

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA

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Minutes of the Regina June 25, 2006 Meeting
(As approved at the Teleconference Meeting of November 19, 2006)

The Minutes of the Regina Meeting follow:

1.0 Roll Call

Present:

Duncan Ellison (**Chair**), Tim Roark, Ken Cross, Michael Florian, Klaus Seeger, Claudia Kurzac, Pamela Scharfe (**Recorder**)

Regrets:

Ron de Burger, Paul Medeiros, Shendra Brisdon, Len Gallant, Marilyn Lee Dean Sargeant, Peter Rogers

The meeting commenced at 2:00 pm Saskatchewan time

2.0 Adoption of Agenda

The Agenda was reviewed, no new items were proposed.

Claudia moved adoption of the agenda, 2nd by Tim. **Adopted**

3.0 Review of Previous Minutes

3.1 September 25, 2005 meeting minutes

Klaus moved approval of the minutes as written, 2nd by Ken. **Adopted**

3.2 May 13, 2006 teleconference meeting minutes

Mike moved approval of the minutes as written, 2nd by Tim. **Adopted**

4.0 Finance Report

4.1 Treasurer's Report (Part 2)

- Tim suggested that we break up the reports so that we don't spend all the time discussing finances at the meeting
- policy documents to be used as templates/working documents to act as a reminder of duties and expectations
- audited Finance report would be discussed at the spring meeting and the Treasurer report at the fall meeting before the AGM

Action: develop a standardized agenda

Motion: agreement with the concept moved by Ken, 2nd by Michael. **Adopted**

Tim moved receipt of his report, 2nd by Duncan. **Adopted**

4.2 2005 Revised Balance Sheet and Statement of Income

4.3 2005-06 Budget Reports

Revenue Canada Update

- did not realize that we should not have been issuing receipts
- issue official receipts for individuals who receive them for tax purpose
- AB, BC and National receipts were issued and originally told that they should be returned and then cancelled and have confirmed with those 3 that those have been cancelled
- issued financial receipts
- because 2003 & 2004 statements reflected those monies – have to spend 80%
- obtained the proper forms from Revenue Canada and requested authority from contribution to donation
- waiver from 80% until we reach \$50,000
- Early 2000's 01-03 had more expenditures than we needed – can total and subtract from shortfall
- will eventually hear from Revenue Canada
- will accept revisions on the forms but not sure if they will approve deferral until we reach \$50,000
- made submission for 2005
- Tim was careful not to issue extra receipts
- some PHIs in Manitoba contribute through United Way and then the UW transfers monies to us
- 80% rule only applies to monies where a charitable receipts have been issued – just financial receipts
- need to move forward with fund raising campaigns

Rec. in writing and asked over the past few years

- 50-100 accumulative over the years and EFHC recognition has been in the form of a letter
- Tim asked if we would be willing to present some other form of recognition
- Discussion bronze, gold, silver paper certificate, start of donation until end of this year 2006 and do it in 5 year periods after that – outstanding contribution
- Michael suggested use of the certificate with a watermark
- Klaus questioned what do we do with people who want to remain anonymous

Action: that the donation form be updated

4.4 Fund Types

4.5 Financial Report January 01 to May 31, 2006

- the Ed Fleming memorial project has not moved forward yet but we need to have a corporate or other sponsors
- video to every library in Canada – probably use DVD now

- need to discuss how to proceed with that project
- Duncan – CMHC, BC septic tank association and AB – trying to establish an on-site treatment network – CMHC is willing to fund this – if we can generate a few \$1,000 they will multiple – may be an avenue to that and right in line with objective of this network
- Ken – SASK is the go to man for onsite waster water and working closely with AB - - discuss ideas some revenue is going to drop while Health Canada
- Duncan asked if the video needs updating – Tim indicated substantial cost – maybe an updated introduction
- Charitable project expenses – all of the purchases of items – did not show up in 2004 because the budget was not as detailed. Revenue Canada now requires that all expenses be itemized (broken out) so that the budget reports are more comprehensive
- project sales

Claudia moved to accept budget, 2nd by Klaus. **Adopted**

4.3 Interim Financial Updates

- shows change in various projects of the Foundation
- \$1,000 from Ont. Branch minus some expenses
- Public Health Project minus some expenses

Moved by Tim, 2nd by Mike to accept all of the financial reports. **Adopted**

5.0 Awards Committee Report

- Marilyn developed form and criteria but never adopted
- should have what she is doing in practice governed by policy

Moved by Duncan 2nd by Ken. **Adopted**

6.0 Canadian Partnership for Food Safety

- Duncan advised that he attended the meeting and there is a monthly teleconference Sept. to June
- Mrs. Cookwell inventory is gone and the project has concluded
- wondering how to move it into the high schools
- part of the meeting was spent doing priority setting for 06-07
- the next meeting is Sept. 12th in Ottawa to do the priority setting
- Duncan wondered as their next AGM is June and wondered about inviting them to participate in the national CIPHI conference in Kelowna
- Duncan is responsible for finance

