

Review of the Minutes of February 22, 2009

ENVIRONMENTAL HEALTH FOUNDATION Teleconference Meeting Sunday, February 22, 2009

13:00 – 14:00

As Approved in May 03, 2009 Business Meeting

Item 01: Roll Call

The Trustees participating in the Teleconference were Michael Florian, Adam Grant, Peter Rogers, Ron de Burger, Duncan Ellison, Len Gallant, Tim Roark, and Klaus Seeger.

Shendra Brisdon, Pam Scharfe, Marilyn Lee, and Dean Sargeant submitted their apologies.

A quorum was present.

Item 02: Adoption of Agenda

Ken Cross moved and Tim Roark seconded a motion to adopt the Agenda as presented. The Motion was adopted.

Adopted

Item 03: Minutes of December 14, 2008

Peter Rodgers noted that there was a minor spelling error in the 3rd paragraph under Item 07, Duncan Ellison noted the typographical error and agreed to correct it in the approved minutes. Ron de Burger moved and Ken Cross seconded a motion to adopt the minutes as amended. The motion was adopted.

Adopted

Action: Duncan Ellison to correct the Minutes and circulate

Duncan Ellison pointed out that the remaining items under Item 03, were action items from the previous meeting that should have been adopted and approved for follow up.

Item 03.1: Administrative Policy for Fiduciary Responsibility and Duty of Trustees.

Klaus Seeger moved and Peter Rogers seconded a motion to adopt the draft Administrative Policy and forward it to Tim Roark for action to include it with the other Foundation Policies. The motion was adopted.

Action: Tim Roark to prepare and include this with the other Administrative Policies

Item 03.2: Discussion Paper for NEC consideration regarding Branch Appointees to the Foundation.

Tim Roark mentioned that this arose out of a realization that the Foundation had to refresh itself and to rebuild relationships with the Branches and the current generation of Public Health Inspectors. The proposal to go to NEC was that Branches would be asked to name a representative to the Foundation, who would have the responsibility of promoting a linkage between the Branch and the Foundation. Some discussion was held as to whether or not the Senators might perform that function, but it was pointed out that this would not lead to a generational refreshment of the Foundation Trustees. It was also noted that the Branches could appoint a Senator, or a member of the Branch, not necessarily a member of the Branch Executive.

With these discussions closed, Tim Roark moved and Klaus Seeger seconded a motion that Michael Florian should sign and forward the proposal to NEC for consideration at their next meeting. The motion was adopted.

Action: Duncan Ellison to prepare and Michael Florian to forward to NEC

Item 03.3: CPHA Draft Corporate Sponsorship Policy.

Michael Florian indicated that he had discussed this with Duncan Ellison and thought that the discussion would take too much time, and therefore saw two possibilities: either refer it to the Governance Committee for consideration and reporting at the next meeting, or refer the document to the next face to face meeting.

Ron de Burger moved and Peter Rogers seconded a motion that the document be reviewed by the Governance Committee who would report on it at the next meeting. The motion was adopted.

Action: Governance Committee to review and report at the next meeting

Item 03.4: Ed Fleming Memorial Fund – revised description and purpose.

Tim Roark noted that an action item for him was to review the description and purpose for the Ed Fleming Memorial Fund, given that the original purpose is not being achieved. He indicated that the description and purpose should be broadened to reflect Ed's very broad and strong interest in matters of water safety and quality. He had submitted a revised description and purpose for consideration.

Accordingly, Tim Roark moved and Len Gallant seconded a motion to adopt the revised description and purpose and included it in the refreshed web pages and EHFC documentation. The motion was adopted.

Action: Pam Scharfe to have the revised description and purpose included on the Website.

Item 03.5: Notice of Motion to Amend the Foundation Regulation.

Duncan Ellison pointed out that it had not been possible to follow the action item on this subject, so he had gone ahead and made revisions as required, with one exception, the renumbering of the document to reflect the CIPHI by-law format, since he could not find it to copy. After some discussion it was thought the by-law format was with alphabetical sub-paragraphs not numerical ones, but it was decided that this was not a necessary step. Tim Roark asked if all the amendments from the previous version were identified, and Duncan Ellison reported he had assiduously checked the items in the Notice of Motion with the revised text of the Regulation to include those amendment notes. Len Gallant asked if there was a need for a Notice of Motion and would there be time to get the Notice out to CIPHI members before the AGM. Duncan Ellison indicated that the amended Regulation only required the approval of the NEC. Ken Cross confirmed that a Notice of Motion was not needed, but simply a letter to NEC asking them to approve the changes to the Regulation.

Duncan Ellison moved and Klaus Seeger seconded a motion that a letter be drafted for Michael Florian's signature, and that Michael Florian should forward the proposed revised Regulation to NEC for approval at their next meeting. The motion was approved.

Action: Duncan Ellison to prepare and Michael Florian to sign and forward the documents to NEC

Item 04: Reports on Action Items

Duncan Ellison pointed out that this document was proposed as a Consent Item document prepared to include reports from those who were assigned action items. Unless a Trustee wished to discuss any report in detail, it would be normal for a motion to adopt the consent agenda item without discussion. He also stated that commentary, but not discussion of the consent items is permitted, and that completed actions would be removed from the List of Action Items, and those incomplete would be carried forward. The Trustees accepted this advice.

Item 04.1: Administrative Policy on Friends

Tim Roark moved and Peter Rogers seconded to remove Item 04.1 from the Consent Agenda as he wished to discuss the use of the terms Friends of the Foundation and Friends of the Board of Trustees. The motion was adopted.

