

## **3rd Annual Meeting of the Environmental Health Foundation of Canada**

**December 30 1991 (Tele Conference)**

### **CALL TO ORDER**

**Chair Tim Roark** called the meeting to order at 9:15 p.m. EST.

Trustees participating were: **Charlie Young, C.P.H.I. (C) Treasurer, Port Moody B.C.**  
**Doug Terry, C.P.H.I. (C), Trustee, Melfort, Saskatchewan**  
**Tom Gable, Trustee, Ann Arbor, Michigan**  
**Klaus Seeger C.P.H.I. (C), Vice Chair, Clinton, Ontario**

Trustees unavailable were: **Dr. Gerry Bonham, Bruce Fortin, Dean Sargeant**

Since the Secretary, **Dean Sargeant**, was unable to participate in the conference call, the Chair appointed **Klaus Seeger** as recording secretary.

No errors or omissions were noted from the minutes of the October 13, 1990 meeting by the participants and a motion by **Charlie Young** and seconded by **Doug Terry** was made to approve them. Carried .

### **Business Arising Out The Minutes**

1. The qualifications and requirements of an auditor from Revenue Canada for the financial accounts has not been completed and therefore no name is available for approval by the Board of Trustees. This will be dealt with prior to the next meeting.
2. The Foundations first project, sponsoring two aboriginal people to take the public health inspector/environmental health programme at BCIT, has been stalled temporarily. The concept for the project has been approved but the funding has not. Manitoba is not able to fund the project. However, the costs may be reduced if a province who has candidates closer to one of the academic schools were to provide the funding. (corporate sponsorship??)

### **Treasurer's Report**

**Charlie Young** reported that the Balance of the EHF in the CIBC non personal chequing account is **\$380.12**. **Charlie** indicated that a written report will accompany the minutes. A motion by **Charlie Young** and Seconded by **Tom Gable** to approve the treasurer's report was Carried. **Charlie** also stated that trustees should start focusing on how funds could be raised. Suggestions such as a CIPHI members long term donations and Bequest of monies in his/her will was

suggested as an option. A strategy designed to introduce this opportunity to members needs to be developed. Klaus requested that information regarding the availability of a tax receipt being issued for donations to charitable organizations by members or any other persons or agency be publicized as soon as possible. It was suggested that a regular receipt could be used with the EHF tax number prominently shown.

### New Business

1. Frequency of meetings was discussed. The concensus was that at least three meetings would be held per year, with at least two utilizing the tele conference medium. The next meeting would be held in the latter part of March (after the 20th and not Tues' or Wed's ) with an additional meeting sometime in October or November. Since the CIPHI AGM is in Winnipeg in 1992 the Foundation would use this opportunity by holding its own AGM during the week of July 10-15. It is anticipated that most Trustees will be attending the CIPHI conference.
2. **Strategic Planning**— Before a promotional campaign for the EHF can be initiated, and members of the CIPHI solicited for participation, an operating plan utilizing the strategic planning process is needed to better focus on specific objectives. The Trustee participants agreed that when a general plan was developed there should be at least three additional working (ad-hoc?) committees performing the work of the EHF. The committees would be **Projects; Fund Raising; and Publicity. The Trustee Search and Nomination** committee, previously approved during the 1989 inaugural meeting, would continue. During the development of the draft strategic plan terms of reference for all committees would be proposed for approval during the March meeting. As the Chair of the Trustee Search and Nomination committee, **Doug Terry** stressed that he can not logically seek new trustees without referring to terms of reference, and the goals and objectives of an operational plan within the framework of a strategic plan. It was agreed that the development of the strategic plan is the top priority.

A motion by **Doug Terry**, seconded by **Tom Gable** to appoint **Charlie Young** as the Chair of the Strategic Planning committee was **Carried**. Charlie accepted the apointment.

Tom emphasized that other board trustees should requested to submit suggestions for the content of the plan including terms of references for the various committees since involvement by all trustees will make the task simpler. Charlie and the other participants concurred.

3. **Election of Officers**—Since the term of office for EHF board officers is two years a new executive is needed. A motion by **Tom Gable** and seconded by **Doug Terry** that the current slate of officers on the Board of Trustees of the Environmental Health Foundation of Canada be reappointed was **Carried**. The officers for the 1992-94 term are:

**Tim Roark, Chair**  
**Klaus Seeger, Vice-Chair**  
**Charlie Young, Treasurer**  
**Dean Sargeant, Secretary**

### Correspondence

Tim Roark reported on the correspondence received since the last meeting. **Dr. Gerry Bonham**, EHF Trustee has returned to B.C. as of December 31, 1991. His new address and telephone number will be available as soon as they are known.

Letter received from the secretary of **Dr. Frank White** that he is out of the country (Trinidad) and

currently in Thailand. He will be asked if he wishes to let his name stand as a Trustee on the Board. He had been reappointed at the last EHF AGM.

A copy of draft stationery for the EHF was received from Mr. Jim Bradley, Executive Director, CIPHI. Doug Terry stated that the proposal he had sent to Tim previously should also be considered before deciding on final stationery. The company he received a quote from included the cost for the design and production of the first quantity of paper. Bradley's design proposal has no cost to EHF to this point.

A copy of a letter sent to Mary Hegan by Klaus Seeger was received. Ms. Hegan is the Co-ordinator for Public Consultation for the Great Lakes Health Effects Programme, Health Protection Branch. Ms. Hegan and Dr. Andy Gilman were making a presentation to the Medical Society of Huron County in Goderich Ontario on the work of the Great Lakes Health Effects Programme (GLHEP). Klaus was at the presentation and afterwards learned from Ms. Hegan that the GLHEP was looking for additional research and organizations to fund. Klaus informed Ms. Hegan about the EHF and she indicated an interest to learn more about the foundation. A letter and information package about the EHF, the CIPHI, and a PHI-Profile was sent to her. Information about the GLHEP (including the Goals and Mission Statement) is attached. Tom Gable suggested Roy Hickman, Director General, Environmental Health Directorate, HPB, be contacted to get more information on how our two organizations may work together.

#### **Other Business/Discussion-**

**Question:** (Doug Terry) Should the EHF now be using the CIPHI mailing address?

**Answer:** Now that the EHF is a Registered Charitable organization, the National CIPHI office mailing address in Ottawa should be utilized. Any mail received for the EHF would be forwarded to the Chair.

There was some hesitation to this proposal since having to forward mail would cause additional delay in receiving and responding. Following additional discussion there was a concensus that the national office address should be used on a trial basis. Tim agreed to look into setting up the procedures with Jim Bradley.

**Question:** (Charlie Young) What kind of reporting and when is it required to Revenue Canada?

**Answer:** According to the March 14/91 letter from Ms. Judy Torrance of Revenue Canada, the EHF must file each year: 1/ Form T3010, "Registered Charity Information Return and Public Information Return" and 2/ a financial statement within six months following the EHF fiscal year end. ie. our first return should be filed before June 30, 1992, for the period ended December 31, 1991. Failure to file an information return could result in the revocation of our registered status. Revenue Canada is supposed to send us a Return form.

**Question:** (Doug) There is a national public agency publication listing all charitable agencies. Now that we are registered do we get listed automatically?

**Answer:** Not sure. Tim will try to find out.

**Question:** Should we be subscribing, purchasing this publication to find out sources of potential revenue.

**Answer:** Cost apparently is \$300-400 per year. Tom Gable suggested using the public library since this publication is available in any library to find out information on other foundations etc..

**Next meeting in March 1992 at the call of the Chair. Meeting adjourned at 10:05 pm EST.**

Klaus Seeger, Acting Secretary