

**ENVIRONMENTAL HEALTH FOUNDATION
Annual General Meeting**

Delta St. John's Hotel Sunday July 20, 2008
13:00 – 17:00

MINUTES

(As approved during the teleconference meeting of December 14, 2008)

Item 01: Roll Call

The Trustees attending the Annual General Meeting were Ken Cross, Duncan Ellison, Ron de Burger, Michael Florian, Len Gallant, Claudia Kurzac, Marilyn Lee, Tim Roark, Pam Scharfe and Klaus Seeger. Also present was Adam Grant, the incoming President of CIPHI.

Apologies were received from Peter Rogers, Dean Sargeant and Shendra Brisdon.

A quorum was present.

Item 02: Adoption of Agenda

Claudia Kurzac moved and Tim Roark seconded a motion to adopt the Agenda as presented. There were several items proposed for discussion under Other Business. The Chair noted these and it was agreed they would be discussed under Other Business. The Motion was adopted with the additional items under Other Business.

Adopted

Item 03: Minutes of June 15, 2008

Pam Scharfe moved and Len Gallant seconded a motion to adopt the minutes as presented. There were no comments; the Motion was adopted.

Adopted

Item 04: Action Items from the Minutes

The action items from the previous two sets of Minutes were reviewed as follows with items 04.01 to 04.18 being from the February 24th Meeting, and 04.19 to 04.28 being from the June 15th meeting.

Item 04.01: Criteria for the NSF Award

Marilyn Lee indicated that the Awards Committee had proposed a number of criteria, which were briefly discussed. It was agreed that in addition to the original criteria, there should be accompanying documentation to support the 500 words statement, that the award could be made to a Member of CIPHI or an Affiliate Organization; that we consider opening this to outside organization to nominate persons, and that the cut off date for applications should be April 15th.

It was also agreed that Tim should send an invoice to NSF (Stan Hazan) for the Award on January 1, of each year.

Tim Roark moved and Ken Cross seconded a motion to adopt the criteria and actions as discussed. The Motion was adopted.

Adopted

Item 04.02: Health Canada's Aboriginal Health Inspectors' Program

In view of the fact that this was an action item for Peter Rogers, who was unable to attend, it was decided to defer this item.

Deferred

Item 04.03: Pay the Web Site Honorarium to Mick LeBlanc

It was noted that this had been done.

Noted

Item 04.04: Questionnaire to all previous donors

Tim Roark reported he was still drafting the question and would follow up.

Action: Tim Roark

Item 04.05: Letter to be sent to all Branches soliciting donations

Duncan Ellison reported that action had been completed. Several positive responses were received; responses from other Branches were still outstanding. It was decided that new letters should be prepared and sent to Branches that had not responded.

Action: Board Chairman

Item 04.06: Consider setting up from available funds, a means of matching grants

Tim Roark outlined his suggestion based on the fact that BCIT is setting up "a matching grants fund" that would take from our uncommitted funds to top up, donations say to 25% for a new project. Duncan Ellison pointed out that we would need an administrative policy to cover this, and enquired as to how much we have in uncommitted funds. Tim Roark indicated that there is about \$24,000 in un-committed funds right now. It was agreed that Tim Roark should draft an administrative policy for review at the next meeting.

Action: Tim Roark

Item 04.07: Video promoting PHI careers

Len Gallant reported that he had contacted NEC and BOC about this, but had not received definitive advice on the contents. It was noted that several Branches and Schools already had such material. It was agreed that this item should be deferred for the time being.

Deferred

Item 04.08: Send updated Scholarship Information to Mike LeBlanc

Marilyn Lee reported that she had done so to the extent she was able.

Done

Item 04.09: Set up a Wicky forum for the Web Site review

Pam Scharfe indicated she had done so and that Mike LeBlanc was enthusiastic, but that none of the Board had apparently used it. Duncan indicated that he had trouble logging on and understanding how it worked. It was decided to abandon the forum.

Abandon

Item 04.10: Submit a new Organization Chart for the Web Site

Tim Roark indicated that he had done so, but it was noted that the chart was still complicated, and it was agreed a simpler chart was needed just for the EHFC organization with links only to the NEC and the BOC, but no details of those organizations.

Action: Duncan Ellison via Pam Scharfe

Item 04.11: Visit Web Site and Submit Comments

It was noted that although this was a general requirement of all Trustees, few had actually done so. Pam Scharfe agreed to forward the comments received from the morning's ad hoc session.

Action: Pam Scharfe

Item 04.12: French version of Temp Safe to be sent to Klaus Seeger

Tim Roark indicated that this had been done and Klaus Seeger confirmed that was the case.