In the discussion it was noted that the two terms were potentially confusing, although the difference in intent was understood: that Friends of the Board of Trustees were individuals who volunteered their services and time to assist the Board or a Committee of the Board, and accordingly could participate in Board meetings, but not vote, while the list of Donors would be identified as Friends of the Foundation. After some discussion it was noted that the two terms were sufficiently explicit and would be appearing at different locations in Foundation communication materials and therefore that both terms could be used.

Accordingly Peter Rogers moved and Duncan Ellison seconded a motion that Tim Roark proceed with the preparation of an Administrative Policy respecting Friends of the Board of Trustees. The motion was approved.

Action: Tim Roark

Since not other motions were presented to remove and discuss any particular report, Klaus Seeger moved and Len Gallant seconded a motion to accept items 04.2 to 04.6.

Accepted

Item 05: Finance Report

Tim Roark highlighted several items in his report and advised that the documents would be prepared for the Auditors to review in March and the report prepared for the AGM in May. He noted that CIPHI had started to sort out their financial condition and had made their payment for 2006, and that he thought that the 2007 and 2008 figures would be completed shortly and the payments due the Foundation would be made this year. There was some discussion that the donations were down and that greater efforts should be made. Adam Grant reported that the CIPHI List serve would provide a means to reach all members individually, which should be helpful, although the on-line donation capability had been delayed. Tim Roark concluded his presentation by noting that the Donor Recognition data had been brought up to date and he expected the web site to be modified to reflect this.

Tim Roark moved and Ron de Burger seconded a motion to accept the Treasurer's financial report. The motion was adopted.

Accepted

Item 06: Committee Reports

Duncan Ellison pointed out that the Committee Reports were proposed as a Consent Agenda Item to be adopted with a single motion. If any Trustee wished to discuss a report in detail, then a motion to take that particular item out of the Consent Agenda would be required. He reminded Trustees that comments on reports could be made.

Duncan Ellison mentioned that he had put together a scope and work plan for the new Water Safety Committee but had not received volunteers to work with him on it. Len Gallant indicated he would volunteer. Tim Roark noted that Ralph Stanley of the Peel Health Unit was strongly interested in the Foundation and could be invited to become either a Trustee or a Friend of the Board of Trustees to work in the Water Safety Committee. Duncan Ellison said he new Ralph Stanley and would ask him to be a Friend of the Board of Trustees, the matter of nominating him to be Trustee was a separate manner.

Action: Duncan Ellison to contact Ralph Stanley and revise the Committee Page.

Klaus Seeger commented that the Brenda Watson of the Canadian Partnership for Consumer Food Safety had called him pointing out that the Foundation had not paid its 2008 membership and had not nominated a representative. Duncan Ellison indicated he had advised Brenda that Pam Scharfe would be the contact point, but he understood she had been extremely busy. Tim

Roark indicated he had not received an invoice from the Partnership. It was requested that Klaus Seeger advise Brenda Watson to send Tim Roark the membership invoice and to contact Pam Scharfe to confirm he ability to represent the Foundation in the Partnership.

Action: Klaus Seeger

There being no further interest in general discussion of these items, Ron de Burger moved and Len Gallant seconded a motion to accept all the items 06.1 to 06.6.

Adopted

Item 07: Other Business

Ken Cross raised an item for discussion about the President's Banquet. Trustees agreed with the proposal and Klaus Seeger and Ron de Burger agreed to follow up.

Action Klaus Seeger and Ron de Burger

Adam Grant advised that the CIPHI Member Services website was up and running and will include a check off provision regarding members' willingness to be contacted for various purposes.

Noted

Klaus Seeger raised the issue that we need to get the website updated before the AGM. It was agreed that we will seek Pam Scharfe's cooperation, but if she continues to be too busy to assist, we should approach Mike LeBlanc with information to be uploaded.

Action: all as appropriate

Duncan Ellison reminded the Trustees of the proposal to solicit \$1 from each CIPHI Membership fee as a contribution to the Foundation. It was pointed out that this would be discussed off-line with Adam Grant by Michael Florian and Tim Roark.

Action: Michael Florian and Tim Roark

Item 08: Next Meeting

Michael Florian advised that the next meeting could be the AGM meeting in Kananaskis on Sunday May 3. Duncan Ellison pointed out that a Report to the CIPHI AGM was needed and that it had to be circulated to NEC and to CIPHI at least 14 days ahead of the Conference so it could be included in the Conference Publications. He proposed a teleconference early in May. After some discussion, it was decided to use the provisions of the Regulation for Electronic Balloting, with the draft Report being circulated for comment and then balloting. This was agreed.

Agreed

Duncan Ellison then reported he had been in contact with Rob Bradbury regarding the EHFC meeting in Kananaskis and advised that a small room (8+ people) had been set aside for us all day. He proposed that we should follow the pattern of St. John's and that those who could should assemble in that room at 09:00 for an ad hoc working meeting (website review, committee discussions, etc) until 12:00, followed by lunch and that we could formally convene a Trustees meeting at 13:00 until 16:00 when we would have to set up the EHFC Display.

He pointed out that the Conference information would indicate that the AGM would be open to any who wanted to attend, so he suggested we declare the Trustees meeting from 13:00 to 14:00 to be a business meeting (closed) and then open the AGM at 14:00.

This proposal was agreeable to the Trustees and Duncan stated that he would propose agendas for Michael to approve as President. Once approved the agendas would be circulated with the draft Foundation Report to CIPHI

Action: Duncan Ellison to establish proposed Agendas for approval.

Item 09: Closure

There being no other business to conduct, Michael Florian asked for a motion to close the meeting.

Len Gallant moved and Ken Cross seconded a motion to close the meeting.

Adopted

The teleconference closed at 14:05.