Action: Duncan will extend an invitation

Motion: moved by Michael, 2nd by Pam

7.0 Website Updates / Liaison

- Tim reported that the CIPHI Web Master, Mike LeBlanc has added the regulations to the website
- Mike LeBlanc will update by adding and removing projects

- Duncan advised that the navigation buttons are not complete

8.0 Other Business

8.1 First Nations' Scholarship

- Proposal to reactivate the Aboriginal Student Sponsorship Environmental Health Program
- Duncan advised that Health Canada would be interested in establishing a sponsorship again and not limited to aboriginals
- two year commitment
- EHFC would be responsible for administration
- look for a public health unit either associated with the place of residence or place of studying – and during summer for various types of practicums
- Marilyn has agreed to work up a formal agreement – find out which colleges interested – obligation on part of college to take part in the mentoring
- Klaus thinks he still has the agreement from the first one – had two students
- contemplate starting students at different time frames
- open up to existing students if we can find them
- Tim advised that there has to be some recognition that there is a cost to the EHFC
- what do we receive for administration
- concerned that we pick someone and get half way through and there are federal budget cuts
- Duncan advised that the contribution agreement would have to be iron clad so that we don't get sued by the student
- Duncan has had experience with several contribution agreements and if it is for 4 years – up front payments would be required
- Klaus – first time Manitoba west and the Ontario coordinator in Ontario was not interested – did not need EHFC to be an overseer
- now that we have 5 schools
- and now a First Nation University may be limited to
- Duncan suggested that we ask Health Canada - Is it 2 students for each of the 4 years?

Action: small working group – Marilyn, Duncan, Peter and Dean with documentation from Klaus' archives

Moved by Tim, 2nd by Claudia. **Adopted**

8.2 Draft Policies

8.2.1 Website

- Tim advised we may want to do more
- tried to put together a couple of riders only in the best interest of EHFC
- tobacco, alcohol, adult movies
- may find more conditions but this is a start

Moved by Michael, 2nd by Claudia. **Adopted**

8.2.2 Solicitations and Donations

- Tim is regularly getting requests for links and the Board has discussed and decision to say no thanks so it is time to have a policy
- may also have corporations or donors like CPHA

Moved by Claudia, 2nd by Pam. **Adopted**

8.2.3 Financial policies

- two items:
- (1) based on the auditor's recommendation if cheques exceeded – auditors rec. anything over \$500. – 3rd signature does not need to be on the cheque but a letter or email authorizing will suffice
- (2) when money was getting tight made a policy – attend AGM could only be paid out as an expense if the person made a donation back in the same amount
 - reworded slightly just 2004 so Tim added and “in the future” so the policy does not expire
 - down side is that will have to be added to 80%
 - charitable donation will
 - can claim expenses and make donation back and donate back
 - used to be paid and then donated back
 - Duncan did not want us to have problems with Revenue Canada
 - may need to revisit
 - it is understood that if you are being funded by your employer you cannot

Motion: Tim and 2nd by Michael. **Adopted**

- Tim mentioned that we would pay all National's costs
- Claudia mentioned that there are capacity issues in the national office – 30 day turn around
- Tim suggested that we could change to 60 days but said there has been no problems

8.3 Trustees Information Package

- Tim sent out an email asking for whether or not people wanted electronic or hard copy approx. 3 weeks ago
- Tim reviewed the information
- Tim said we could also include Patent letter
- The idea is by doing it by email instead of pulling hard copies people can have the information
- Trustees noted and agreed with the package and members to advise Tim of any other information that would be helpful

8.4 Notice of Motion re: Board Size

- Would have to be forwarded to the NEC for review
- needs to go to Daryl Johnson who is the NEC constitution representative

- Claudia advised that Daryl Johnson, NFLD he has a electronic copy

Action: Tim to get copies from Daryl Johnson

Future item for discussion is scheduling of meetings and possible conflicts

Motion: Klaus 2nd by Tim to add members 17 and add a past chair position. **Adopted**

8.5 100% Donation Notice

- look at some wording changes and put one on CPHA website and in journal and get a public announcement – Ron de Burger said he would look after it
- get a form in the national newsletters and the branch newsletters
- Tim what other agencies or ways outside of CIPHI
- Duncan advised that the Food Partnership purchased a list of organizations and foundations food/public health etc.
- each have criteria that you have to meet – they are listed and categorized and make money by selling lists

8.6 Other Items

8.6.1 Preparedness For Water-borne Illness Workshop

- Best practice workshop planned for pre or post 2007 CIPHI National Conference in Kelowna, B.C.
- \$50 workshop registration
- Pam advised that post would be in conflict with planned Board of Certification Examiner Training session
- Pam suggested approaching the conference organizers to consider part of the conference program rather than pre or post conference
- Duncan Ellison indicated that there was a possibility that Health Canada would contract with EHFC to undertake a survey of public health units' (PHUs) 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
- Duncan 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, 2nd by Tim, that Klaus open discussions with Health Canada and pursue this project. **Adopted**

