

**ENVIRONMENTAL HEALTH FOUNDATION**  
**Minutes of the Annual General Meeting June 23, 2013**

**Item 01: Roll Call**

Cameron Coulby conducted the Roll Call at 09:20 CDT. The Trustees participating in the Board Meeting were: Ron de Burger, Pam Scharfe, Tim Roark, Klaus Seeger, Tamela Carroll, Jacqueline Schnider, Len Gallant, Cameron Coulby, Ralph Stanley, and Phi Phan.

A quorum was achieved.

Apologies were received from: Duncan Ellison, Garry Gallivan and Gary Tam.

**Item 02: Adoption of Agenda**

Ron de Burger asked if there were any proposed amendments to the Agenda. Phi Phan asked that a discussion of Quorum be added to the agenda, which was added as Item 6J, as well as a discussion of the CIPHI strategic planning session, which was added as Item 6K. Tim Roark asked that the groundwater teaching package be added as an item, which was added as Item 6L. Ron de Burger also added Election of Officers and Trustees to the agenda.

**Adopted**

**Item 03: Review and Approval of Decisions of the Minutes of April 7, 2013.**

Item 03a: Jacqueline Schnider moved and Ralph Stanley seconded a motion to approve the Minutes of April 7, 2013.

**Adopted**

Item 03b: The action items from the April 7, 2013 meeting were reviewed with the following results:

*Carried from December 2, 2012 Teleconference*

Item 6: Trademarking TempSafe Symbols: *Continued:* Klaus Seeger reported that this process is ongoing, and that the existing symbols have been renewed and Klaus will begin the process for the new versions.

Item 8b: Ensuring legality re Clinica Verde: *Completed:* Tim Roark reported that no further action is needed on this item.

*Carried from 2012 AGM*

Item 4a: Promoting TempSafe in USA *Continued:* Ron de Burger reported that he and Tim met with Nelson Fabian (Executive Director of NEHA) in Vancouver on April 18 to discuss this initiative. Ron de Burger reported that Mr. Fabian expressed interest in TempSafe. Ron de Burger will follow up with Mr. Fabian when he meets with him again in Washington, DC later in the summer. Tim Roark reported

similar interest from Mr. Fabian from Spanish versions of the symbols. Tim Roark also indicated that it needs to be clear which temperatures to be used on the symbols.

Item 4b: Promoting TempSafe outside of Ontario

*Continued:* Pam Scharfe reported that she is waiting for the results of the ASPHIO meeting, which will indicate how much money is available for health units. Ralph Stanley, Ron de Burger and Klaus Seeger reported that the presentation at ASPHIO was well-received, which was targeted to health units which have not signed up yet, offering to eliminate the charge for putting the health unit's name on the symbols. Klaus Seeger is awaiting more information from Tony Amalfa. Tim Roark reported that the printer is offering the same deal as last year. Tim Roark also reported that the TempSafe program provided approximately \$10, 000 for the Foundation.

Item 6: Awards Committee

*Continued:* Pam Scharfe reported that Ontario, Alberta and Saskatchewan have a link to EHFC website on their webpages, and that work is ongoing for this item.

Item 8: Creation of EHFC Chapters

*Continued:* Tim Roark reported that work is ongoing.

Item 8: Follow-up with HC

*Continued:* Tim Roark and Ron de Burger reported that HC has not reported back yet regarding this item.

Item 8: Scanning of minutes to PDF

*Continued:* Tim Roark reported that this item is ongoing.

Item 8: Appointment of Webmaster

*Deferred:* Discussion regarding this item as it pertains to succession planning for social media as well as another communications lead to assist Pam Scharfe. Cameron Coulby nominated himself to begin working with Pamela Scharfe with Facebook and Twitter accounts for EHFC.

Item 8: Publicity around awards

*Continued:* Pam Scharfe reported that more information needs to be provided to Branches when an award is given out, to provide information for the individual health agencies, and also to local media outlets. Ron de Burger indicated that it may be useful to send a letter to the appropriate Medical Officer of Health and/or the Chair of the Board of Health when an award is given out. A discussion was had regarding promoting the awards in order to produce more applicants.

