

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Meeting and AGM – September 25, 2005

(As approved at the meeting of June 25, 2006)

01 Roll Call

The meeting commenced at 16:00 EST

Present:

Duncan Ellison	Tim Roark	Ken Cross	Marilyn Lee
Peter Rogers	Dean Sargeant	Klaus Seeger	Claudia Kurzac
Shendra Brisdon	Len Gallant		

Regrets:

Ron de Burger Paul Medeiros

02 Adoption Agenda

The Agenda was reviewed, no new items were proposed.

Moved by Klaus Seeger and seconded by Tim Roark that the agenda be adopted.

Adopted.

Claudia Kurzac requested the floor to announce that NEC was re-organizing slightly and requested that Ken Cross, present in the room, be appointed as a Trustee.

Moved by Klaus Seeger and seconded by Tim Roark that this be done. **Adopted.**

03 Adoption of Previous Minutes

The Minutes of the last meeting were reviewed. No errors were found.

Moved by Dean Sargeant and seconded by Marilyn Lee that the minutes be adopted.

Adopted.

04 Report of the Governance Committee

Duncan Ellison reviewed the proposed report to the CIPHI Annual General Meeting of the Foundation's Annual Report. Some additional items were proposed for inclusion and it a revised text was drafted.

Moved by Marilyn Lee and seconded by Klaus Seeger that the revised Annual General Meeting Report be adopted and presented to the CIPHI AGM. **Adopted.**

05 Report of the Finance Committee

Tim Roark briefly summarized the circulated financial reports including the Balance Sheet for 2004, Revenues and Expenses to September 2005, Funds available by type, and the Auditors' Report for 2004. The following motions were made:

Moved by Klaus Seeger and seconded by Dean Sargeant to accept the Audited Financial Report for 2004. **Adopted.**

Moved by Dean Sargeant and seconded by Marilyn Lee to transfer the sum of \$2,552.08 raised through the Bateman-Horton Raffle to the CIPHI-EHFC Continuing Education Award. **Adopted.**

Moved by Duncan Ellison and seconded by Klaus Seeger to set as a target, \$50,000 for the amount of funds to be held in trust and accumulated interest as the funds committed to the education program. **Adopted.**

Moved by Ken Cross and seconded by Dean Sargeant to amend the Financial Policy that the Treasurer obtain the agreement of one of the other signing officers before any cheque of more than \$500 is issued. **Adopted.**

Moved by Marilyn Lee and seconded by Dean Sargeant that the Proposed Operating Budget for 2005 be accepted. **Adopted.**

Moved by Dean Sargeant and seconded by Marilyn Lee that the Treasurer's Report be accepted. **Adopted.**

Moved by Klaus Seeger and seconded by Dean Sargeant to accept the Auditors' Report. **Adopted.**

Moved by Peter Rogers and seconded by Klaus Seeger to reappoint William Lee / Charles Young as Auditors. **Adopted.**

06 Awards Committee Report

An extensive discussion took place on the Awards currently in place and the progress to establishing two new awards. It was agreed that the awards would include the Continuing Education Award, the Len Heibert Awards and the Lilli Ann Zahara Award. Particular attention was given to the recommendations for the selection criteria, which were modified slightly.

It was agreed that Marilyn Lee and her colleagues would revise the award reference material.

Moved by Klaus Seeger seconded by Dean Sargeant to accept the Awards Committee Report. **Adopted.**

Moved by Tim Roark and seconded by Len Gallant that the revised awards information should be posted on the Website. **Adopted.**

07 Report on the Food Safety Partnership

Klaus Seeger provided a brief oral summary on the Partnership activities which seem to be still in a state of flux. A commitment has been made to undertake a full review of the program and to re-energize it. He anticipated that this would take about a year. He reported that in the meantime the FightBAC!™ curriculum was currently reaching kindergarten to grade 3, grades 4 to 7 through dedicated programs, and that there was a move to extend the program to High School grades. The Mrs. Cookwell project is to be launched in the post-secondary target group during the 2005-2006 school year.

Moved by Marilyn Lee seconded by Dean Sargeant to accept Canadian Partnership for Food Safety report. **Adopted.**

08 Report of the Fund Raising Committee

The oral report by Tim Roark and Klaus Seeger was discussed. It was suggested that no solicitations should be made to firms associated with tobacco and alcoholic products. This was agreed.

It was suggested that the list of contributors to the Conference be obtained and they should be approached for donations to the Foundation. This was agreed.

The question also arose of requests being received to link the EHFC Website to other websites. It was agreed that Tim Roark would produce a draft policy for consideration at a future meeting.

Moved by Marilyn Lee and seconded by Ken Cross that the report of the Committee be accepted. **Adopted.**

09 Review of the Website

Dean Sargeant reported that Mike Leblanc is concerned about the accuracy and currency of our information on the web site. It needs to update, of particular concern was the aboriginal student environmental health educational program, which is very much out of date.

Action ALL please look at the website and identify the need to update information. Send changes to Mike Leblanc and cc Dean Sargeant or send to Dean Sargeant directly

Moved by Tim Roark and seconded by Ken Cross that the report of the Website Committee be accepted. **Adopted.**

10 Report of the Fleming Memorial Project

Klaus Seeger reported that little action had been achieved to meet the objectives of the Fleming Memorial Project and funding was not available for an expansion.

It was suggested that maybe the materials could be incorporated on DVDs to lower the costs. Tim Roark agreed to examine the possibility technically and Duncan Ellison indicated he would approach CMHC for possible funding.

Moved by Len Gallant and seconded by Dean Sargeant that the report be accepted and the actions suggested be pursued. **Adopted.**

11 Appointment of Trustees / Election of Officers

The re-appointment of currently serving Trustees was raised.

Moved by Klaus Seeger and seconded by Marilyn Lee that Duncan Ellison, Peter Rogers, Marilyn Lee, Paul Medeiros, Keith Smith and Dean Sargeant be re-appointed as a Trustee. **Adopted.**

The appointment new trustees was discussed.

Moved by Klaus Seeger and seconded by Marilyn Lee that Pam Scharfe be appointed as a Trustee. **Adopted.**

It was proposed that the terms of appointment of Trustees should be included in the List of Trustees for the purposes of keeping track of this matter. This proposal was accepted.

The election of 2005-2006 Officers was discussed.

Moved by Dean Sargeant and seconded by Ken Cross that the Table Officers be re-appointed for 2005-2006. **Adopted.**

12 Other Business

Duncan Ellison indicated that there was a possibility that Health Canada would contract with EHFC to undertake a survey of public health units' protocols and practices in respect of waterborne illness outbreaks. This would involve setting up a series of volunteers who would contact PHUs in various regions, asking them to complete a survey questionnaire and then assembling and analysing the responses. He indicated the amount of the contract would be less than \$10,000. In the discussion it was agreed that this would be a worthwhile project and that an approach should be made to Health Canada.

Moved by Duncan Ellison and seconded by Tim Roark that Klaus Seeger open contact with Health Canada and pursue this project. **Adopted.**

13 Adjournment

Moved by Klaus Seeger and seconded by Dean Sargeant that the Meeting Adjourn. **Adopted.**