

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

RR #3, Auburn, Ontario, N0M 1E0 tel: (519)539-9800 fax: (519)539-6206

Minutes of Teleconference

20 October 2002

(As approved at the meeting of February 16, 2003)

1.0 Roll Call

Meeting commenced at 1:00 CDT.

Klaus Seeger Tim Roark Peter Rogers
Marilyn Lee Paul Medeiros Duncan Ellison

Regrets:

Keith Smith Scott MacLean Ken Cross Shendra Brisdon
Dean Sargeant Ron de Burger Michael Florians

1.1 Errors and Omissions EHFC Minutes 28 July 2002

There were no errors or omissions.

1.2 Approval of EHFC Minutes of 28 July 2002

Moved by Marilyn Lee and seconded by Tim Roark that:

That the minutes of the EHFC meeting from 28 July 2002 be accepted.

ARRIED

1.3 Additions to the Agenda

Endorsement of NEC appointees to the EHFC - Michael Fluoriams and Ken Cross

2.0 FINANCIAL and ADMINISTRATIVE UPDATE

2.1 Financial Report (Tim)

The treasurer noted that our expenditures are outstripping our income, that our assets are declining and that unless we change our current spending pattern, the EHFC will be broke within 5 years. In order to avoid that eventuality, it is necessary for us to improve our fundraising capabilities. It was noted, however, that some of the withdrawals from our account were expenditures of a capital or almost capital nature which were related to projects as an investment which should pay dividends down the line.

Moved by Tim Roark and seconded by Duncan Ellison that:

AThe EHFC accept the Treasurer=s Financial Report as presented@

CARRIED

2.2 Bookkeeping Services (Tim)

Michelle Bouchard was the successful candidate to perform the audit of the EHFC. Tim will meet with her shortly to discuss our specific requirements, including bookkeeping functions.

Moved by Duncan Ellison and seconded by Tim Roark that:

ATim inform the EHFC by email of the results of his meeting with Michelle on her appropriateness to perform both bookkeeping and audit functions for the EHFC.@

CARRIED

2.3 Policy and Procedures (Tim)

Tim is in the process of collating all of our various policies and procedures which have been passed by the EHFC over the years. They will be packaged for all trustees in time for the next meeting.

2.4 EHFC Regulation Update (Tim)

As a result of change in our bylaws respecting the quorum, it was necessary to advise Revenue Canada since there was the potential that such a change might affect our Charitable status. Upon review, Revenue Canada advised the EHFC that the change was acceptable as it didn=t materially alter the aims and objectives of the Foundation. The revised bylaw was signed by Klaus, Tim and Duncan.

The revised bylaws will eventually be put on the website.

2.5 Computer System for Treasurer (Tim)

At present, Tim is using his office computer for maintaining the financial records of the EHFC. This is not sustainable in the long run as it is his employer=s property, which also precludes us from adding any software programs as it is against office policy. Thus, it will be necessary to purchase a computer with the appropriate software. Tim will discuss with Michelle to determine what our requirements will be and will report at the next meeting.

3.0 BUSINESS ARISING from 28 JULY 2002

3.1 Logo - Letterhead (Tim, Paul)

Now that we have established what the logo will look like, it is time to commence using it on all of our correspondence. We will make a version available to be downloaded from the web which will allow offices to make copies locally using their colour printers. Tim will acquire a small quantity of stationery for his use. It was noted that the logo is currently available in PDF format, however it will have to be converted to a TIF or JPG format for use from the web.

Moved by Peter Rogers and seconded by Marilyn Lee that:

AThe EHFC authorize Tim Roark to purchase, at his discretion, an appropriate quantity of colour letterhead and envelopes.@

CARRIED

3.2 Joint Scholarship Fund - CIPHI / EHFC

This fund has a 10 K base from which the interest is used to pay for the scholarship, aimed at PHIs in the field to upgrade their education. There is development criteria committee that currently has as its members, Klaus and Scott. Both Duncan and Marilyn volunteered to sit on this committee as well. Klaus will also approach Rob Bradbury to see if he is interested in joining too.

3.3 EHFC Seal (Tim)

The EHFC seal is in draft form at present, and only in English. Its appearance will be with the lettering AEHFC@ in a semi-circle at the top, and Adate established 1985" in a semi-circle at the bottom, with the logo in the centre. Cost is estimated to be between \$100 - 150 to have it produced.

Moved by Marilyn Lee and seconded by Duncan Ellison that:

AThe Treasurer purchase an English only seal at a cost not to exceed \$150.00"

CARRIED

3.4 Donor Recognition Program

There will be three levels of recognition: letter of appreciation, certificate and plaque.

3.5 Bureau de Normalisation du Quebec (BNQ) Standards (Duncan)

BNQ has established standards for septic tanks. Currently there is some collaboration between CWWA and BNQ, however, if the Quebec septic tank standard was to become a national standard, then BNQ would be willing to establish a national committee, with volunteers from outside Quebec. At present, CSA is not interested in performance standards at all. Thus, it is hoped that the NEC might champion this as a national project and establish a national committee with representatives from government, industry and the CIPHI. Also, BNQ is willing to

distribute french language versions of our sewage video within Quebec.

Moved by Tim Roark and seconded by Paul Medeiros that:

AThe EHFC resolves to encourage the establishment of a national performance standard for on-site wastewater treatment systems based on the current BNQ standard and that Duncan Ellison is authorized to make appropriate contacts to discuss and implement this proposal. @

CARRIED

Moved by Tim Roark and seconded by Marilyn Lee that:

AThe EHFC form a partnership with BNQ to promote the sewage video and that Duncan Ellison is authorized to make appropriate contacts to discuss and implement this proposal. @

CARRIED

3.6 Sewage Video (Marilyn)

Marilyn contacted ACottage Life@ magazine and placed an ad for the sewage videos, at a cost of \$150.00 So far there have been two orders. We need at least 10 to pay for the ad.

A number of videos were sold to Wayne Co., Michigan which sent out the video as part of their permitting process. Marilyn will contact the Ontario Ministry of Municipal Affairs and Housing to see if they=re interested in purchasing the video for distribution, possibly along the same lines as Wayne Co. Duncan has a list of provincial officials in charge of sewage systems, to whom he will send each a copy of our brochure.

Thoughts about having an on-line version of the video were bantered about. Tim will speak with Mike Leblanc about that possibility.

3.7 Fundraising (Klaus)

It was agreed that Peter, Paul and Tim will sit on a subcommittee to discuss ideas to develop a plan to increase funds and to look at our revenues versus our costs. A donation request form will be sent out with the dues renewal notification.

4.0 NEW BUSINESS

4.1 Endorsement of Trustee Appointments

Moved by Duncan Ellison and seconded by Paul Medeiros that:

AThe EHFC endorse Michael Fluoriams, Ken Cross and Tim Roark as Trustees @

CARRIED

4.2.1 Payment of Bills

Moved by Tim Roark and seconded by Marilyn Lee that:

AThe EHFC pay all of the bills associated with this meeting.@

CARRIED

4.2.2 Written Reports

It was suggested that all business for our meetings be presented ahead of time in a short written report by the presenters.

4.2.3 Donation

Tim advised that he has purchased a Robert Bateman print and will donate it to the EHFC with all proceeds to be given to the EHFC. Tim will look at the option of selling tickets and to which project the funds will go.

4.2.4 Date and Time of Next Meeting

Sunday February 16th, 2003 at 11:00 CDT.