*Carried from 2011 AGM*

Item 4: Donation solicitation

*Continued:* Pam Scharfe reported that more members for this committee are needed. Ron de Burger reminded Trustees that they are to consider volunteering for this committee, and Pam Scharfe indicated that it is preferable that a Trustee volunteer to chair the committee. A discussion was had regarding committee scopes.

Item 4: O'Hara Award

Item 8c: Committee Memberships

Item 8d: Wikipedia listing

*Discussed during other business (see below).*

*Deferred*

*Completed:* Pam Scharfe reported that this is completed. Phi Phan reported that the CIPHI Wikipedia page will be augmented by the end of the year with more information.

*Carried from May 27, 2012 Teleconference*

Item 04: Golf Event

*Continued:* Pam Scharfe reported that she sent an email to Cameron Weighill on April 7, 2013 regarding this item, offering a Trustee to present the awards or to sell raffle tickets, no response was received. A follow-up email was also sent by Pam Scharfe. Ron de Burger reported that he will follow up with Mr. Weighill at the Conference.

Not on Agenda: Gary Tam offered a postcard-sized version of the Mosaic Banner to each Trustee as a token of appreciation for EHFC support of the project. Ron de Burger formally thanked Gary Tam from the EHFC.

#### **Item 04: Financial Matters**

Item 04: It was agreed that for future meetings, Financial Matters will be added to Committee Reports. Tim Roark presented the Treasurer's Report for 2012. Clinica Verde received the cheque that Tim Roark sent via USPS. Klaus Seeger reported that Canada Post is doing a trace on the first cheque that was sent out. Tim Roark reported that TempSafe is providing strong revenue, but that it will be important to promote TempSafe to other agencies across Canada in order to meet the budget window. EHFC books were approved by the auditors, with three recommendations: (1) to consider transition planning for the Treasurer position, (2) to consider authorizing short-term deposits once the account reaches over \$10,000, and (3) to transition from manual ledgers and hand-written receipts to electronic book-keeping and receipts. Phi Phan indicated that it would be possible to integrate EHFC record-keeping in to CIPHI national using their contracted service but that this would have associated costs. Tim Roark to contact Carlene at CIPHI to discuss this option. Tim Roark also reported that Charlie Young is retiring as auditor for EHFC, and therefore EHFC will require a new auditor. It was moved by Pam Scharfe that a letter be sent to Jasmina Egeler and Charlie Young to thank them for their services, which Ron de Burger agreed to do. Tim Roark expressed concern that less than 5% of the CIPHI membership support the EHFC. Tim Roark is working with Jasmina Egeler to

produce a TempSafe card that can be given to graduates of food safety education programs as well, and this project can be extended to other programs such as TrainCan. Tim Roark also announced his retirement as Treasurer on the Board of Trustees by the end of 2014, necessitating the need to find a new Treasurer by that point. Pam Scharfe reported that it would be more effective to have student bursaries as a permanent item for EHFC meetings in order to ensure there is adequate time to discuss and prepare ahead of CIPHI conferences. It was agreed that this would be an item on the next meeting agenda. Tim Roark moved and Cameron Coulby seconded a motion to adopt the report.

**Adopted. Action: All trustees: Treasurer succession planning**

#### **Item 05: Committee Reports**

**Awards Committee:** Len Gallant provided the Awards Committee report. A discussion occurred regarding increasing awareness of awards, including adjusting the deadline for application to the NCCEH award to allow for more applicants. Tim Roark suggested that it may be beneficial to coordinate with student representatives at the schools of public health in order to increase awareness. Phi Phan indicated that it may be possible to use CIPHI's student union representatives for this purpose.

**Action: Phi Phan to follow up with student union representatives**  
**Adopted**

**Communications Committee:** Pam Scharfe provided the Communications Committee report. Traffic to the EHFC website has more than doubled since beginning the social media strategy.

