

**ENVIRONMENTAL HEALTH FOUNDATION
Minutes of the Teleconference November 13, 2011**

MINUTES

(As approved at the teleconference meeting on March 12, 2012)

Item 01: Roll Call

The Trustees participating in the Board Meeting were Ron de Burger, Cameron Coulby, Duncan Ellison, Len Gallant, Gary Gallivan, Tim Roark, Jacqueline Schnider, Klaus Seeger, and Ralph Stanley.

Apologies were received from Pam Scharfe, Phi Phan and Tamela Caroll.

Item 02: Adoption of Agenda

Ron de Burger asked if there were any proposed amendments to the Agenda. No additions were proposed. Ron de Burger proposed and Duncan Ellison seconded a motion to adopt the Agenda as presented.

Adopted

Item 03: Approval of Minutes

Duncan Ellison asked if there were any amendments to be made to the Meetings of Board and Annual General Meeting Minutes of June 26. None were offered. Duncan Ellison proposed and Klaus Seeger seconded a motion to approve the Minutes distributed.

Adopted

Item 04: Charity Golf Tournament - CIPHI 2012

Ron de Burger indicated that the Ontario Branch had offered to allow EHFC to sponsor the Golf Tournament in order to raise funds for the Foundation. Discussion followed as to the implications of this. Ron said he thought this would involve finding sponsors for the event, registering players, making arrangements with the Golf Course operators, and providing publicity for the event. There was further discussion on the possibilities around these things and it was left that Ron de Burger would find out more information and bring it back to the next meeting.

Action: Ron de Burger

Item 05: Financial Reports (Oral)

Tim Roark indicated that some purchase orders had already been received for the TempSafe products and he hoped more would be coming in. Donations had been received to cover Trustee expenses paid but not too much else. He indicated he would provide after the teleconference, a written report. This is attached as Annex A.

Duncan Ellison proposed and Ron de Burger seconded a motion to accept the oral report.

Adopted

Item 06: Other Committee Report

Duncan Ellison mentioned that Pam Scharfe had submitted a **Communication Committee** Report which had been circulated, but is attached here as Annex B.

Len Gallant and Gary Gallivan mentioned that the **Awards Committee** was having difficulty getting a nomination for the Len Heibert award from the Aboriginal College in Regina, but otherwise the Awards Committee was satisfied.

Duncan Ellison reported that the **Water Safety** Committee had not been able to undertake activities.

Klaus Seeger reported that the **Food Safety** Committee was pleased with the distribution of the letters to Branches promoting sales of the TempSafe products.

Item 07: Other Business

Ron de Burger asked if there was any other business to be discussed. No items were brought forward.

Item 08: Next meeting(s)

Ron de Burger suggested that because the AGM would be taking place in September that we should schedule two teleconference meetings in the intervening period. He suggested the months of March and May/June. Duncan said he would send out a doodle poll to check dates.

Action: Duncan Ellison

Item 09: Adjournment

There being no other business to transact,

Len Gallant proposed and Klaus Seeger seconded a motion to adjourn the meeting at 12:00 Eastern Time.

Adopted

Action Items

Item	Action	Who/Status
Board and AGM Meetings June 26, 2011		
<i>Item 4: Product Marketing</i>	The letters and product materials should be sent out before September with a final revision of the drafted letter, completion of the address labels.	Pam Scharfe, Klaus Seeger, Duncan Ellison Completed
<i>Item 4: Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pam Scharfe and Tim Roark	All Trustees: to consider volunteering
<i>Item 4: O'Hara Award</i>	Chair to write to NEC concerning making the proposed O'Hara Award a national award of CIPHI	Ron de Burger
<i>Item 4: Communication to new Trustees</i>	Trustees' information package to be distributed to new Trustees.	Tim Roark
<i>Item 4: Website</i>	To be updated with pictures of new Trustees	Pam Scharfe Completed
<i>Item 05d: Finance Committee Report</i>	To confirm if the remittance of a portion of CIPHI Conference surpluses was Members Vote at a prior AGM	Cannot confirm this, believed to have been a NEC Minute decision. Completed
<i>Item 05d: Finance Committee Report</i>	To revise 2011 budget following discussion in meeting	Tim Roark. Completed
<i>Item 8a: NCCEH Proposal</i>	To develop criteria for the NCCEH awards and linkages to EHFC awards	Gary Gallivan and Len Gallant
<i>Item 8b: List of trustees and appointments</i>	To be revised, distributed and confirmed	Duncan Ellison Completed
<i>Item 8c: Committee Memberships</i>	Scopes of Committees document to be sent to chairs and members for confirmation of scope and memberships.	Duncan Ellison
<i>Item 8d: Expenses</i>	Members expenses to be submitted and paid, within the policy	Completed for 2011
<i>Item 8d: Wikipedia listing</i>	Complete the initiative	Pam Scharfe.
<i>Item 8e: Strategic Plan</i>	Prepare an initial draft for consideration at 2012 AGM	Pam Scharfe, Jacqueline Schnider and Klaus Seeger
	Block time in 2012 AGM	Duncan Ellison
<i>Item 8f: EHFC-NEC linkages</i>	Establish a link between chairs of EHFC and NEC re: linkages on projects	Ron de Burger