Done

Item 04.13: Letter to all ON Health Agencies

Klaus Seeger indicated that this had been done and Tim Roark confirmed that a positive response had been received with orders for the EHFC product.

Done

Item 04.14: Market the Temp Safe materials directly to Food Safety Partners

Pam Scharfe indicated that as she was taking over the liaison with the Canadian Partnership for Consumer Food Safety Education, she would undertake to do this.

Action: Pam Scharfe

Item 04.15: Develop give-away Temp Safe materials

Klaus Seeger indicated that this had been done through the purchase of the fridge temperature indicators.

Done

Item 04.16: Complete drafting of the new Foundation Brochure

Klaus Seeger and Pam Scharfe indicated that this had been done, and the brochure was available at the St. Johns Conference.

Done

Item 04.17: Review the Regulations for approval at the AGM

Duncan Ellison reported that this had been done and was ready for discussion and approval.

Done

Item 04.18: Next meeting

Duncan Ellison indicated that this had been done and the meeting completed.

Done

Item 04.19: Review Minutes for Accuracy of the Financial Statements

Tim Roark indicated that he had done so, and had found the minutes accurate.

Done

Item 04.20: Produce and circulate before July 5, a proposed revision to the Regulations

Duncan Ellison indicated that this had been done and they would be reviewed in the current meeting and presented to the AGM.

Done

Item 04.21: The spread sheet of all PH Agency addresses to be sent to Trustees

Duncan Ellison indicated that this would be done. (Post Facto – this has been done and two address corrections were noted).

Done

Item 04.22: Review with CIPHI alternative means of updating the Web Site

Because of the link to the CIPHI site, Claudia Kurzac stated that it was preferred that Mike LeBlanc continue to be the web master. It was noted that his personal pressures had been overcome and timeliness of response should no longer be a problem.

Done

Item 04.23: Update the Web Site to indicate the loss of 2 Trustees

Duncan Ellison indicated that Mike LeBlanc had been advised, and that several other errors on the Site regarding the Trustees had also been corrected.

Done

Item 04.24: Make arrangements for an ad hoc group of Trustees to review the Web Site in St. Johns

Duncan Ellison indicated that this had been done and there had been a very productive meeting that morning.

Done

Item 04.25: Develop an Administrative Policy for Friends of the Trustees

Tim Roark indicated that this would be done.

Action: Tim Roark

Item 04.26: Report of Trustees attendances to be corrected

Tim Roark reported that he had corrected the oversight in reporting the presence of Pam Scharfe.

Done

Item 04.27: Confirm meeting arrangements in St. Johns and inform Trustees

Duncan Ellison reported that this had been done, and the meeting was taking place.

Done

Item 04.28: Finalize and produce the EHFC Brochure with a budget of \$2,000

Klaus Seeger and Pam Scharfe reported that this had been done, and the Brochure was available at the conference.

Done

Item 05: Finance Reports

Item 05.01: Treasurer's Report

Tim Roark reported that

- \$6,000 in revenue generated over expenses – in 2007, which was not as big as previous years, and that
- The Auditors approved and Revenue Canada has accepted our report.

Ron de Burger proposed and Ken Cross seconded a motion to receive the Auditors' report.

Accepted

Item 05.02: Proposal for Sponsorship

Tim Roark suggested that we might consider seeking a sponsor for our website (or other activities) and suggested that this would be something for the Board to consider. He pointed out that:

- the annual cost of website is \$400 between honorarium and fees that Mike pays,
- this amount may increase in future years, and that
- we have never approached the corporate members of CIPHI – he suggested that there would be no problem with approaching them for this type of sponsorship.

Ron de Burger asked if there are CIPHI (or EHFC) rules for corporate sponsorship, he noted that he is involved with CPHA and they struggled with this proposal. The concern was that everyone is approaching the same sponsors for support. Trustees asked Ron de Burger to send materials on the CPHA protocols developed so far.

Action: Ron de Burger

Tim Roark mentioned that CIPHI will share with us the list of exhibitors. He suggested that we send the new brochure to them to see if they would consider sponsoring the website or other activities of the Foundation. Duncan Ellison indicated he would contact CIPHI to obtain a list of the St. John's exhibitors.

Action: Duncan Ellison

Item 05.03: EHFC Awards

Tim Roark indicated that the CIPHI-EHFC Continuing Education Award was almost self-sustaining. Neither the Len Hiebert nor the Lily-Ann Zahara awards are self-sustaining at this stage.

Ron de Burger asked if there is a time when we should look at the question if we should continue the awards if they are no self-sustaining. Trustees agreed we should look at this in the future, but

should continue to solicit funds to support the awards annually, and add to the accumulated funds available.

