

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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

Minutes of Annual General Meeting

27 June 2004

(As approved at the meeting of September 15, 2004)

1.0 Roll Call

Meeting commenced at 5:00 pm ADT

Duncan Ellison	Klaus Seeger	Tim Roark
Paul Medeiros	Dean Sargeant	Keith Smith
Ron de Burger	Marilyn Lee	Shendra Brisdon
Ken Cross	Michael Florian	

Regrets:

Peter Rogers Scott MacLean

2.0 Additions to Agenda and Adoption

Two additions were requested:

- EHFC Appointments.
- Donation of Teacher Package to the Silent Auction.

Moved by Ken Cross and seconded by Michael Florian that:

"The amended agenda for the EHFC meeting of June 27, 2004 be adopted."

CARRIED

3.0 Approval of EHFC Minutes June 20, 2004

Moved by Dean Sargeant and seconded by Tim Roark that:

"The minutes of the EHFC meeting from June 20, 2004 be accepted."

CARRIED

3.1 Approval of EHFC Minutes October 26, 2003

Moved by Michael Florian and seconded by Ken Cross that:

"The minutes of the EHFC meeting from October 26, 2003 be accepted."

CARRIED

3.2 Errors and Omissions EHFC Minutes June 23, 2003

Klaus Seeger advised that both Duncan Ellison and Peter Rogers had been appointed to additional two-year terms. These appointments should have been documented in the minutes.

3.3 Approval of EHFC Minutes of June 23, 2003

Moved by Klaus Seeger and seconded by Dean Sargeant that:

"The corrected minutes of the EHFC meeting from June 23, 2003 be accepted."

CARRIED

4.0 Review of EHFC Financial Status**4.1 Adoption of 2003 Financial Report**

Tim Roark presented the audited financial report. No questions were raised by the trustees.

Moved by Shendra Brisdon and seconded by Tim Roark that:

"The audited financial report for 2003 be adopted."

CARRIED

4.2 Approval of Auditors

Tim Roark, as mentioned in a previous correspondence, advised trustees that Lorraine Woolsey had requested to be replaced as auditor. Tim contacted Charlie Young who agreed to assume the responsibility.

Moved by Marilyn Lee and seconded by Ken Cross that:

"Bill Leith and Charlie Young be approved as the auditors for 2005."

CARRIED

4.3 Approval of 2004 Budget

In order to facilitate the generation of a yearly budget, Tim Roark suggested reclassifying some budget items, in particular, the number and types of funds.

Duncan Ellison asked Tim Roark what criteria were used to designate an award as self-sustaining. Tim Roark replied that once an interest rate of 2-3% covers the yearly award payment, the award is considered self-sustaining. For example, the Len Hiebert Award is now self-sustaining. Conversely, the CIPHI/EHFC Continuing Education Award has a current balance of \$10,050.00. It would need a balance of \$15,000.00 to be self-sustaining. Duncan Ellison advised that he would seek donations from provincial branches to reach the \$15,000.00 level.

Paul Medeiros questioned if the interest on the CIPHI/EHFC Continuing Education Award balance of \$10,050.00, would not offset most of the \$500.00 expense outlined in the 2004 budget. Tim Roark will investigate.

Tim Roark advised the trustees that approximately \$3,200.00 is required from the 'uncommitted' funds in order to balance the EHFC budget. If this were to continue yearly, without an increase in revenue, the 'uncommitted' funds would run out of money. In order to avoid this situation, Tim Roark put forth the following six recommendations:

- **Effective immediately for 2004 and in future no travel expenses be approved for Trustees to attend Annual General Meetings until there is a significant improvement in our financial situation.**

This recommendation was discussed. Klaus Seeger suggested amending the recommendation so that expenses could be paid provided the trustee donated an equal amount to the foundation. This would allow for more accurate tracking of trustee activities.

Moved by Klaus Seeger and seconded by Tim Roark that:

""Commencing immediately, for the year 2004, no travel expenses be approved to attend the annual general meeting unless a donation equal to that amount is received at the same time."

CARRIED

- **Any travel claims for other meetings where a Trustee will be representing the EHFC will need to be cleared in advance by the Chairman or Treasurer.**

This recommendation was discussed and altered slightly.

Moved by Tim Roark and seconded by Shendra Brisdon that:

" Travel claims for other meetings where a Trustee will be representing the EHFC will need to be cleared in advance by any two of the following: Chair, Vice-Chair or Treasurer."

CARRIED

- **The Finance Committee should be constituted immediately with the appointment of 2 Trustees who are in addition to the Treasurer having a mandate to ensure the EHFC remains viable.**
- **The Fund Raising Committee needs to generate much needed new revenue either in the form of donations, grants or product sales.**
- **The individual price for Sewage and Ground Water videos needs to be increased to \$20.00 to cover continuing postal increases. This needs to be reflected on our web site and product sales material.**

Moved by Michael Florian and seconded by Ken Cross that:

" The individual price for the sewage and groundwater videos will be increased to \$20.00"

CARRIED

- **All Trustees will need to assist with ideas on how to cut costs and increase our revenue as well as our visibility.**

Tim Roark reviewed additional recommendations that were outlined in his treasures report. These included a recommendation to invest in 'trust' funds in a 5-year term that would yield higher interest. Committed funds could be invested in a 3-year term and uncommitted in a 1-year term. Paul Medeiros suggested that since only a small percentage of the uncommitted funds are required each year, the majority of those funds can be placed into a longer (say 3-year term) in order to maximize the returns.