**Adopted**

**Food Safety Committee:** Klaus Seeger provided the Food Safety Committee report. There was a discussion regarding item 06e, regarding the Canadian Partnership for Consumer Food Safety Education board membership by EHFC. Tim Roark suggested that because the membership has already been paid for this year, and therefore that it would be best to send a letter to the CPCFSE board expressing the EHFC's dissatisfaction and that unless the required changes are taken that EHFC will not renew its membership. It was agreed that Pam Scharfe will draft the letter and Ron de Burger will sign and send the letter.

**Action: Ron de Burger and Pam Scharfe**  
**Adopted**

**Water Safety Committee:** Ralph Stanley submitted the Water Safety Committee report. Ralph Stanley reported that issues related to climate change and the environment may be components of future projects. Ralph Stanley reported on Other Business items 06f (WaterCan/Mosaic Project) and 06g (WaterCan project management fees) as well [*Secretary's note: these items were moved from "Other Business" to "Committee Reports" during the meeting.*]. A discussion was had regarding EHFC funding of charitable work and strategic planning.

**Adopted**

**Governance Committee:** Ron de Burger agreed to chair this committee.

**Adopted**

**Item 06: Other Business**

*Item 6a: O'Hara Award*

Tim Roark reported that Tim Sly has met with Major O'Hara's daughter and he is waiting for Mr. Sly's information from that meeting.

**Adopted**

*Item 6b: CIPHI Centennial Coin*

Ralph Stanley reported that the coin has been produced and this item is completed.

**Adopted**

*Item 6d: Clinica Verde*

Ralph Stanley reported that this item is completed. *[Secretary's note: See Treasurer's Report (above) for more information.]*

**Adopted**

*Item 6h: Student Bursaries*

Tim Roark suggested that increasing the available money for the EHFC student bursaries to attend the conference to \$600 for each student may allow more students to attend. It is expected that 5 to 6 student will attend using this bursary. Tim Roark moved and Tamela Carroll seconded a motion to adopt the motion.

**Adopted**

*Item 6j: EHFC Quorum*

Phi Phan reported that CIPHI National is requesting that EHFC review its regulations in order reduce the NEC representatives required at EHFC meetings in order to achieve quorum from two representatives to one.

**Adopted. Action: Trustees to review regulations**

*Item 6k: CIPHI Strategic planning*

Phi Phan reported that the NEC, BoC, COPE and EHFC (represented by Ron de Burger) met for a strategic planning initiative. It was decided that a common plan will be developed which will exist as a touchstone for all components of CIPHI. A draft of the document is expected by the end of July 2013 or beginning of August 2013 followed by further review. Phi Phan reported that this initiative may affect the governance model of CIPHI. Ron de Burger reported that this initiative has been successful.

**Adopted**

*Item 6l: Teaching Package*

Tim Roark suggested that two of the groundwater teaching packages be provided to the Conference Committee for their silent auction. Jacqueline Schneider moved and Ron de Burger seconded a motion to adopt the motion.

**Adopted**

*Item 6i: Next teleconference*

It was decided that the next teleconference will occur in mid to late September.

**Adopted**

**Item 07: AGM Business**

*Item 07a: Trustee elections and Officer appointments.*

Klaus Seeger moved and Ron de Burger seconded a motion to reelect all current Trustees and reappoint all current Officers.

**Adopted**

*Item 07b: Auditors*

Tim Roark moved and Ralph Stanley seconded a motion to reappoint Jasmina Egeler as Auditor and to solicit another Auditor. Ralph Stanley moved and Tamela Carroll seconded a motion to reappoint Pam Scharfe as Webmaster and to appoint Cameron Coulby as Co-Webmaster.