Agreed

Item 05.04: Ed Fleming Memorial Project

Tim Roark indicated that this project was fairly narrow in focus and was basically to get video out to libraries. Since then, he noted we have had a number of people and stakeholders discussing and supporting water projects nationally and internationally. Tim proposed we could consider expanding to the project to water source protection and education.

Duncan Ellison reported that Québec's Bureau de normalisation de Québec and the CSA are both working on revising standards for on-site wastewater treatment systems.

Tim Roark offered to draft a revised project description. This was accepted.

Action: Tim Roark

Item 05.05: 2009 Budget

Tim Roark apologised that he had not had time to prepare a Budget for 2009. He requested that this be deferred to next meeting.

Klaus Seeger proposed and Ken Cross seconded a motion to defer the budget to the next meeting. This was accepted.

Accepted

Item 06: Initial motion and Regulations

Item 06.01: Initial motion and regulations

Duncan Ellison pointed out that the Initial motion to adopt revised regulations had been overtaken by advice provided by Tim Roark on the wording of some of the provisions. He proposed that this item should be not proceeded with. Trustees accepted this proposal and proceeded to review the revised motion and proposed revised regulations.

Accepted

Item 06.02: Revised motion and regulations

The motion was reviewed, and it was noted that the motion should be revised to correspond with modifications agreed to in respect of the provisions of the Regulations.

Action: Pam Scharfe and Duncan Ellison will make the changes

Len Gallant proposed and Ken Cross seconded the rewrite the motion to confirm with NEC rules with appropriate re-numbering.

Adopted

It was noted that an administrative policy is required with respect to Friends of the Trustees, and that Tim Roark agreed to draft it.

Action: Tim Roark

Item 07: Visioning Exercise

Item 07.01: Review of Committees and Projects

Item 07.01.01 Awards

No changes were proposed to scope of the Committee, or its Chair or other membership.

Members are: Marilyn Lee (Chair), Duncan Ellison, Tim Roark and Klaus Seeger.

Item 07.01.02 Finance

No changes were proposed to scope of the Committee. It was agreed that the Committee should comprise the Chair of the Board of Trustees, the Vice-Chair and the Treasurer, as the accountable members, but the Trustees would welcome others as volunteers.

Action: Others to volunteer

Item 07.01.03 Communications Committee (formerly Fund Raising Committee)

After considerable discussion it was suggested to broaden the name and scope of the fund raising Committee to be the Communications Committee and that its scope would be to develop communications materials including materials related to publicity, education, fund raising.

It was proposed that the Committee should have a teleconference to discuss and develop a scope. The members of the Committee were identified as Pam Scharfe (Chair), Klaus Seeger, Shendra Brisdon, Duncan Ellison, and Ron de Burger. Trustees agreed to this proposal.

Action: Pam Scharfe and members

Item 07.01.04 Governance Committee

The scope of the Governance Committee is to remain as written, but the membership will be without names, just Officer designations: Chair and the other Table Officers.

Agreed

Item 07.01.05 [Former] Website Committee

It was suggested that Committee should be identified as a **Sub-Committee** of the **Communications Committee**. Trustees agreed to this suggestion.

Agreed

It was proposed that the Chair of the Sub-Committee should be Peter Rogers, and that Dean Sargeant and Pam Scharfe should be members.

Agreed

Item 07.01.06 [New] Food Safety Committee

It was proposed that the Board should establish a food safety committee to encompass such products as TempSafe and the EHFC Refrigerator Thermometer stickers and any related activities such as the Canadian Partnership for Consumer Food Safety Education. Klaus Seeger offered to Chair the Committee, which was accepted. Pam Scharfe also volunteered and would perform the liaison function with the CPCFSE.

Accepted – more volunteers needed

3:05 pm – Marilyn Lee left the meeting

Item 07.01.07 Projects

Regarding the projects listed on the website, the following decisions were made (**actions are bolded**):

- Donor recognition program – Tim Roark and Klaus Seeger will **revise materials for the revised website.**
- Ed Fleming Project – to be renamed as the Source Water Protection and Education Project - Klaus Seeger, Duncan Ellison and Michael Florian will undertake to **find funding to convert the videos to DVDs.**
- FightBAC Consumer Food Safety Campaign – we should retain the project, Pam Scharfe will take over the liaison with the CPCFSE and we should continue the \$100 membership (now increased to \$200) and assess whether the program should be continued – **becomes part of the Food Safety Committee.**
- Groundwater video – to **go to the Ed Fleming Project.**
- Septic Tank Maintenance – Pure and Simple video– to **go to the Ed Fleming Project.**
- TempSafe – Food Safety Symbols – to **go to the Food Safety Committee.**
- Aboriginal Environmental Health Recruitment – **to add a link on the website.**
- EHFC Guidance on Best Practices for Emergencies – **post as a free downloadable project.**
- EHFC Refrigerator Stickers – to **go to the Food Safety Committee.**
- Public Health Inspector Video – **cease activities** until NEC makes a decision.