Duncan Ellison requested the finance committee to explore and implement alternative investments. The finance committee was requested to keep the trustees updated with their progress.

Moved by Ron de Burger and seconded by Shendra Brisdon that:

" The 2004 budget be approved."

CARRIED

5.0 Awards Activities

5.1 CIPHI/EHFC Continuing Education Award.

Tim Roark recommended the EHFC immediately finalize the criteria for the Continuing Education Award; to create and distribute the application forms; and to establish a selection committee. Tim Roark suggested that the same committee assume responsibility and oversight for both the Len Hiebert EHR Award and the CIPHI/EHFC Continuing Education Award. Marilyn Lee asked if award criteria had been developed for the Len Hiebert HER Award. Tim Roark responded that it had not, but should be discussed with award committee members.

5.2 Lilli Anne Zahara Award

The trustees discussed the possibility of creating an award in memory of Lilli Anne Zahara. This was met with general approval from the trustees. The CIPHI/EHFC Continuing Education Award Committee will explore this possibility further and report back to the trustees at the next meeting.

6.0 EHFC Raffle

Duncan Ellison has requested the have the Bateman/Horton draw held during the conference awards lunch. Tim Roark informed trustees that close to \$2,000.00 has been raised and requested trustees to continue selling tickets right up to the awards lunch.

7.0 EHFC Partnership with Health Canada

Klaus Seeger updated trustees on activities pertaining to the Canadian Partnership for Food Safety. In particular, Klaus described the “Mrs. Cookwell” program. This is a Food Safety education program that targets second and third grade students. The Partnership is currently planning expansion to target college and university students. It will look at launching the program at 10 schools across Canada.

Klaus Seeger recommended the EHFC renew its ‘in-kind’ membership with the Canadian Partnership for Food Safety. This ‘in-kind’ membership does not require the payment of membership dues, although does require EHFC participation in activities, board meetings, etc. and with promoting the Partnership at EHFC displays. For example, the EHFC participated in the development and printing of food safety-related pamphlets.

Moved by Klaus Seeger and seconded by Keith Smith that:

" The EHFC renew its in-kind membership with the Canadian Partnership for Food Safety."

CARRIED

Klaus raised the concept of establishing a food safety day, week or month (note from secretary: similar to ‘Earth Day’) – something to recognize and promote food safety.

Moved by Klaus Seeger and seconded by Tim Roark that:

" The EHFC, in conjunction with CIPHI endorse the concept of establishing a Food Safety Day, Week or Month."

CARRIED

8.0 Review of Trustee Assignments

Duncan Ellison informed trustees that he has reviewed the EHFC files, activities and trustee assignments. There are six basic areas of activities. They include:

Governance, Finance, Awards, Food Safety and The Partnership, Fundraising, and the EHFC Website

Duncan Ellison reiterated the importance of these committees to the success of the Foundation. Assignments remain the same, but Duncan Ellison will raise this agenda item at the next conference call to see if any adjustments are required.

9.0 Strategic Plan

Duncan asked – other than research is there another core area we should become involved with?

Ron de Burger responded that since the EHFC's primary objective is education and research, perhaps we should initiate and support a project to consolidate and document public health (including public health inspection) history in Canada. Ron de Burger believes that work in this area has already been conducted, but needs to be pulled together. He asked if this would be a legitimate project for the foundation.

Marilyn Lee replied that it could be useful. Klaus Seeger agreed and had already been thinking along similar lines with the idea to current archived material to write a book.

Shendra Brisdon suggested using a masters student conduct the required research? Ken Cross mentioned that a colleague (Karlene Troy) would perhaps be interested.

Ron de Burger volunteered to speak with her. Ron de Burger will also follow up with the Public Health Human Resources Task Group and the Public Health Infrastructure Services Task Group concerning funding for this project.

Tim Roark explained that as CIPHI Historian, he was in possession of approximately 90 boxes of historical documents. He is aware of many more in other areas of the country. Unfortunately, some material he tried to track down was likely destroyed in the Winnipeg flood a few years back. Tim Roark believes we should commence by scanning the historical documents currently in his possession.

Duncan Ellison will consult with the Canadian National Archives. They may be able to provide funding for this initiative.

10.0 Other Business

10.1 Appointment of Trustees

Moved by Dean Sargeant and seconded by Ken Cross that:

"Klaus Seeger, Ron de Burger and Shendra Brisdon be re-appointed as trustees for an additional two year term"

CARRIED

Trustees were requested to provide Tim Roark with names of other potential trustees.

10.2 Appointment of Honorary Chair

Moved by Ron de Burger and seconded by Klaus Seeger that:

"Dr. John Blatherwick be re-endorsed as honorary chair for an additional two year term."

CARRIED

Duncan Ellison will write to Dr. Blatherwick with an invitation to continue as honorary chair.

Moved by Dean Sargeant and seconded by Marilyn Lee that:

"The current slate of officers be re-appointed for a 12-month period."

CARRIED

11.0 Closing of 2004 Annual General Meeting

Moved by Michael Florian and seconded by Ken Cross that:

"The Annual General Meeting be closed."

CARRIED