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**EHFC Board ZOOM Meeting No. 1**

Sunday, February 27, 2022

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**MINUTES**

*(Approved August 12, 2022)*

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**Confirmed:** Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker (**Minutes**), Melissa McDonald, Gord Stewart, Fatih Sekercioglu

**Guest:** Jamie Carbert (Board nominee)

**Regrets:** Victor Odele

#	Item	Discussion	Action	Lead
1.0	<b>Welcome &amp; Roll Call:</b>	Called meeting to order at 12:03pm EST		
2.0	<b>Agenda:</b>			
2.1	Agenda approval/additions	<b>Motion No 1...</b> That the agenda be adopted as distributed. <b>Moved:</b> Pamela Scharfe <b>Seconded:</b> Ralph Stanley <b>Carried</b>		
3.0	<b>Minutes:</b>			
3.1	Minutes Approval	<b>Motion No 2...</b> That the draft meeting minutes of October 3, 2021, be adopted as distributed. <b>Moved:</b> Pamela Scharfe <b>Seconded:</b> Lena Parker <b>Carried</b>		
3.2	Business Arising Previous Minutes	1. Donation letter to Branch Presidents. <ul style="list-style-type: none"><li>• EHFC is still planning on sending out a letter to branch presidents.</li></ul>	Pam to complete	Pam

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		<p>2. CIPHI National Executive Committee Representative Terms of Reference.</p> <ul style="list-style-type: none"> <li>• Pam emailed Casey Neathway regarding the terms of reference on February 12, 2022. Kevin Kappell is still fulfilling the presidential role. Casey Neathway remains President Elect and Ann Thomas is in a Director role and holds the portfolio for policies. Casey replied cc'ing Ann indicating that the work is ongoing with respect to the terms of reference and the committee rep.</li> <li>• It has been over a year since EHFC has had a rep from the NEC</li> <li>• Pam also received an invitation to join quarterly meetings starting March 31.</li> </ul> <p>3. 2021 Award congratulations letters &amp; cheques</p> <ul style="list-style-type: none"> <li>• The virtual awards was held December 22, 2022. Letters and cheques went out following the event.</li> <li>• One cheque was reissued because the person moved.</li> </ul> <p>4. 2021 award partner financial sponsorship</p> <ul style="list-style-type: none"> <li>• Hedgerow, Lowry and Van Alstyne contributed for last year and next year.</li> <li>• CWWA's Executive Director, Robert in conversation with Ralph, Pam, and Gord agreed that with over \$1500.00 in the endowment fund (money donated by Duncan and others), the 2021 endowed money would be used however moving forward the CWWA would donate the \$500.00. The fund is also open to other donations.</li> </ul>		
<b>4.0</b>	<b>Standing Items:</b>			
4.1	Treasurer's Report	<p>1. 2021 Financials</p> <ul style="list-style-type: none"> <li>• Mike provided an overview of the 2021 draft financial statement.</li> </ul>	Mike to put together a finalized financial statement	Mike



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4.2	Advancement Committee (Lena (Chair), Ralph, Lena, Fatih, Pam)	<p>1. 2022 Aid Project</p> <ul style="list-style-type: none"> <li>• EHFC has allocated \$5000.00 annually for an aid project or multiple aid projects. A discussion occurred surrounding whether \$5000.00 should be granted to one project or should smaller amounts be allocated to multiple projects.</li> <li>• Possible partnerships could include:               <ul style="list-style-type: none"> <li>- COMMIT (eco stove, ventilation, food safety, water, latrines)</li> <li>- Malaria nets</li> <li>- Charities supporting food insecurity</li> <li>- Coalition for Healthy School Food</li> </ul> </li> <li>• Are there other charities that trustees would like to see supported? As a board member is there a domestic or international charity that aligns with the EHFC?</li> <li>• Each year the foundation should be raising at minimum \$10000.00 to split between the aid project and student support to attend conferences</li> <li>• Melissa suggested possibly \$2500 for domestic and \$2500 for international aid projects.</li> <li>• Lena questioned whether or not a formal evaluation process should be implemented.</li> <li>• Mike and Pam suggested some online tools to evaluate charities:               <ul style="list-style-type: none"> <li>- Givewell Canada</li> <li>- Charity Intelligence</li> </ul> </li> </ul> <p>2. 2022 Fund Raising</p> <ul style="list-style-type: none"> <li>• Branch letters</li> <li>• Golf Tournament</li> <li>• 50/50</li> <li>• Online Silent Auction</li> </ul> <p>3. Online Fundraising Platform</p>	Trustees to email Pam/Lena any suggestions or possible partnerships they might have.	All

