

## **ENVIRONMENTAL HEALTH FOUNDATION Board Meeting and Teleconference of August 05, 2015**

13:00 Eastern Time

(As Approved at the meeting of September 12, 2015)

1. Roll Call  
Those attending included: Tim Roark, Klaus Seeger, Duncan Ellison, Jacqueline Schnider, and Len Gallant.  
Apologies were received from Ron de Burger, Ralph Stanley, Pamela Scharfe and Tamela Carroll.
2. Adoption of the Agenda  
Jacqueline Schnider moved and Len Gallant seconded the adoption of the agenda without change. **Adopted**
- 3a) Approval of the minutes of Review and Approval of April 23 Minutes  
Duncan Ellison moved and Klaus Seeger seconded the adoption of the agenda without change. **Adopted**
- 3b) The Business Arising Items were reviewed as follows:

Item	Action	At August 05, 2015
	<b>New Items April 23, 2015 Teleconference</b>	
<i>Trustee Recruitment</i>	Klaus Seeger to adapt the wording of the description of a Trustee to create a description of a Friend of the Foundation.	Done
<i>CWWA conference</i>	Duncan Ellison to inform Ann Thomas of the CWWA Annual Conference in Whistler BC for a complimentary booth.	Done
<i>Honorary Chair</i>	Duncan Ellison to provide an initial draft of the Role of the Honorary Chair to the Executive Committee.	Done
<i>Honorary Chair</i>	The Role of the Honorary Chair to be discussed within the development of the Strategic Plan	Postpone to AGM
<i>Honorary Chair</i>	Ralph Stanley to advise Dr. David Butler-Jones of the situation regarding the Honorary Chair	Postpone to AGM
<i>NEC funding for the Continuing Education Award</i>	Ann Thomas to advise the outcome of the NEC consideration for continued funding of the EHFC Continuing Education Award	Done
<i>Treasurer</i>	Trustees to consider volunteering to replace Tim Roark as Treasurer	Continuing
<i>Recruitment of new Trustees</i>	Pamela Scharfe to write to all Branch Presidents and to put a notice in the E.H.R. seeking volunteers to become EHFC Trustees	Done

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<b>Item</b>	<b>Action</b>	<b>At August 05, 2015</b>
<i>Lowry Award</i>	Ralph Stanley to follow up with the Michael Lowry regarding the nature of the Award	Done
<b>October 19, 2014 Teleconference</b>		
<i>Item 05c: Trustee Recruitment</i>	Klaus Seeger to adapt the wording of the description of a Trustee to create a description of a Friend of the Foundation.	Done
<i>Item 05g: CWWA Conference</i>	Duncan Ellison to follow up with CWWA and will provide information to the Trustees regarding potential partnerships for the Conference..	Done
<i>Item 06c: Honorary Chair</i>	Information on potential candidates should be sent to Pamela Scharfe who will provide a report for the next Trustee meeting.	Done
<b>Items from the June 13, 2014 AGM</b>		
<i>Item 03c: Request for update from NEC regarding support for Continuing Education Award</i>	The Chair to draft a letter to be sent to NEC.	Done
<i>Item 04g: Motion to reduce NEC Representatives required for EHFC Quorum</i>	Tim Roark will send around a motion to be formalized at the next Teleconference.	Done
<b>Items for June 23, 2013 AGM</b>		
<i>Item 04: Treasurer Succession Planning</i>	Tim Roark suggested that a new seasoned member will be needed as Treasure in the near future.	Continuing

Trustees noted that the Honorary Chair item and the replacement of the Treasurer will continue to the next meeting.

