

**EHFC Board of Trustees
Teleconference Meeting No. 2
Minutes
Tuesday, March 27, 2018**

(Approved June 27, 2018)

Present: Jacquie Schnider (**Minutes**), Pamela Scharfe (**Chair**), Klaus Seeger, Tim Roark, Melissa MacDonald, Laurie Pike, Dr. Dave Jones, Lena Parker

Regrets: Ralph Stanley, Duncan Ellison, Fran Gelder

1.0 Roll call carried out by Secretary Jacquie Schnider

The Chair welcomed everyone to the meeting and recognized that this was the first full meeting for our Honorary Chair (Dr. Jones), Laurie Pike, and Lena Parker. Pam extended condolences on behalf of the board to Fran on the passing of a family member and congratulations to Ralph on his recent retirement.

2.0 Adoption of the Agenda

Motion No. 1 That the agenda be adopted as amended

Moved by: Laurie Pike

Seconded by: Tim Roark

Carried

3.0 Approval of November 5, 2017, Regular Meeting Minutes

Motion No. 2 That the Regular meeting minutes of November 5, 2017 be adopted as amended

Moved by: Klaus Seeger

Seconded by: Melissa MacDonald

Carried

4.0 Business Arising from the November 5, 2017 Meeting Minutes

4.1 Business Arising

4.1.1 EHFC Website

The current EHFC website was updated with current trustee information. Some basics still need to be finished on the new website. Pam is working on the mobile format, so it is user friendly for people wanting to search the website on their phones

4.1.2 Committee Participation

The Chair spoke to all trustees about which committee they would like to participate on.

4.1.3 Confirmation of NEC appointments to the EHFC board

Part of the EHFC founding documents were that two (2) CIPHI members would be appointed by the CIPHI National Executive Committee. Pam held a teleconference with Ann Thomas, CIPHI President and Kari Engel-Carter, President Elect to discuss. Currently there is no term length for NEC appointees however, Ann and Kari did not believe the intent was for them to be appointments for life. The NEC will discuss at a future meeting.

ACTION: The EHFC Governance Committee needs to look at the relevant sections of the CIPHI By-law (9 & 10); all sections of the EHFC Regulation, and the EHFC Policies (11 in total) with respect to Foundation, trustees, and appointments. Currently there is also no limit to the number of terms a Trustee can remain on the Board.

4.1.4 Canadian Partnership for Consumer Food Safety Education (CPCFSE)

The Chair advised that the CPCFSE Board has recommended that the Organization be dissolved on March 31, 2018, which will include the Fight BAC campaign.

4.2 Standing Items:

4.2.1 Report from the Chair

Motion No. 4 That the Chair's report be accepted as written.

Moved by: Pamela Scharfe

Seconded By: Jaqui Schnider

Carried

4.2.2 Report from the Treasurer

The Treasurer reported that the projected surplus once revenue and expenses are reconciled should be \$17,000 for 2017. Our typical Board expenses in any given year is approximately \$7,000. The Chair recommended that to allow for 2018 planning initiatives that may come from the two committees including celebrating the Foundation's 30th anniversary that the extra \$10,000 of unrestricted monies not be locked up in long term investments.

Motion No. 5 That the Treasurer's report be accepted
Moved by: Tim Roark
Seconded by: Klaus Seeger
Carried

4.2.3 Advancement Committee Report

The members are as follows: Klaus (Chair), Duncan, Ralph, Lena, Fran.
The Committee has developed a "draft" Scope of Work to guide the members but requires further development.

ACTION: Committee Chair to host a meeting prior to the next Board meeting.

4.2.4 Governance Committee Report

The members are as follows: Pam (Chair), Tim, Jacqui, Melissa, Laurie.
The Committee has developed a "draft" Scope of Work which will be discussed at the first meeting for further development.

ACTION: Committee Chair to host a meeting prior to the next Board meeting.

4.4 New Business

4.4.1 Taste for Charity Cookbooks

The Chair inquired of Lena the author of the Taste for Charity Cookbook if the Foundation could purchase more cookbooks to send to EHFC donors and use for other events. The cookbook was created to raise funds to support Clinica Verde in Nicaragua. Requested another dozen. Lena and the Treasurer will discuss reimbursement for the cost at 50% off the original price.

4.4.2 CIPHI BC Branch & Clifford Van Alstyne Communication Award Donation Campaign.

The Chair and Treasurer reported on the collaboration with the BC Branch to send to mail out a fundraising letter to their members to promote awareness of the Van Alstyne award. The Chair was responsible for the mailout which cost the Foundation \$ for printing, envelopes and stamps.

4.4.3 Water Aid Fundraising Project

Discussed the importance of establishing another water aid project either as the Foundation or with partners. Peter Heywood from Ontario has organized an international fundraising project in the past. Also discussed investigation a First Nations safe drinking water project given the large

number of First Nation communities currently on boil water advisories. This type of fund raising project development falls under the responsibility of the Advancement Committee.

ACTION: Klaus will share the report from Health Canada on the Role of Public Health Inspection Services in Waterborne Health Risk Alerting and Management. (Sent via email March 28, 2019).

4.4.4 2018 CIPHI AEC Sept 16-19, 2018, Saskatoon, SK

The EHFC AGM will be held on Sunday, Sept. 16th beginning at 9:00 EST. To date Pam, Tim and Melissa are planning to attend the conference. For those who are not attending in person arrangements will be made for a teleconference call.

5.0 Upcoming Meeting Dates:

Teleconference meetings will be planned for June, August and November
AGM Sunday, Sept. 16th

The Advancement and Governance Committee Chairs will be calling meetings of their committees prior to our June teleconference meeting.

Meeting adjourned at 8:30 pm EDT

ACTION ITEMS

Action	Task	Who	Status
Committee membership	Pam to talk to trustees to discuss which committee they would like to be a part of	Scharfe & Trustees	
Contact list	Update contact information for all Board members	Schnider	
NEC Trustee Appointments	Clarify with the NEC their appointments to the Board of Trustees with respect to length of appointment and annual communication of continuation or replacement.	Scharfe	
Financial Report	Revise the budget format for the next meeting to reflect: investments (% and term length); income and expenses showing comparison to current and previous year; and variance “year to date”. Second request by the Chair for two separate budget lines (1) to reflect Trustee expenses and (2) Trustee annual donation - should be revenue neutral based on our policy	Roark	
Donations to EHFC	Increase from individual donors	All	
2018 Water Aid Project	Tim to talk to Peter Heywood	Roark	
Trustee Recruitment	Chair to continue to advocate to the Branch Presidents for suggestions on potential trustees. All board members to forward potential names to Chairman	Scharfe/All	
GIC	Reinvest funds in BMO GIC	Roark	
Honorarium	Mike Leblanc to advise the Chair on a fair honorarium for his extra work on the new website	Roark	
Financial support for students attending Convention	Need to investigate the feasibility of this being an annual fund.	Advancement and Governance Committees	
Display banner	Design and order new banner	Scharfe & Seeger	
Letter to ON ministry of Health	Opposition letter for removal of CIPHI requirement	Scharfe	
Sewage Pamphlet	Tim to contact group to see what the cost of updating and reprinting brochure would be. Klaus, Tim, Pam, Ralph to review pamphlet	Advancement Committee	