8.6.2 Fund Raising

- Victor Mah AB has developed a CIPHI branding for posters and display
- branding can be tailored for regional differences and for branches
- can also be customized for EHFC and BOC

- Pam suggested the development of a lighter weight, portable display for EHFC

Action: agreement that Pam and Klaus to draft up something with the CIPHI branding and to also produce a pop-up display

8.6.3 Trustee Profile

- discussion on “who we are” and the need for something that identifies who we are
- suggestions of business cards, golf shirts, etc. were discussed
- raise visibility
- Claudia advised that the NEC now have business cards
- Claudia also suggested an identification ribbon which could be attached to delegate name tags

Motion: that business cards be investigated moved by Michael, 2nd by Pam.
Adopted

8.6.4 John Blatherwick is a trustee

Motion: John B confirmed as honorary Chairman moved by Duncan, 2nd by Claudia. **Adopted**

8.6.5 Scanning of Documents

- advanced technology of scanning in Ontario
- might be a good idea to have all documents scanned
- Klaus asked if index – Optical Character Recognition – type in any word and it has a
- Company is also interested in advertising with CIPHI
- Duncan requested can scanned documents be changed to have common layout and font, etc. – shows professionalism
- Klaus – historical documents scanned in the format that they were created in and for new documents have it in a consistent format
- Tim is looking into this – the technology has improved and the cost has come down considerably – used to be by page cost .78 cents per page and now the quotes are by banker box
- Peter sent his documents to Paul and
- Have documents back to 2002
- Tim advised the company has offered a free document

8.6.6 Revenue Canada Information Sessions

- Tim attended meeting and was very interesting
- Supporting charities
- Do not object to paying people for fund raisers
- 25-35% is normal payment
- concerned about terrorist groups that are using charities to front illegal activity
- encouraging all charities (including members)
- we should continue to pursue 100% towards the project but only commission or fee for fund raiser (contract \$, interest, product sales) go to covering expenses

- Duncan discussed Water Can – E.D. talked about being in the charity business – trick is to get monthly donation to credit card – slippery slope – resist EHFC going down this road
- Duncan suggest when these Revenue Canada Road Shows are encourage Trustees to attend so that we all have knowledge of this nature
- Future one will be on book keeping

Action: Tim will circulate information

9 Appointment / Election Trustees

Chair	Klaus nominated Duncan, 2 nd by Claudia. Adopted
Vice-Chair	Ken nominated Michael, 2 nd by Duncan. Adopted
Past-Chair	Duncan nominated Klaus, 2 nd by Ken. Adopted
Treasurer	Klaus nominated Tim, 2 nd by Pam. Adopted
Secretary	Tim nominated Pam, 2 nd by Klaus. Adopted

Trustees:

- Ken has concluded his term as a foundation appointment and has been appointed a NEC representative
- Michael is a NEC appointment
- Len is a Foundation appointee
- Shendra, Ron & Klaus this year

Action: Claudia to confirm NEC appointments post conference

Discussion:

- Allow the committee to carry out the work in between meetings
- The only wrinkle is that in bylaws 10 – put a maximum number in
- Can approve today and can only add a past chair which is not mentioned in the reg. - would have to take to the AGM next year and also go to Industry Canada
- Might want to put a maximum number in – change to CIPHI bylaw put a max number in
- Claudia asked about the history – looked at what other committee structures were back in the 80's
- Would need a quorum of 8
- Discussion on the authority to increase numbers
- Klaus the maximum is one thing if we want to be involved – Friends of the Foundation to draw on for special projects – matter of setting it up
- Duncan is there an advantage – tried to get representations from across the branches
- EHFC Membership Bylaw
- Duncan - need to recognize between now and next April that trustees will have to propose amendments to CIPHI – Claudia has to be filed 90 days before and 60 days to members – AGM will be June 18th

- Tim - part of the process is to be working meetings that need to take precedence and need to be recognized that this is part of your professional commitment
- If you are here on CIPHI business – EHFC do not pay expenses unable to do this at this time
- Duncan why is the annual meeting just one day before – schedule the AGM to be done by teleconference as soon as the auditors report is in and have the first meeting be a non-critical meeting could be after the CIPHI conference
- Dec. 31st is the year end
- Two months to review work and meet the 90 day requirement

10 Approval of the Report to CIPHI AGM

- need to emphasis that CIPHI has a charity, especially to new CIPHI members
- five awards of \$250. one for each school

Moved by Tim, 2nd by Claudia. **Adopted**

11 Closure

- prior to closing the meeting Tim requested that the Chair consider an officers meeting

Action: hold a meeting at the conclusion of the CIPHI AGM

Moved by Klaus to close the meeting, 2nd by Claudia that the meeting adjourn at 5:00 pm. **Adopted**