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		<ul style="list-style-type: none"> <li>• The foundation used to use PayPal (linked from website – Donate Now button), the PayPal recognized the foundation as a charity and credit card fees were excluded - called PayPal Giving Fund.</li> <li>• For the 30 year anniversary the foundation moved over to the Fundrazr platform. Able to post pictures and videos, percent raised, donors. The platform is also able to complete transactions and analytics, send emails and follow ups.</li> <li>• Pam sent a \$25.00 test donation to PayPal Giving Fund and discovered that the money was held for almost 30 days.</li> <li>• The tax receipt PayPal Giving Fund was not as professional as Fundrazr</li> <li>• Overall, Mike felt that the Fundrazr site seems more transparent in comparison to the PayPal Giving</li> </ul> <p><b>Motion No. 4</b> ...That the Foundation move forward using the Fundrazr platform.  <b>Moved:</b> Ralph Stanley  <b>Seconded:</b> Melissa McDonald  <b>Carried</b></p> <p>4. Refreshed EHFC Logo</p> <ul style="list-style-type: none"> <li>• Pam presented several logo options that are based off of the original logo but refreshed, cleaner and crisper.</li> <li>• Est.1989 was placed near the bottom of the logo.</li> <li>• Several options were provided with changes in alignment of the horizontal English/French text.</li> <li>• There is also a logo option with a transparent background.</li> <li>• Overall, the board like the letterhead with the text aligned with the EHFC letters.</li> </ul> <p>5. 2022 Awards – Tabled</p>		

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		<p>6. Len Hiebert E.H.R. Student Research Award</p> <ul style="list-style-type: none"> <li>• Pam, Ralph, Jamie and Fatih are discussing the possibility of reformatting the award. Money from this fund would be utilized for research purposes by possibly providing the money to the schools for research purposes rather than the students after the research is already completed.</li> <li>• For example, it could be a course credit if the school has a research component, or it doesn't have to be tied to a course credit, as not all schools have a research component.</li> <li>• This would change would allow EHFC to provide support in the award areas of Recognition, Research, and Sponsorship.</li> <li>• Gord suggested perhaps the funding should not be restricted only to schools.</li> </ul> <p>7. Black History Month 2022</p> <ul style="list-style-type: none"> <li>• Conestoga did a black history month feature last year which was shared on social media by EHFC. Overall, it generated a lot of social media activity.</li> <li>• Pam worked with the national historian, retirees, Tim Sly and Marilyn Lee from Ryerson to find the first black male and female public health inspectors but ran out of time in the month to complete the project. Pam believes that both the male and female inspectors were identified. The male, George Williams has since passed and perhaps we can reach out to the family.</li> <li>• This could be an opportunity to work with the schools/health agencies.</li> <li>• The project will be held over to 2023 due to lack of time for this year.</li> </ul>	<p>Student research award to be discussed further with the working group. A meeting will also be held with the schools, date TBD.</p>	<p>Fatih, Pam, Jamie, Ralph</p>

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		<ol style="list-style-type: none"> <li>8. Newsletter 2021 Year in Review                             <ul style="list-style-type: none"> <li>• Suggestion to use the AGM report</li> </ul> </li> <li>9. 30th Anniversary Wrap-up at 2022 National CIPHI AEC - Tabled</li> <li>10. MOU Canadian Water &amp; Wastewater Association - Tabled</li> <li>11. Importance of Water Education Indigenous Project - Tabled</li> <li>12. Septic System Maintenance (Ed Fleming Project) - Tabled</li> <li>13. 2022 Student Sponsorship to attend CIPHI National AEC - Tabled</li> </ol>		
4.3	Governance Committee Report (Pam, Mike, Melissa, Laurie, Victor, Gord)	<ol style="list-style-type: none"> <li>1. Board Recruitment:  <b>Motion No. 5...</b>That Jamie Carbett, CPHI(C) AB be nominated as a Trustee to the EHFC Board.  <b>Moved by:</b> Melissa McDonald  <b>2<sup>nd</sup> by:</b> Pamela Scharfe                             </li> <li>2. Strategic Planning – Tabled</li> <li>3. Grant Advance Solutions Free Webinar                             <ul style="list-style-type: none"> <li>• The company approached EHFC in 2016</li> <li>• The company puts charities on touch with groups/funders of common interest.</li> <li>• \$1800/month</li> <li>• Offered a free 45minute webinar that they will organize for the board.</li> </ul> </li> <li>4. Preserving EHFC historical electronic files – tabled</li> <li>5. 2022 EHFC Annual General Meeting                             <ul style="list-style-type: none"> <li>• Typically EHFC holds the AGM at the National Conference.</li> <li>• Governance committee recommends the AGM be held at the end of the year rather than at the conference via ZOOM.</li> </ul> </li> </ol>		<p style="text-align: center;">Pam Lena &amp; Pam</p>

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		<p><b>Motion No. 5...</b>That the EHFC AGM be held the first week of December in 2022.  <b>Moved by:</b> Pam Scharfe  <b>2<sup>nd</sup> by:</b> Gord Stewart  <b>Carried</b></p>		
<b>5.0</b>	<b>New Business:</b>			
5.1				
<b>6.0</b>	<b>Next Meeting:</b>			
6.1	<p>April 24  June 18  Sept 10  Nov. 27</p>			
<b>7.0</b>	<b>Adjournment:</b>	<b>Meeting adjourned at 1:44pm EST</b>		