Item	Action	Who/Status
November 13, 2011 Teleconference		
<i>Item 4: Charity Golf tournament 2012</i>	To verify the organizational details and commitments to be made to assume responsibility for the event.	Ron de Burger
<i>Item 8: Next meetings</i>	Doodle to select meeting times for teleconferences in March and May/June 2012	Duncan Ellison

Annex A

EHFC FINANCIAL UPDATE – JAN. 1 to NOV. 13, 2011

Revenue:

Debenture interest	\$900.00
Donations (incl. Trustee expense donations)	\$14,186.50
TempSafe sales	\$1,550.00
Total Revenue	\$16,636.50

Expenses:

Awards	\$2,000.00
Web Site (partial)	\$355.55
Canadian Partnership	\$226.00
TempSafe	\$748.40
General Admin.	\$473.53

Travel /AGM costs (incl. some late from 2010)	\$9,592.85
Total Expenses	\$13,396.33
Balance	+\$3,240.17

Note:

More travel expense/donations still to arrive and \$1,000.00 Matching Grant for Ontario Branch Sierra Leone project soon to be issued plus **Len Hiebert EHR Awards**.

Note: NEC minutes located so far appear to indicate that the decision by CIPHI National to contribute 10% of National's net portion of the annual conference profits was an NEC decision and not a motion/direction from the CIPHI Membership. The matter will be investigated further but numerous missing NEC minutes are hampering the search.

Tim Roark
Treasurer
EHFC

Annex B

Communication Committee Report

EHFC Newsletter:

A draft 2011 EHFC annual newsletter will be emailed out to the Trustees for comment the week of Nov. 21st. The newsletter will be sent out in an e-newsletter format on Nov. 28th via the CIPHI listserv.

Food Safety Products Agency Letter:

Edited letter and provided mailing labels for majority of the provinces and provided to Secretary.

Wikipedia:

Submission made to Wikipedia – no response to date.

Website:

To date have only received feedback on the website from one Trustee (thanks Tim).

The CIPHI website no longer refers to the EHFC as a “partner” of CIPHI – now listed under “About Us” page (thanks Phi).

The majority of updates have been completed:

1. Home Page
 - changed “What New” message (will be changed monthly)
 - changed “Post It Note” message (will be changed monthly)
 - added a counter to provide website statistics (free software – will be upgrading for additional features including the counter will no longer be visible)
 - updated Executive dates 2011-2012
2. About Us Page
 - added 2010 & 2011 annual reports
 - updated Trustee photos
 - updated CIPHI organizational chart
 - added all of the newsletters back to 2005
 - added a “Meeting Minutes” page (waiting on Secretary to provide approved minutes which will be pdf and added back to the beginning)
3. Awards Page
 - updated 2011, 2010, past recipients and donation form pages
4. Donate Page
 - donation form updated
 - donor recognition requires update
5. Products Page

- ACTION - would like to get additional feedback on these pages so that updates can be completed before the end of the year.
6. Projects Page
- Action - would like to get additional feedback on these pages so that updates can be completed before the end of the year.

Respectfully submitted,

Pamela Scharfe
Chair, EHFC Communication Committee