

**ENVIRONMENTAL HEALTH FOUNDATION
February 23, 2010 Teleconference Meeting**

13:00 to 14:00 hours

MINUTES

(As approved at the Meeting of May 26, 2010)

Item 01: Roll Call

The Trustees participating in the Teleconference Call Meeting were Shendra Brisdon (Acting Chair), Duncan Ellison, Jacqueline Schnider, Klaus Seeger, Len Gallant, Marilyn Lee, Pam Scharfe, Peter Rogers, and Tim Roark

Apologies were received from Adam Grant, Rick Sokolowski, Ralph Stanley and Ron de Burger

A quorum was declared present.

Item 02: Adoption of Agenda

Shendra Brisdon asked if there were any proposed amendments to the Agenda. Peter Rogers pointed out that the date of the Agenda as shown was incorrect. Duncan Ellison indicated he would correct that, and suggested that agenda Item 09 should be dealt with immediately after Item 02 in order to confirm voting authority for Jacqueline Schnider.

Len Gallant moved and Pam Scharfe seconded a motion to adopt the Agenda as amended.

Adopted

(Item 09 is reported in numerical order)

Item 03: Minutes of the Business Meeting of November 23, 2009

Duncan Ellison reminded Trustees that the minutes as circulated contained a sentence under Item 05 that required clarification and confirmation. The section of the minutes is reproduced below:

“Tim Roark pointed out that point 7 of his report (addressing the question of a special bursary for students attending the IFEH conference attendance) required a separate motion. Several options were advanced by Tim in his Financial Report. Concerns were expressed as to how this would be disbursed, by the schools or by the Foundation; whether or not the funding should be pro-rated according to the distance students would have to travel (i.e., Atlantic College students receiving more than BC College students) to compensate for higher travel costs. At the end of the discussion Rick Sokolowski moved

and Ron de Burger seconded a motion to allocate \$4,000 to support students travelling from non-BC colleges to the ILAC Conference, provided that they could demonstrate a registration fee had been paid.”

Adopted

“Rick Sokolowski agreed to help Tim Roark draft the announcement.”

Action: Rick Sokolowski and Tim Roark

Tim Roark pointed out that point 7 of his November 2009 Financial Report (addressing the question of a special bursary for students attending the Conference) required a separate motion and that in fact this had not been dealt with. He quickly reminded Trustees of the several options advanced in his Report. He also noted that this would be a good use for the funds generated through Adam Grant’s generous donation action in Kananaskis. A general discussion ensued over the matter and the discussion that took place in the November meeting. In the discussion, concerns were expressed as to how the bursary and the funds would be disbursed, by the schools or by the Foundation; whether or not the funding should be pro-rated according to the distance students would have to travel (i.e., Atlantic College students receiving more than BC College students) to compensate for higher travel costs, etc. It was eventually agreed that the sentence in question should be rephrased to read as follows:

At the end of the discussion it was decided to allocate \$5,000 to support students travelling or registering for the IFRH 2010 Conference with a limit of \$1,000 per school.

The amendment to the November 23, 2009 minutes was moved by Tim Roark and seconded by Jacqueline Schnider.

Adopted

Pam Scharfe noted that the reference to the Conference elsewhere in that paragraph was incorrect and that it should read IFCH 2010 Conference. Trustees agreed.

Pam Scharfe moved and Klaus Seeger seconded a motion to adopt the November 23, 2009 Minutes as amended.

Adopted

Pam Scharfe noted that there was a need identified in the November 23 Minutes that a letter be sent to the Schools concerned about this special bursary. She suggested that she, Tim Roark and Len Gallant (who works with the Consortium of Schools) should collaborate in drafting the letter to be sent. The remaining Trustees accepted this suggestion, which would replace the action item from November 23, 2009.

Accepted

Item 04: Financial Report

Tim Roark spoke to his submitted Financial Report and noted that the Scholarship Funds from NSF had been received, along with several additional donations, and that additional sales of Fridge Magnets had occurred, which brought the accounts of the Foundation and the balance to more than \$100,000.

