

# **ENVIRONMENTAL HEALTH FOUNDATION of CANADA**

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## **MINUTES of the TELECONFERENCE, NOVEMBER 22, 1998**

### **1.0 Introduction of new Trustees**

The meeting was called to order at 11:00 EDT. Klaus Seeger introduced and welcomed the new trustees to the EHFC, Mr. Ron de Burger and Mr. John O'Laney.

### **1.1 Roll Call**

In attendance were:

Peter Rogers	Pat Murray
Klaus Seeger	Ron de Burger
Charlie Young	John O'Laney
Tim Roark	Robert Bradbury
Barry Morgan	

Regrets: Bryan Walton, Mike Reid, Keith Smith

### **1.2 Errors and Omissions EHFC Minutes August 23, 1998**

There were no errors or omissions.

### **1.3 Approval of EHFC Minutes of August 23, 1998.**

Moved by Charlie Young and seconded by Pat Murray that:

*"The minutes of the EHFC from August 23, 1998 be accepted."*

**CARRIED**

### **1.4 Additions to the Agenda and Approval**

There were no additions to the agenda. Moved by Tim Roark and seconded by Charlie Young that:

*"The agenda be approved as presented."*

**CARRIED**

## **2.0 BUSINESS ARISING FROM THE EHFC MEETING OF AUGUST 23, 1998**

### **2.1 Financial Report**

Reporting for the period August 16, 1998 to November 21, 1998, Treasurer Charlie Young provided the following EHFC financial report:

Aboriginal Project:

Receipts = nil                      Disbursements = nil

Sewage Video:

Receipts = \$111.81                  Disbursements = nil

Alberta Sewage Video:

Receipts = nil                      Disbursements = nil

Temperature Symbols:

Receipts = nil                      Disbursements = nil

Groundwater Video:

Receipts = nil                      Disbursements = nil

Web Page:

Receipts = nil                      Disbursements = nil

Adminsitration of EHFC:

Receipts = \$0.15                    Disbursements = \$3,210.29

Total Receipts = \$111.96      Total Disbursements = \$3,210.29

Term Deposit = \$23,760.40

Savings/CHQ = \$ 1,091.48

Total (current) Balance = \$24,851.48

The disbursements under "Administration of EHFC" included costs for the facilitator at the August meeting as well as other expenses related to the August EHFC meeting.

Moved by Charlie Young and seconded by Pat Murray that:

*"The financial report be accepted."*

CARRIED

## **2.2 Strategic Plan**

Now that everyone has had a chance to review the strategic plan, Klaus Seeger solicited feedback from the group. In general everyone was pleased with the facilitator and the thoroughness of the results.

Moved by Ron de Burger and seconded by John O'Laney that:

*"The EHFC adopt the Strategic Plan."*

CARRIED

### **2.2.1 Discussion on Appendix D**

Appendix D of the Strategic Plan needs to be finalized by completing the scoring system of project weighting. Several suggestions were put forth such as using a sliding scale for the value of the project and a second scale for the criteria. It was agreed by all that Ron de Burger and Robert Bradbury would jointly develop a scoring methodology and report back at the next EHFC meeting.

### **2.2.2 Fund Raising**

The prospect of raising funds for worthy projects needs to be addressed, and it was generally agreed that we are not very experienced in this field. A question was raised whether the EHFC might end up as the sole fund-raising arm of the Institute, however this idea was dismissed. It was agreed that the EHFC could partner with other branches of the Institute on joint projects. It was suggested that the EHFC could join the Canadian Centre for Philanthropy, for a \$250.00 annual fee. This organization apparently is the repository for a number of charitable organizations in Canada and perhaps we could benefit by joining their organization.

Moved by Robert Bradbury and seconded by Tim Roark that:

*"The EHFC invite the Canadian Centre for Philanthropy to attend at our next teleconference for the purpose of explaining the aims and objectives of their organization and how the EHFC may benefit."*

CARRIED

## **2.3 Food Safety Strategy**

### **2.3.1 Temperature Symbols**

Klaus Seeger has investigated the costs of translating all of the temperature symbols as well as the name of the Environmental Health Foundation of Canada into French and has been advised that such translation would cost \$170.00

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

*"The EHFC approve the expenditure of \$170.00 for translation of the "Safety Is" temperature symbols and our organization's name into French."*

CARRIED

Our temperature symbols have only received trademark protection in English. There was general agreement that we should protect our investment by having them registered in French as well.

Moved by Barry Morgan and seconded by Peter Rogers that:

*"The EHFC authorize the requisite funds in order to trademark our "Safety Is" temperature symbols in French"*

CARRIED

### **2.3.2 Fight Bac Campaign**

Klaus Seeger reported that the "Fight Bac" campaign would be launched on November 26, 1998. Many health units and agencies are already committed to this project and have received the community action kit and the retailer's kit. There is little response from either Saskatchewan or Alberta on whether they will be participating or not. Information kits will be distributed to all EHFC members.

