on the sewage videos. He will soon place an order for additional videos.

3.6 Donor Recognition Program

Tim Roark informed trustees that future announcements of donors/donations should include the name of the donor and the monetary level of the donation, but not the actual amount of the donation.

4.0 NEW BUSINESS

4.1 EHFC Brochure

Tim Roark updated the trustees on the progress he has made with the development of a new EHFC brochure. He presented 4 samples that represented different sizes, styles and paper stock. It was estimated that the cost to develop a prototype would be approximately \$1000.00. The prototype could be used to generate either a small print run or a laser run of a few hundred copies.

Scott MacLean suggested that Tim Roark could combine his efforts with those of the Alberta CIPHI branch whose members are currently working on a similar brochure project.

The trustees suggested that Tim Roark should continue his development work.

4.2 Re-appointment/Election of Board

4.2.a Trustees

Moved by Ron de Burger and seconded by Ken Cross that:

“ Dean Sargeant, Marilyn Lee, Paul Medeiros and Keith Smith be re-appointed as trustees.”

CARRIED

4.2.b Chair

Moved by Dean Sargeant and seconded by Ron de Burger that:

“Duncan Ellison be appointed as chair.”

CARRIED

4.2.c Vice-Chair

Moved by Ken Cross and seconded by Scott MacLean that:

“Klaus Seeger be appointed as vice-chair.”

CARRIED

4.2.d Treasurer

Moved by Dean Sargeant and seconded by Paul Medeiros that:

“Tim Roark be re-appointed as treasurer.”

CARRIED

4.2.e Secretary

Moved by Scott MacLean and seconded by Ken Cross that:

“Paul Medeiros be appointed as secretary.”

CARRIED

4.3 Other Items

4.3.a Payment of Accounts Associated with Meeting of June 23, 2003

Moved by Ron de Burger and seconded by Keith Smith that:

“All accounts associated with the meeting be paid.”

CARRIED

4.3.b Canadian Institute of Health Research (CIHR)

Scott MacLean informed trustees that there may be funds available through the CIHR for an EHFC-driven research project. Ron de Burger will investigate further.

4.3.c Public AGM

Klaus Seeger suggested that the next EHFC AGM could include the provision of a general information session, slotted into the regular CIPHI conference agenda. A summary of projects and a financial update could be provided to attendees, as well as a Q&A session. Klaus Seeger will work out the details and report back to the trustees.

4.3.d Date and Time of Next Meeting

To be determined by the new chair.