Pam Scharfe suggested that the EHFC booth should be able to advertise the Fridge Magnets and asked if they could still be personalized to the Branch or Health Unit. Tim Roark indicated that this was so and a number of Units had done so. It was thought that if it were possible to obtain some examples of these, it would be good to display them on the Website and also at the IFCH 2010 Conference. Several Trustees thought that they had examples of these magnets and agreed to forward them to Pam Scharfe.

Action: Any Trustee having examples of personalized magnets.

Tim Roark moved and Klaus Seeger seconded a motion to accept the Financial Report.

Accepted

Item 05: Approval of Past Administrative Policies

Tim Roark mentioned that in his research he had discovered that two Administrative Policies had been generated and not formally adopted by Resolution. These were Policies 03 Records Management and 08 Matching Grants.

Tim Roark proposed and Jacqueline Schnider seconded a motion that two policies be adopted.

Adopted

Item 06: Amendment to the Regulations and new Administrative Policies

Tim Roark summarized the situation regarding the status of the Regulations, that the National Executive Council (NEC) had not agreed to some of the changes proposed by the Trustees, and that consequently, we were now back to the 2007 Regulations. He proposed a plan of action to bring forward a Notice of Motion to Amend the Regulations and a new set of amended Regulations that could be approved in May and forwarded to NEC for ratification. He offered to prepare the Notice of Motion and the amended Regulations.

Tim Roark proposed and Pam Scharfe seconded a motion to follow the process proposed.

Adopted

Action: Tim Roark

Duncan Ellison reminded the Trustees that there were two proposed Administrative Policies that needed to be dealt with: Policy 09 – Friends of the Foundation and Policy 10 Reappointment of Trustees.

With respect to Policy 09, Duncan Ellison indicated he had some difficulty with the proposal as it stood since it proposed a new Committee, which implied a scope, a Chair and a Vice Chair. He suggested some wording changes. Others agreed. It was decided to table the Policy and bring it forward at the next meeting. Duncan Ellison offered to assist Tim Roark in redrafting the propose Policy. Trustees accepted these suggestions.

Accepted

Action: Tim Roark and Duncan Ellison to redraft and represent at next meeting

With respect to Policy 11, a number of Trustees had queries as to whether this was entirely appropriate and covered all the aspects that were needed. Tim Roark offered to redraft and bring the Policy back to the next meeting. Trustees accepted this proposal.

Accepted

Action: Tim Roark to redraft and represent at next meeting

Item 07: Donor Gifts

Extensive discussion took place around this proposal with an agreement that more thought had to be given to its practicality as many of the Trustees did not appreciate the types of recognition gifts they received from other charities, although they agreed with the concept of providing gifts after a donation had been received.

Pam Scharfe proposed and Tim Roark seconded a motion that she and Tim Roark should consider options for such a policy and bring back suggestions at a future meeting. She invited Trustees to think of suitable gifts and to make suggestions.

Adopted

Action: Pam Scharfe and Tim Roark to submit a proposal for Donor Gifts

Item 08: Replacement of Michael Florian

Noting that Michael Florian, a designee of the National Executive Council had resigned, it was proposed that Shendra Brisdon as Acting Chair should write to Adam Grant as President of the NEC asking that a replacement designee be named.

Shendra Brisdon moved and Duncan Ellison seconded a motion to proceed as discussed.

Adopted

Action: Shendra Brisdon

Item 09: Appointment of Trustees

Tim Roark explained that Ralph Stanley and Jacqueline Schnider had not been formally appointed as Trustees.

Accordingly Tim Roark proposed and Pam Scharfe seconded a motion to appoint both Ralph Stanley and Jacqueline Schnider as Trustees.

Adopted

Item 10: Other Business

Three items of other business were raised:

Item 10.1 Website Maintenance

Pam Scharfe reported that she had received all the information from Mike Leblanc to assume the maintenance function and would be buying personally the Adobe Dreamweaver software needed to do so. This would be a donation to the Foundation. Trustees expressed their gratitude for this generosity.

Regarding the location of the site, it was agreed that the EHFC site should remain within the CIPHI hosted ISP provider space, and Duncan Ellison agreed to write to Mike Leblanc and so inform him.

Action: Duncan Ellison

Item 10.2 Wikipedia

Shendra Brisdon reported that the earlier action item had been completed, but Wikipedia had rejected the listing due to the text containing solicitation for donations, and that there was a need to re-write the proposed text.

