

**ENVIRONMENTAL HEALTH FOUNDATION
Board Meeting and AGM Minutes of July 13, 2014**

14:00 to 17:00 hours (Newfoundland Time)

(As amended by the EHFC Teleconference October 19, 2014 and approved by the EHFC Board and AGM Meeting of September 12, 2015)

Item 01: Roll Call

Ron de Burger (Chair), Cameron Coulby, Duncan Ellison, Jacqueline Schnider, Tamella Carroll, Len Gallant, Pamela Scharfe, Klaus Seeger, Ralph Stanley.

A quorum was achieved.

Regrets: Len Gallant, Gary O'Toole

Item 02: Adoption of Agenda

The Chair asked if there were any proposed amendments to the Agenda:

Ralph Stanley requested that a discussion of the Ontario golf tournament be added. It was added under other business (06).

Pamela Scharfe requested that the purchase of a new stand for the EHFC sign be added. It was added under other business (06).

Duncan Ellison requested that structure of the foundation be added. It was added under Governance (04).

Cameron Coulby requested that next meeting be added. It was added under other business.

Ron de Burger moved and Pamela Scharfe seconded a motion to adopt the Agenda.

Adopted

Item 03: Approval of Minutes

(a) Minutes of the Meeting of May 10, 2014

The Chair asked if there were any amendments or corrections to the Minutes which had previously been circulated for comment.

Ron de Burger moved and Tim Roark seconded a motion to adopt the minutes of May 10, 2014.

Adopted

(b) Business Arising from the May 10, 2014 Minutes

The list of action items from the May 10, 2014 meeting were reviewed with the following results:

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|-------------|-----------------------|---------------------------------|
| Item 04 (a) | Financial Matters: | Addressed in Item 4(a) |
| Item 04 (g) | Nominations: | On Agenda (Item 06) |
| Item 05 (d) | Trustee Recruitments: | To be followed up with by Chair |

(c) Chairman's Report to NEC

Pamela Scarfe reported that she and Tim Roark attended the NEC Meetings and there were no questions regarding the report. Pamela Scarfe reported that in order to foster greater involvement of the NEC Chair with the Committees, all Committee Chairs are invited to attend all NEC Meetings. Pamela Scharfe reported that the Board of Certification will be using plagiarism-detection software for trainee reports. Pamela Scharfe also reported that EHFC will be added as a stakeholder to the Mandatory Membership working group.

Tim Roark reported that NEC has not renewed its contribution to supporting the EHFC Continuing Education Award since 2008, and a decision regarding whether or not this support will be supported in the future has been postponed. This item was addressed in the Chairman's Report.

Action: Pamela Scharfe to draft a letter to be sent to Gary O'Toole for NEC, to be followed up with a phone call if needed, requesting clarification regarding NEC support for the Continuing Education Award.

Adopted

Item 04: Committee Reports

(a) Financial Matters

The Treasurer, Tim Roark circulated financial reports prior to the meeting.

Tim Roark reported that the budget and revenue reports have been approved by Revenue Canada, but that EHFC ran a deficit in 2013. Three donations were received as a result of a fundraising newsletter (distributed by Pamela Scharfe) and twelve donations were received subsequently. Funding for TempSafe were not received from the Ontario government. Tim Roark encouraged the Trustees to increase fundraising efforts.

It was agreed that the 2015 EHFC Budget (Item 04 (b)) will be discussed at a later meeting.

Ralph Stanley moved and Jacqueline Schnider seconded a motion to reappoint the EHFC Auditors for 2015.

Adopted

(c) Awards

The Committee Co-Chairs Gary Gallivan and Len Gallant, circulated a report prior to the meeting. Gary Gallivan reported that the Committee is continuing work on ensuring that privacy concerns are addressed for nominees for awards. Gary Gallivan also updated the Trustees on the status of the Awards. Ralph Stanley prompted a discussion of the new School of Public Health Inspectors situated at St. Saint Marie (Lake Superior State College), and whether or not it has Board of Certification Approval. It was decided that more information is required.

Pamela Scharfe reported that the current requirements of the EHFC awards include the requirement that nominees be CIPHI Members in good standing for at least 5 consecutive years, but this has caused some issues with nominees in the past, and requested guidance from the Trustees regarding this issue. After discussion among the Trustees, it was generally agreed that the standard going forward will be a minimum of five years of membership, but not necessarily consecutive, at the discretion of the Committee.

(d) Communications

The Chair, Pamela Scharfe circulated a report prior to the meeting. Pamela Scharfe welcomed Tamela Carroll as a member of the Committee, and updated the Trustees on the status of the social media accounts of the EHFC.

(e) Food Safety

The Chair, Klaus Seeger submitted a verbal report. Regarding the trademarks, Klaus Seeger reported that Trademarks Canada told him that it takes at least 9 months once submitted for publication, and it will take at least until September for EHFC Trademarks to be published.

(f) Water Safety

The Chair, Duncan Ellison advised that he attended an NSF workshop regarding the application of HACCP principles to the water systems in buildings and he distributed the information to the Branches.

(g) Governance Committee

The Chair, Ron de Burger nothing new to report. Duncan Ellison prompted a discussion regarding the structure of the EHFC, and suggested that it may be advisable to reduce the

number of standing Committees and use ad-hoc Committees when needed to carry out work.