Item 07.02 Strategic Plan

The difference between the EHFC Goals as set out in the Strategic Plan document and the objectives of the Foundation as set out on the website are not inconsistent, although the Strategic Plan should probably be posted on the Website.

Action: Pam Scharfe

Regarding the Strategic Plan goal of a trust fund of \$50,000, it was agreed that this should be revisited as we had increased the number of awards.

Action: Tim Roark to propose a new target for sustainability of current awards.

It was accepted that the Foundation should NOT establish any new awards, unless like the NSF Award, the award was fully funded.

Accepted

Item 07.03 Fiduciary Responsibilities of Trustees

The information on the Fiduciary Responsibilities of Trustees was reviewed and accepted in principle. It was agreed that there should be an Administrative Policy on Director Responsibility

including a declaration of non-conflict which members of the Board of Trustees should sign annually at the AGM.

Action: Tim Roark and Duncan Ellison to prepare

Item 07.04 Relationships with CIPHI

Item 07.04.01 EHFC AGM

It was noted that in the Minutes of the 2003 AGM there was a note that the EHFC should open a general information session as part of the regular CIPHI conference Agenda. Claudia Kurzac and Adam Grant agreed that this would be a good idea, and that they would bring it to NEC to take into consideration when the Conference Agenda is being prepared and announced in the Conference Binder.

Action: Adam Grant

Item 07.04.02 Relationships with Branches

The proposal that each branch should designate a person to be a member of the EHFC Trustees with a responsibility of maintaining the information flow and liaison with the branches found some support. It was agreed that a discussion paper should be prepared and forwarded to NEC for consideration.

Action: Duncan Ellison

Item 8.01 Trustee Appointments and Elections

Item 08.01 Representation from Branches

In reviewing the membership of the Trustees, it was noted that there are no representatives from the AB, NB and NL Branches. It was agreed that these Branches should be invited to seek volunteers.

Action: Michael Florian

Item 08.02 Appointment of Trustees

Claudia Kurzac proposed and Michael Florian seconded a Motion to reappoint Klaus Seeger, Shendra Brisdon, Pam Scharfe, Ron de Burger and Len Gallant as Trustees for another term of office (2008-2010).

Approved

Item 08.03 Appointment of Trustees

Ken Cross proposed and Claudia Kurzac seconded a Motion to appoint the Table officers for 2008-2009 as Michael Florian – Chair, Klaus Seeger – Past Chair, Shendra Brisdon – Vice Chair, Tim Roark as Treasurer and Duncan Ellison as Secretary.

Approved

Item 08.04 Signing Officers

In view of the fact that the new Regulations would not come into effect until after approval by NEC, it was agreed that the Current Signing Officers would remain – Tim Roark, Klaus Seeger and Duncan Ellison, but that the incoming Chairman – Michael Florian would be added.

Agreed

Item 09 Approval of the report to the CIPHI AGM

The draft report to the CIPHI AGM was reviewed. It was noted that there was a need to announce the names of the Table Officers for 2008-2009. This was noted by Duncan Ellison.

Michael Florian moved and Pam Scharfe seconded a motion to approve the report.

Approved

Item 10 Other Business

Item 10.01 Administrative Policies

Len Gallant moved and Michael Florian seconded a motion to draft two new administrative policies as noted

1. Appointment of Friends of Trustees
2. Fiduciary responsibilities of Trustees

Accepted

Item 10.02 Silent auction

Ken Cross moved and Klaus Seeger seconded a motion to donate a Groundwater Teachers Package and Glass Bottles of Maple Syrup for the silent auction.

Approved

Item 10.03 Staffing the booth

Volunteers were identified to staff the booth during the conference breaks.

Item 10.04 Funding of Scholarships

Len Gallant proposed and Ken Cross seconded a motion to

- o draft a letter and send it to all members asking them to make a once only commitment to donate \$40 to EHFC in order to make the awards self-sustaining; and to
- o draft a letter to NEC asking that \$1.00 of each CIPHI Membership fee should be directed to EHFC.

Adam suggested that we have this as part of the environmental public health week. Claudia offered to draft the letters.

Approved, Action Claudia Kurzac

Item 11 Closure

There being no other business, Duncan Ellison asked for a motion to close the meeting.

Klaus Seeger moved and Tim Roark seconded a motion to close the meeting.

Adopted