Pam Scharfe suggested that the Communications Committee take over the task. The Trustees agreed to this suggestion.

Action: Pam Scharfe

Item 10.3 Support for Water Charities

Tim Roark noted that the Alberta Branch is sending funding to the UK Water Charity – Water Aid as it is supported by the UK Institute. He suggested that we should write to the Branches suggesting if they wish to support a water charity it should be one that is Canadian-based, for example WaterCan-EauVive. Duncan Ellison offered to work with Ralph Stanley to identify other Canadian water charities and prepare and distribute such a letter.

Action: Duncan Ellison

Jacqueline Schnider noted that she was part of the Alberta Branch and would speak to them about sending more funds towards EHFC.

Action: Jacqueline Schnider

Item 11: Next Meeting

It was agreed that this would be dependent on Tim Roark developing the Notice of Motion to Amend the Regulations and the proposed revised Regulations. He would communicate with the Duncan Ellison about this and Duncan Ellison would “doodle” Trustees to select a date.

Item 12: Closure

There being no further business to address, Shendra Brisdon asked for a motion of closure. Len Gallant proposed and Klaus Seeger seconded a motion to close the meeting.

Adopted at 14:10 hours

Action Items Carried Forward From November 23, 2009 Meeting

Letter and materials re: Food Safety

Duncan Ellison noted this and stated that he would arrange the mailing of these to Branch Directors before the end of the year.

Action: Duncan Ellison

EHFC Donation Request in EH Review

A one-page letter and an enclosed envelope will need be drafted by Pam Scharfe and the Communications Committee and delivered to Debbie Losito for production.

Action: Pam Scharfe and the Communications Committee

~~Terms of Reference for Travel Bursary to the IFEH Conference~~

~~Rick Sokolowski agreed to help Tim Roark draft the announcement.~~

~~**Action: Rick Sokolowski and Tim Roark**~~

Sewage Video Sharing with Guelph College

Tim Roark is authorized to negotiate a sharing agreement between EHFC and the Guelph Collage of information and materials, for some consideration (a contribution to the Foundation) and acknowledgement of credit.

Action: Tim Roark

Wikipedia

~~Klaus Seeger to prepare a proposed entry on the EHFC to be submitted to Wikipedia.
Others are to comment.~~

~~**Action: Klaus Seeger**~~

Action Items From February 23, 2010 Meeting

Personalized Fridge Magnets

Any Trustee having a Branch or Unit Personalized Fridge Magnet should forward it to Pam Scharfe.

Action: All Trustees

Notice of Motion and the amended Regulations

Tim Roark to draft the Notice of Motion and amended Regulations for circulation and consideration at the next Teleconference Meeting.

Action: Tim Roark

Proposed Administrative Policies 09 – Friends of the Foundation and 10 – Reappointment of Trustees

Tim Roark with the assistance of Duncan Ellison to redraft these policies and submit them for consideration at the next Teleconference Meeting.

Action: Tim Roark and Duncan Ellison

Donor Acknowledgement Gifts

All trustees to consider and suggest to Pam Scharfe donor acknowledgement gifts.

Action: All Trustees

Pam Scharfe and Tim Roark to develop a proposal for donor acknowledgement gifts for future consideration.

Action: Pam Scharfe and Tim Roark

Replacement of Michael Florian as NEC Designee

Shendra Brisdon to write to Adam Grant requesting NEC designate a replacement for Michael Florian.

Action: Shendra Brisdon

EHFC website to remain part of CIPHI ISP space

Duncan Ellison to write to Mike Leblanc confirming that EHFC will remain part of the CIPHI ISP space.

Action: Duncan Ellison

Proposal to have EHFC listed in Wikipedia

Pam Scharfe to take over the task of having EHFC listed in Wikipedia

Action: Pam Scharfe

Identify Canadian-based Water Charities

Duncan Ellison with Ralph Stanley to identify Canadian-based water charities and encourage Branches to support them.

Action: Duncan Ellison and Ralph Stanley

Request AB Branch to send additional funds to EHFC

Jacqueline Schnider to propose to the AB branch that they should send additional funds to EHFC.

Action: Jacqueline Schnider