

ENVIRONMENTAL HEALTH FOUNDATION
2009 Summer Meeting

Pocaterra Room, Delta Lodge Kananaskis
Kananaskis, Alberta
13:00 to 15:00 hours

As Approved at the November 23, 2009 Teleconference Meeting

Item 01: Roll Call

The Trustees attending the Annual General Meeting were Duncan Ellison, Michael Florian, Len Gallant, Tim Roark, Dean Sargeant, Pam Scharfe and Klaus Seeger.

Apologies were received from Shendra Brisdon, Ken Cross, Ron de Burger, Marilyn Lee, and Peter Rogers

Rick Sokolowski attended as a guest.

A quorum was present.

Item 02: Adoption of Agenda

Tim Roark moved and Pam Scharfe seconded a motion to adopt the Agenda as presented. There were no items proposed for discussion under Other Business.

Adopted

Item 03: Minutes of February 22, 2009 Meeting

Klaus Seeger moved and Len Gallant seconded a motion to adopt the minutes as presented. There were no comments; the Motion was adopted.

Adopted

Item 04: Action Items from the Minutes

The action items from the previous Minutes were reviewed with the following annotations.

Tim Roark

Item 04:06 – Administrative Policy re matching funds, completed (#8); Item 07:02 revised financial goal – set at \$80,000; Item 3.1 Administrative Policy for fiduciary responsibility – completed #10; Item 04.1 – Administrative Policy for Friends of the Board of Trustees – completed #9;

Klaus Seeger

Item 07 – to discuss banquet announcement – completed.

Pam Scharfe

Item 04:11 – coordinate changes to the website – 50% completed; Item 04:14 – market TempSafe materials to Members of CPFCFSE – to be completed.

Michael Florian

Item 03.3 – review CPHA corporate sponsorship policy – completed and reduced to two pages; Item 07 – discuss with CIPH NEC a \$1 annual transfer from membership fees – deferred for tactical reasons.

Duncan Ellison

Item 05 – mail request letter for donations to Health Units – deferred; Item 05 – mail publicity letter to Health units for Food Safety Committee products – deferred.

Action: Duncan Ellison and Klaus Seeger

Dean Sargeant proposed and Len Gallant seconded a motion to receive the Auditors' report.

Accepted

Item 05: Treasurer's Report

The report was reviewed and the following decisions were made:

Item 05.01: 2008 Audited Financial Statement

Tim Roark proposed and Rick Sokolowski seconded a motion to accept the Auditors' report.

Accepted

Item 05.02: Balance Sheet

Tim Roark proposed and Rick Sokolowski seconded a motion to accept the Balance Sheet as reported.

Accepted

Item 05.03: Statement of Operations

Tim Roark proposed and Rick Sokolowsky seconded a motion to accept the Statement of Operations.

Accepted

Item 05.04: Types of Funds Handled

Tim Roark proposed and Rick Sokolowski seconded a motion to accept the report on the types of funds handled.

Accepted

Item 05.05: Multi-year Financial Comparisons

Duncan Ellison proposed and Dean Sargeant seconded a motion to accept the Multi-year financial comparisons report.

Accepted

Other items in the Treasurer's Report on which decisions were made included:

Expanding the marketing of TempSafe products to health units.

Klaus and Duncan to take action.

Promoting donations from amongst CIPHI members.

Tim Roark (Finance Committee) and Pam Scharfe (Communications Committee) to develop an action plan

Review investment opportunities for funds.

Pam Scharfe and Len Gallant to consider options

Move the interest accumulated to the endowment funds.

Duncan Ellison proposed and Len Gallant seconded a motion to move the funds.

Tim Roark to action

Len Gallant volunteered to join the Finance Committee.

Approval of the Auditors for 2009.

Tim Roark proposed and Klaus Seeger seconded a motion to appoint Charlie Young and Bill Leith as Auditors for 2009.

Accepted

Item 06: Review of Board's Committees/Projects

Len Gallant proposed and Klaus Seeger seconded a motion that the oral reports of the committee chairs, as present, be accepted.

Accepted

Len Gallant proposed and Klaus Seeger seconded a motion that the scope of the Water Safety Committee as proposed, be accepted.

Accepted

Item 07: Review of the Ad Hoc Meeting

Duncan Ellison presented the report of the Ad Hoc Meeting.

The meeting was attended by Duncan Ellison, Michael Florian, Len Gallant, Tim Roark, Dean Sargeant, Pam Scharfe and Klaus Seeger.

Draft Corporate Sponsorship Policy: Pam Scharfe and Klaus Seeger agreed to shrink this to two pages or so.

Action: Pam Scharfe and Klaus Seeger

The Strategic Plan was modified only, by increasing the Trust Fund size to \$80,000 from \$50,000.

St. John's Website Review: Pam Scharfe is to ask if we can take over the management of the EHFC website. A number of changes to the website were identified and will be attended to by the Website Subcommittee.

Action: Pam Scharfe and Subcommittee

Administrative Policies: were reviewed and found to be current.

Committee Scopes and Memberships: were reviewed and found to be current.

No motion was needed to accept the report.

Item 08 Other Business

No other business items were identified.

Item 09 Closure

Dean Sargeant proposed and Rick Sokolowsky seconded a motion to close the meeting.

Accepted

Action Items

Prepare and send by mail request letters to Health Units for

- Donations, and
- Publicity letter for Food Safety Committee products.

Action: Duncan Ellison and Klaus Seeger

Develop an action plan to promote donations from amongst CIPHI members.

Action: Tim Roark (Finance Committee) and Pam Scharfe (Communications Committee)

Review investment opportunities for trust funds.

Action: Pam Scharfe and Len Gallant

Move the interest accumulated to the endowment funds.

Action: Tim Roark