Tim Roark reported that NEC requests EHFC to reduce the NEC Representative requirements from two representatives from NEC to one representative to maintain a quorum. To be circulated as a motion prior to next Meeting.

Action: Trustees to respond a circulated motion before the next EHFC Meeting.

Ron de Burger moved and Duncan Ellison seconded a motion to adopt the Committee reports.

Adopted

Item 05: AGM Business

(a) Trustee elections and appointments

Pam Scharfe chaired a motion to re-elect Ron de Burger, Klaus Seeger, Duncan Ellison and Len Gallant as Trustees for 2014-2016. Each Trustee present stood for their re-election, with Len Gallant's election subject to his approval.

Tim Roark moved and Ralph Stanley seconded a motion to re-elect Ron de Burger, Klaus Seeger, and Duncan Ellison as Trustees.

Duncan Ellison moved a motion and Klaus Seeger seconded a motion to appoint the following Trustees as Executive Officers of the Foundation: Ron de Burger as Chair, Klaus Seeger as Past Chair, Pamela Scharfe as Vice-Chair, Tim Roark as Treasurer, and Cameron Coulby as Secretary.

Adopted

(b) Approval of Signing Officers

Duncan Ellison moved and Klaus Seeger seconded a motion to re-designate the current signing officers for a further term of one year.

Adopted

Item 06: Other Business

(a) Canada anti-spam law

Pamela Scarfe reported that there is a new anti-spam law that affects non-profit organizations contacting past donors for the purposes of raising funds. Pamela Scharfe reported that this will not affect EHFC, unless a person requests that EHFC stop sending electronic information to that person, in which case EHFC needs to respect that request.

(b) EHFC Quorum

Discussed above.

(c) Honorary Chair

Jacqueline Schnider suggested that Dr. Jerry Preddy, Andre Corveau, or James Talbot might be candidates for Honorary Chair. Ralph Stanley suggested Dr. David Butler-Jones.

Action: Ron de Burger requested that all Trustees bring forward nominees for Honorary Chair, along with CV's for those nominees, to be discussed at the next meeting.

Action: Trustees to bring forward ideas for the “job description” for Honorary Chair.

(d) Ontario golf tournament

Ralph Stanley reported that the EHFC Trophy will be presented for Best Ball at the CIPHI Ontario Conference, however a request to add an EHFC raffle to the tournament was rejected due to a raffle already being provided at this time.

(e) Purchase of a new display stand for EHFC sign

Pamela Scharfe will look in to the purchase of a new display stand for EHFC.

(f) Continuation of Strategic planning

Pamela Scharfe will look in to scheduling some time for a continuation of the strategic planning session as a separate item, possibly using GoToMeeting or other online system.

(g) Next Meeting

Cameron Coulby will send a Doodle poll to the Trustees for dates in late September to arrange for the next EHFC meeting.

Item 07: Adjournment

There being no other business to transact the Chair moved a motion to adjourn the meeting at 14:15 Eastern Time.

Action Items

Item	Action	Who/Status
New items from the June 13, 2014 AGM		
<i>Item 03c: Request for update from NEC regarding support for Continuing Education Award</i>	Pamela Scarfe to draft a letter to be sent to NEC.	
<i>Item 04g: Motion to reduce NEC Representatives required for EHFC Quorum</i>	Tim Roark will send around a motion to be formalized at the next Teleconference	<i>Trustees to respond</i>
<i>06c: Honorary Chair</i>	Trustees are to suggest possible Honorary Chair appointees, and provide CVs to be reviewed. Trustees are also to suggest possible wording for the description of the role of the Honorary Chair.	<i>Trustees to respond</i>
Items from November 27, 2013 Teleconference		
<i>Item 04a: Merging book-keeping duties with NEC</i>	Tim Roark to draft an agreement between NEC and EHFC for harmonizing book-keeping duties.	<i>Tim Roark to report</i>
Items for June 23, 2013 AGM		
<i>Item 04: Treasurer Succession Planning</i>	Tim Roark suggested that a new Treasurer for the EHFC will be needed before he retires at the 2014 AGM.	<i>Trustees to consider</i>

Appendix A: Parking Lot

Item	Action	Who/Status
<i>Follow up with Health Canada</i>	Klaus Seeger and Tim Roark to consult with Health Canada regarding creating opportunities for further exposure for EHFC	Klaus Seeger and Tim Roark <i>to report</i>
<i>O'Hara Award</i>	A historical document will be produced about Major O'Hara using information from Susan O'Hara and Tim Sly.	Tim Roark <i>to report</i>
<i>Promoting TempSafe in the USA</i>	It was suggested by Klaus Seeger that TempSafe products could be marketed in the USA, with some adjustments. Ron de Burger to consult with NEHA, Tim Roark to consult with Christina Chociolko.	Ron de Burger and Tim Roark <i>to report</i>
<i>Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pamela Scharfe and Tim Roark	All Trustees: <i>to consider volunteering</i>
<i>Creation of EHFC Chapters</i>	Creating provincial chapters of the EHFC may increase available funding sources.	<i>On Hold</i>
<i>Scanning minutes to PDF</i>	Tim Roark will compile a complete set of EHFC minutes in PDF format	Tim Roark <i>to report</i>