

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Teleconference - May 13, 2006

(As approved at the meeting of June 25, 2006)

1.0 Roll Call

Meeting commenced at 11:00 am EST

Duncan Ellison	Tim Roark	Ken Cross	Marilyn Lee
Ron de Burger	Peter Rogers	Dean Sargeant	Klaus Seeger
Shendra Brisdon (recorder)			

Regrets:

Claudia Kurzac	Keith Smith	Len Gallant
Michael Florian	Pam Scharfe	

02 - 03 Adoption Agenda and of Previous Minutes

There are no minutes available at this time from the September 2005 Meeting. Duncan apologized for this and indicated he will construct a summary of the Meeting in time for the Regina meeting. Tim suggested a summary could be formed from the annual report that was submitted to the September 2005 AGM. Others offered to send in notes or confirm the summary as it related to their portions of the agenda. Klaus indicated it was important to approve the minutes and the motion that named the table officers.

Action - All please send any notes to Duncan so he can prepare the summary of minutes from September 2005.

04 Finance Report

Tim Roark briefly summarized the circulated reports. The books are balanced. The Foundation had a net revenue of \$5,657.55 for 2005. The number of donations was down. Changes by Revenue Canada in extending donation deadlines for the Tsunami, have complicated the donation picture (see also 04.2 below).

Motion to accept Financial Statement - **moved** by Marilyn Lee and seconded by Ken Cross. Adopted.

04.1 Auditors Report

Tim Roark briefly summarized the circulated report.

Motion to accept Auditors Report - **moved** by Ron de Burger and seconded by Dean Sargeant. Adopted.

Motion to reappoint William Leith / Charles Young as Auditors. **Moved** by Peter Rogers and seconded by Klaus Seeger. Adopted.

04.2 Donations and Receipts

Tim Roark pointed out that Revenue Canada has determined that receipts issued to the Institute for contributions did not have to be official, the official receipts were cancelled and non-official receipts were reissued.

There have been only five donations so far this year. A donation flyer has been produced but needs approval to go public. Publicity and promotion can be added to the agenda items for Regina.

Ken Cross pointed out that various media will be at the Regina conference and could be used to promote the Foundation.

It was agreed that there was a general need to expand and promote the Foundation to Public/Industry/ Branches

Alberta Branch approves in principle a generous annual donation to the Foundation. Other branches need to be informed and they may follow suit.

Action – Tim and Duncan – Copies of Donation flyer for booth at AGM and for delegate binder

Motion to accept Treasurers Report – moved Peter Rogers and seconded by Ken Cross. Adopted.

05 EHFC Award Report

Marilyn Lee discussed her report, and pointed out that the Len Hiebert award is to promote research in EH was provided to the five schools in Canada teaching environmental health. There was some suggestion that the \$100 was considered paltry by some of the schools. The schools were to make the award known to students and would administer the award, so there would be no applications to adjudicate. The applicants had to do research and commit to write an article for potential publication in the EH Review and posting on the EHFC website. The award pamphlets were discussed.

Action – **Marilyn** to specify that the Len Hiebert award is an Annual Award.

Action - **Tim/Peter** to add info to awards re Births and Deaths

Motion - Immediately increase the Len Hiebert EH Review Award from \$100 to \$250. This will go to one student in each of the 5 EH institutions. - **Moved** by Marilyn Lee and seconded by Tim Roark. Adopted.

Action - **Marilyn** to change forms to read \$250.

- **Marilyn to check with Nick Losito to see if some of the articles can be published in the EH Review.** Look into setting up posters on EHFC website after having been published in the EH Review, whether or not published in the EH review.

Motion to accept the Awards report – **moved** by Klaus Seeger seconded by Dean Sargeant. Adopted.

06 Canadian Partnership for Food Safety

Klaus Seeger provided a brief summary of his report. The website is revised and better now.

The Foundation needs to be nominated the Partnership Board again; our membership is paid for the year. We are the only public health voice at the Directors table and he is confident we will be nominated again.

He indicated that there is a move to promote food safety education for Post Secondary Students that should be focused on High School Students as their first job is often in a restaurant and they should have some food safety knowledge. Kitchen Sink Program for Secondary School Students is looking for support. Sheri Nielson is developing this course based on Food Safe.

Motion Board of Trustees with the EHFC should support the initiative for food safety education in high School programs. **Moved** by Tim Roark seconded by Marilyn Lee. Adopted.

Motion to accept Canadian Partnership for Food Safety report - **Moved** by Marilyn Lee seconded by Dean Sargeant. Adopted.

07 Website updates / liaison

Dean Sargeant reported that Mike Leblanc is concerned about the accuracy and currency of our information on the web site. It needs to update, of particular concern was the aboriginal student environmental health educational program, which is very much out of date.

Action ALL please look at the website and identify the need to update information. Send changes to Mike Leblanc and cc Dean Sargeant or send to Dean Sargeant directly

Motion to accept Website Report – Klaus Seeger/ Ron de Burger. Adopted.

08 Other Business

08.1 Health Canada Alerting and Response Project

Klaus reported briefly on the project. Health units in each province were surveyed as to water borne outbreaks and risks and their follow up mechanisms and activities. HC expects to use the information to develop their own departmental program.

Tim Roark noted that all the participating Health units should be acknowledged.

Klaus Seeger asked how much time/effort is provided by EHFC volunteers on a regular basis and if this is reported on the Revenue Canada returns?

Action Klaus Seeger to check with HC on the potential use by EHFC of the information for presentation or workshops or publishing.

Action Duncan Ellison to try to develop volunteer time tracking records for the project.

Action All if there were any expenses for the HC contract - to please submit them to Tim Roark.

Motion to accept HC alerting and response project report – **Moved** by Tim Roark and seconded by Peter Rogers. Adopted.

08.02 Temp Safe Symbols

Klaus Seeger reported on the fact that Measurements & Technology (MTC) produce fridge magnets with logos and names printed on them. He suggested there would be an opportunity to produce some Temp Safe products to promote the program.

Motion Klaus Seeger to negotiate with MTC for an initial price, obtain some samples for the conference and use these to estimate potential demand. **Moved** by Tim Roark and seconded by Marilyn Lee. Adopted.

Motion Authorize Klaus Seeger to commit \$ 500.00 with MTC to make up some thermometers with our logo. **Moved** by Duncan Ellison and seconded by Tim Roark. Adopted.

08.4 Increase number of Trustees from 15 – 17

Tim Roark indicated he thought EHFC needs to increase the number of Trustees and Table Officers to carry out the duties and responsibilities of the EHFC. There was some discussion on this point and anticipating that motions could be presented to the CIPHI AGM it was decided to consider a motion to this effect.

Motion Increase the number of trustees and table officers to help carry out projects from 15 to 17 trustees and one table officer (past chair). **Moved** Duncan Ellison and seconded by Marilyn Lee. Adopted.

08.5 Attendance at Conference in Regina.

After identifying Trustees expected to attend Regina, it was thought that the Quorum would be met – Ron de Burger, Klaus Seeger, Duncan Ellison, Tim Roark, Ken Cross, Pam Scarfe, Claudia Kurzac, Len Gallant were identified as likely to attend.

Also discussed was when and where the Trustees could meet. Ken Cross offered to forward to Duncan Ellison the schedule for the Regina Conference.

ACTION: Duncan Ellison to contact Claudia to confirm details and propose a meeting time and location to Trustees.

09 Adjournment

Motion to adjourn at 12:33 EST. Moved by Peter Rogers and seconded by Ken Cross. Adopted.