### **2.4 Sewage Video**

Tim Roark reported that the sewage video will be promoted heavily in British Columbia, in a final blitz. It is hoped that it can be distributed to all health agencies, local governments, municipalities and the like, for free. This would be accomplished by the receipt of a \$13,000.00 grant from the B.C. Health department. However, there is currently a spending freeze within the B.C. government, therefore the monies haven't yet been received. There is quite a demand for this product, in excess of 80,000 pamphlets alone have been requested.

Charlie Young reported that he attended an NSF meeting recently where he met former NEHA President Steve Tackett. Mr. Tackett expressed interest in the sewage video and was sent a complete package. Mr. Tackett was also advised that the video could be modified for his state's use. No response has yet been received back from Mr. Tackett. In addition, Diane Evans of California has also been sent a package after inquiring about it. No other correspondence has been received from her either.

### **2.5 Groundwater Video**

Charlie Young reported that the final draft of the video has been done. Work is now proceeding relative to the jacket and accompanying brochures. Charlie met with Environment Canada who is setting up a web-page. The significance of that is the fact that Environment Canada will establish a link to CIPHI relative to this video. There is a need of approximately \$16,500.00 to finalize the

video. Charlie mentioned that Greg Smith of Health Canada, also has favourably reviewed the video and there is the possibility that the requisite funds could come from Health Canada.

### **2.6 Web Page**

The EHFC web page was not up and running by the end of September as initially thought, however Klaus Seeger will be sending the final package to Michael Leblanc very shortly. The initial site will include an order form for the sewage video, a donation form plus a listing of our projects. Costs associated with the establishment of the web page are unknown. The budget of \$500.00 remains untouched. The web site address is: [www.ciphi.ca/ehf.htm](http://www.ciphi.ca/ehf.htm)

### **2.7 Aboriginal Student Project**

As there has been no activity for some time on this project, it will be closed.

### **2.8 HACCP Program Evaluation**

Klaus Seeger briefly explained this project / process for everyone, but in particular for John O'Laney who advised the EHFC that he sits on a committee called "Grow Alberta" which could very well benefit from this evaluation activity. Grow Alberta promotes and develops the agri-business in that province and is attempting to get Alberta producers to be more sustainable in their operations. John O'Laney and Bryan Walton will be meeting shortly to discuss this program and its applicability to the Grow Alberta committee.

## **3.0 NEW BUSINESS**

### **3.1 School Research Projects**

It was agreed that Ron de Burger and Charlie Young would converse directly on this subject and report back to us at the next meeting.

### **3.2 Trustee Nominating Committee**

Tim Roark reported that he had approached Duncan Ellison of the Canadian Water and Wastewater Association (CWWA). Information was sent to Mr. Ellison who had expressed an interest in the EHFC but was querying what his roles and responsibilities would be. Tim also wrote to Dr. John Blatherwick, MOH, Vancouver, and to Joyce Reynolds and Patricia Scarlett, however to date no responses have been received from any of these individuals.

Ron de Burger will canvass the folks at the Canadian Food Inspection Agency to see if there is any interest from anyone in that organization to become a trustee of the EHFC.

### **3.3 Quorum Requirements**

No report was given on quorum requirements for meetings.

### **3.4 International Federation of Environmental Health - Tanzanian Book Project**

Robert Bradbury advised everyone that the IFEH is looking to acquire books for a new school of Environmental Health in that country. Rob mentioned that this would be a good opportunity for us to get into the international arena.

Ron de Burger mentioned that CPHA has good contacts in Tanzania and if Rob would forward his information to Ron, then Ron would follow up with CPHA.

Moved by Charlie Young and seconded by John O'Laney that:

*"The EHFC collaborate with the NEC of CIPHI in initiating support for the establishment of a School of Environmental Health in Tanzania."*

CARRIED

### **3.5 Charitable Tax Number**

Klaus Seeger advised us that our charitable tax number from Revenue Canada has changed. It is now:

**87096 8377 RR 0001**

### **3.6 Treasurer**

Charlie Young reminded us that he will be stepping down as EHFC Treasurer on December 31, 1998 to be replaced by Mike Reid. He would like a review of the books before they are transferred to Mike.

Moved by Robert Bradbury and seconded by Pat Murray that:

*"The EHFC conduct a financial review of the Treasurer's reports prior to the change of Treasurer."*

CARRIED

### **4.0 Date and Time of Next Meeting**

Next teleconference will be Sunday February 7, 1999 at 11:00 EST.

Moved by Robert Bradbury that the meeting be adjourned.

CARRIED