**Parking Lot Items**

<b>Item</b>	<b>Action</b>	<b>Status</b>
<i>Follow up with Health Canada</i>	Klaus Seeger and Tim Roark to consult with Health Canada regarding creating opportunities for further exposure for EHFC	Continuing
<i>O'Hara Award</i>	A historical document will be produced about Major O'Hara using information from Susan O'Hara and Tim Sly.	Continuing

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<b>Item</b>	<b>Action</b>	<b>Status</b>
<i>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.	Probably not viable with NEHA, maybe with the UK. Continuing.
<i>Donation Solicitation</i>	Establishment of a Fundraising Committee led by Pamela Scharfe and Tim Roark	Discuss at Strategic Planning Session
<i>Creation of EHFC Chapters</i>	Creating provincial chapters of the EHFC may increase available funding sources.	Discuss at Strategic Planning Session
<i>Scanning minutes to PDF</i>	Tim Roark will compile a complete set of EHFC minutes in PDF format	Voted \$200 to Tim Roark to have done at Staples.

Duncan Ellison moved and Jacqueline Schnider seconded the Allocation of \$200 for converting to the PDF format.

**Adopted**

4a-e) Financial Matters

Tim Roark reported briefly on his distributed documents and noted that Revenue Canada had approved the submission, while noting that expenses were high relative to revenue in 2015 and that there was a need to rebalance by increasing project funding. He also noted that the account format will change as a result of integrating with CIPHI. The end result of the accounting change will be to reduce the work of the Treasurer.

Duncan Ellison moved and Jacqueline Schnider seconded motion to accept the Financial Reports.

**Accepted**

4f) NEC ED fund letter

Trustees noted that the fund letter had been sent.

**Noted**

4g) Awards Committee

Trustees accepted the email report from Pam Scharfe.

4h) Communications Committee

Trustees accepted the email report from Pam Scharfe.

4i) Food Safety Committee

Trustees accepted the report submitted.

4j) Water Safety Committee

Trustees accepted the report submitted.

4k) Governance Committee

Trustees accepted the report submitted.

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Klaus Seeger moved and Len Gallant seconded the motion to accept the Committee Reports.

**Accepted**

5a) Golf Tournament report

Trustees noted the Golf Tournament Flyer.

**Noted**

5?) Plans for the AGM

In the absence of Pamela Scharfe trustees assumed the AGM would be Saturday morning. Tim Roark offered to confirm with CIPHI the arrangements for the AGM.

**Accepted**

5?) Plans for the Strategic Planning Session

In the absence of Pamela Scharfe trustees assumed the AGM would be Saturday morning, although it was noted that plans did include a Facilitator.

**Noted**

5b) Discussion re: Executive Committee

Trustees noted paper and decided this should be left to the Strategic Planning Session.

**Decided**

5c) Discussion re: Friends of the Foundation

Trustees reviewed the amendments proposed a minor editorial change in the paper, and accepted Klaus Seeger's suggestion that a certificate would be appropriate for volunteers and donors.

Klaus Seeger moved and Duncan Ellison seconded a motion to adopt the proposed Friends of the Foundation as amended and to be reviewed at the next meeting.

**Adopted**

5d) Dr. R. Neil Lowry - Safe Recreational Water - Award

The trustees discussed a number of questions, the answers to which were not known: was this to be an annual award or just a one off award? What dates for applications? It was thought that this should be referred to the Strategic Planning Session.

**Agreed**

6. Closure.

There being no other business to transact the Chair moved a motion to adjourn the meeting at 15:20 Eastern Daylight Time.

**Continuing Items**

<b>Subject</b>	<b>Description</b>	<b>Decision</b>
Honorary Chair	The Role of the Honorary Chair to be discussed within the development of the Strategic Plan	Postpone to AGM
Honorary Chair	Ralph Stanley to advise Dr. David Butler-Jones of the situation regarding the Honorary Chair	Postpone to AGM
Item 04: Treasurer Succession Planning	Tim Roark suggested that a new seasoned member will be needed as Treasure in the near future.	Continuing
Follow up with Health Canada	Klaus Seeger and Tim Roark to consult with Health Canada regarding creating opportunities for further exposure for EHFC	Continuing
O'Hara Award	A historical document will be produced about Major O'Hara using information from Susan O'Hara and Tim Sly.	Continuing
Promoting TempSafe in the USA	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.	Probably not viable with NEHA, maybe with the UK. Continuing.
Donation Solicitation	Establishment of a Fundraising Committee led by Pamela Scharfe and Tim Roark	Discuss at Strategic Planning Session