

**ENVIRONMENTAL HEALTH FOUNDATION**  
**Minutes of the Teleconference, December 2, 2012**

**Item 01: Roll Call**

Ron de Burger conducted the Roll Call at 13:05 hours, EST. The Trustees participating in the Board Meeting were: Ron de Burger, Tim Roark, Klaus Seeger, Phi Phan, Jacqueline Schnider, Gary Gallivan, Tamela Carroll, Cameron Coulby, and Ralph Stanley.

A quorum was achieved.

Apologies were received from: Pam Scharfe, Duncan Ellison, Len Gallant, and Gary Tam.

**Item 02: Adoption of Agenda**

Ron de Burger asked if there were any proposed amendments to the Agenda. No amendments were made. Ralph Stanley proposed and Gary Gallivan seconded a motion to adopt the Agenda.

**Adopted**

**Item 03: Review and Approval of Decisions of the Minutes of September 15 and August 24.**

Item 03a: Tim Roark proposed and Klaus Seeger seconded a motion to adopt the minutes of August 24.

**Adopted**

Item 03b: The action items from the August 24 meeting were reviewed with the following results:

*Carried from 2011 AGM*

Item 4: donation solicitation

*Continued.*

Item 4: O'Hara Award

*Continued:* confirmed that there would be no financial contribution from NEC, it is not decided if this is to be a financial award or a certificate, no feedback from Tim Sly; we need more biographical information.

Item 8c: Committee Memberships

*Continued.*

Item 8d: Wikipedia listing

*Continued.*

*Carried from May 27 Teleconference*

Item 05/Item 06.1: Links to Branches *Continued*

Item 08.4: CWWA Water Safety Award *Continued*

**Adopted**

Item 03c: Cameron Coulby proposed and Ralph Stanley seconded a motion to adopt the minutes of September 15.

Item 03b: The action items from the September 15 meeting were reviewed with the following results:

*New items arising from the AGM*

Item 4a: Promoting TempSafe in USA *Deferred by Tim Roark.*

Item 4b: Promoting TempSafe outside of Ontario *Deferred*

Item 6: Awards committee *Deferred.*

Item 8: Creation of EHFC Chapters *Deferred.*

Item 8: Follow-up with HC *Calls have been placed to HC, and Klaus Seeger and Tim Roark are awaiting a response, but no movement as of yet. Klaus Seeger to send information to Ron de Burger for action.*

Item 8: Scanning of minutes to PDF *Continued*

Item 8: Appointment of Webmaster *Deferred*

**Adopted**

**Item 04: Promoting TempSafe in the USA and Outside of Ontario**

Item 04a: Tim Roark advised that the agreement with the printer for the TempSafe products had been exceeded, and he would like to expand it. He indicated that it would be useful to get support from NEC, HC, PHAC for further impact. Klaus Seeger indicated that a written endorsement from other agencies would be useful. Phi Phan asked if there was anything he or NEC would provide, and Klaus Seeger indicated that an endorsement from their end would be beneficial. Phi Phan will provide that before the December 15 teleconference.

**Adopted**

**Item 05: Financial Matters**

Tim Roark indicated that the cheque from TempSafe has arrived, with over \$7,000 gained, with the promotion not yet over. He also indicated he will be working with NEC for the 2013 budget to help take this promotion nationally. A discussion occurred regarding the overall success (financial and otherwise) of the golf tournament. Phi Phan indicated that membership was good, and it was an overall successful conference. Some concerns were raised regarding the net gain of the golf tournament, Ron de Burger indicated that it was good exposure regardless of financial gain and that hopefully next year more money will be made. Ralph Stanley indicated that exposure was good and that further initiatives at the next conference should be considered. Tim Roark asked the trustees to consider ways to support the 2013 NEC campaign, and welcomed suggestions. Tim Roark Moved and Klaus Seeger seconded a motion to adopt the report.

**Adopted**

**Item 06: Committee Reports**

**Awards Committee:** Gary Gallivan indicated that he is trying to get more nominations for the awards. The Ryerson Awards Night has been completed, but nothing was received from the First Nations University of Canada. CBU, Concord, etc should receive the cheques shortly, as they have already been sent. Klaus Seeger indicated that he forwarded the email from the Len Heibert award recipient, and asked if it should be sent around to the universities. Gary Gallivan moved and Jaqueline Schneider seconded the motion to adopt the report.

**Adopted**

**Communications Committee:**

**Deferred**

**Food Safety Committee:** There was a discussion about trade marking the TempSafe symbols, and Klaus Seeger indicated that it can be done online. Klaus Seeger moved and Cameron Coulbly seconded the motion to adopt the report.

**Adopted. Action: Klaus Seeger**

**Water Safety Committee:** Ralph Stanley indicated that he and Duncan Ellison are moving forward on the criteria for the Ian Fleming Award.

**Action: Duncan Ellison and Ralph Stanley**

**Item 08: Other Business**

**08a:** Report on strategic planning:

**Deferred**

**08b:** “Charities and Giving – what’s new” session: *Cameron Coulbly and Duncan Ellison attended an educational session presented by the CRA regarding charitable foundations. Several issues were noted, which may impact EHFC. One issue noted was that donees of funds from a registered charities (eg Clinica Verde) must be “qualified donees”, that is, they must be able to issue official donation receipts. Some discussion regarding this.*

**Action: Tim Roark**

**08c:** O’Hara Award: *Tim Roark indicated that Major O’Hara’s daughter is supportive of the award and will provide information for context for the award.*

**Action: Tim Roark**

**08d:** Increasing membership fee for the Canadian Partnership for Food Safety Education: *Klaus Seeger provided background to this partnership, which was started in the late 90s from the USA (including creating the FightBac program). EHFC was involved to help promote a common food safety education program. There was a general agreement among the members that there was no additional benefit to increasing membership with the Partnership. Klaus Seeger moved and Tamela Carrol seconded a motion to maintain the current level of membership with the Partnership.*

**Adopted**

**08e:** CIPHI National TempSafe endorsement: *See item 04.*

**08f:** Next EHFC meeting: *Cameron Coulby will provide a Doodle motion for the next teleconference.*

**Item 09: Adjournment**

At 2:02 PM, Gary Gallivan moved and Ralph Stanley seconded a motion to adjourn the meeting.

**Adopted**

**Action Items**

<b>Item</b>	<b>Action</b>	<b>Who/Status</b>
<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>
<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>
<i>Item 8: purchase of an LCD projector</i>	Pam Scharfe will get pricing for the purchase of an LCD projector for use by EHFC	Pam Scharfe <i>to report</i>

<b>Item</b>	<b>Action</b>	<b>Who/Status</b>
<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
<i>Item 8d: Wikipedia listing</i>	Complete the initiative	Pam Scharfe - <i>awaiting response from Wikipedia</i>
<b>May 27, 2012 Teleconference</b>		
<i>Item 04: Charity Golf Event</i>	Maintain liaison with Ontario Branch re 2013 Event	Pam Scharfe
<i>Item 05 and Item 06.1.</i>	Open contacts with Branch Presidents and Colleges re Continuing Education Award.	Len Gallant and Gary Gallivan
<i>Item 08.4</i>	Establish and fund a CWWA Water Safety Award, with assistance of Awards Committee and Communications Committee	See Item 05 above.