**Adopted**

**Item 09: Adjournment**

There being no other business to transact,

Ron de Burger moved to adjourn the meeting at 12:30 PM CDT

**Adopted**

## Action Items

Item	Action	Who/Status
<b>New Items from AGM</b>		
<i>Item 04: Treasurer Succession Planning</i>	Tim Roark suggested that a new Treasurer for the EHFC will be needed before he retires in one year.	Trustees <i>to consider</i>
<i>Item 04: Appointment of Auditor</i>	Charlie Young is stepping down as Auditor, and therefore a new Auditor is required.	Trustees <i>to consider</i>
<i>Item 05: Student Union representatives contact</i>	In order to better facilitate promotion of EHFC awards to students, Phi Phan would provide contacts with Student Union representatives that CIPHI maintains.	Phi Phan <i>to report</i>
<i>Item 05: CPCFSE letter</i>	Pamela Scharfe will draft a letter to be sent to the CPCFSE board, which will be sent by Ron de Burger	Pam Scharfe and Ron de Burger <i>to report</i>
<i>Item 06f: EHFC Quorum</i>	Phi Phan reported that CIPHI is requesting that EHFC change its regulation such that a quorum can be achieved with only one representative from NEC instead of two.	Trustees <i>to review regulations</i>
<b>April 7, 2013 Teleconference</b>		
<i>Item 06e: Septic Smart Video</i>	Len Gallant and Ralph Stanley reported that the new “Septic Smart” video from OMAFRA for free and may compete with EHFC products in this area.	Ralph Stanley and Len Gallant <i>to report</i>
<b>December 2, 2012 Teleconference</b>		
<i>Item 06: Trademarking TempSafe symbols</i>	It was suggested by Klaus Seeger that TempSafe products could be trademarked, and that this could be done online.	Klaus Seeger <i>to report</i>
<b>2012 AGM</b>		
<i>Item 4a: Promoting TempSafe in the USA</i>	It was suggested by Klaus Seeger that TempSafe products could be marketed in the USA, with some adjustments. Ron de Burger to consult with NEHA, Tim Roark to consult with Christina Chociolko.	Ron de Burger and Tim Roark <i>to report</i>
<i>Item 4b: Promoting TempSafe outside of Ontario</i>	Tim Roark suggested that TempSafe products could be marketed outside of Ontario. Pam Scharfe will discuss with provinces other than Ontario.	Pam Scharfe <i>to report</i>
<i>Item 6: Awards committee</i>	Strategic planning must be considered for the awards issued by EHFC. Pam Scharfe to consult with Branches to add a hotlink to their respective websites linking to EHFC awards page.	Pam Scharfe <i>to report</i>

<b>Item</b>	<b>Action</b>	<b>Who/Status</b>
<i>Item 8: creation of EHFC chapters</i>	In order to access provincial lottery funding, it would be necessary to create provincial chapters.	All Trustees: <i>to consider</i>
<i>Item 8: Follow up with HC communications branch</i>	Klaus Seeger and Tim Roark to consult with Health Canada regarding creating opportunities for further exposure for EHFC	Klaus Seeger and Tim Roark <i>to report</i>
<i>Item 8: scanning minutes to PDF</i>	Tim Roark will compile a complete set of EHFC minutes in PDF format	Tim Roark <i>to report</i>
<i>Item 8: Appointment of Webmaster</i>	It was noted that succession planning is needed in order to ensure continuation of website	All trustees: <i>to consider</i>
<i>Item 8: Publicity around awards</i>	Pam Scharfe will develop strategies to generate publicity in press around EHFC awards	Pam Scharfe <i>to report</i>
<b>May 27, 2012 Teleconference</b>		
<i>Item 04: Charity Golf Event</i>	Maintain liaison with Ontario Branch re 2013 Event	Ron de Burger <i>to report</i>
<b>Carried over from 2011 AGM</b>		
<i>Item 4: Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pam Scharfe and Tim Roark	All Trustees: <i>to consider volunteering</i>
<i>Item 4: O'Hara Award</i>	Chair to write to NEC concerning making the proposed O'Hara Award a national award of CIPHI. Discussion is to whether this would be a financial or a recognition award.	Ron de Burger <i>to report.</i>
<i>Item 8c: Committee Memberships</i>	Scopes of Committees document to be sent to chairs and members for confirmation of scope and memberships.	Duncan Ellison