
ENVIRONMENTAL HEALTH FOUNDATION

Sunday February 24, 2008

13:00 EST

MINUTES

(As approved at the Teleconference Meeting of June 15, 2008)

1.0 Roll Call

The following Trustees participated in the teleconference call:

Tim Roark; Dean Sargeant; Duncan Ellison; Ken Cross; Klaus Seeger; Len Gallant; Marilyn Lee; Michael Florian; Pam Scharfe; Paul Medeiros; Peter Rogers; Ron de Burger; and Shendra Brisdon

Claudia Kurzac sent her regrets.

2.0 Adoption of Agenda

The chairman asked if there were any changes proposed for the Agenda. There were none.

Ken Cross moved and Tim Roark seconded a motion to adopt the agenda as circulated. This was approved.

Approved

3.0 Review of November 11, 2007 minutes

The covering memorandum on this item advised that the minutes of the Kelowna meeting of June 17, 2007 were in error, and indicated that a motion to correct them as stated in the memorandum was required. This affected the Table of appointment dates in Item 09 of the Minutes.

Pam Scharfe moved and Klaus Seeger seconded a motion to amend the Kelowna minutes as stated in the covering memorandum.

Approved

The covering memorandum indicated that the Minutes of the November 11, 2007 meeting had been circulated, comments received and the minutes revised.

Ron de Burger moved and Ken Cross seconded a motion to adopt the minutes of the November 11, 2007 meeting as circulated.

Approved

4.0 Awards Committee Reports – moved Peter, seconded Len

Marilyn Lee introduced this item and pointed out that there were no selection criteria for the NSF Award. After discussion it was agreed that Trustees should send suggestions to Marilyn Lee for development and Marilyn Lee should teleconference with the awards committee to finalize them.

Peter Rogers moved and Len Gallant seconded a motion to accept the report of the Awards Committee and to encourage all trustees to propose selection criteria to Marilyn.

Adopted. Action all trustees, Action Marilyn Lee

5.0 Canadian Partnership for Consumer Food Safety Education Report

Duncan Ellison reported that he had been unable to attend recent meetings of the CPCFSE Board meetings during his absences, and this situation would continue. He asked if others could attend in his place. Pam Scharfe indicated an interest in attending the AGM

Pam Scharfe moved and Ron de Burger seconded a motion to accept the report and to encourage others to attend in Duncan's place.

Adopted

6.0 Aboriginal Scholarship Proposal

Klaus Seeger introduced the subject and reported that the Scholarship proposal would not proceed, but that Health Canada had proposed to produce a brochure to recruit aboriginals into the environmental health and that she looked forward to receiving input from EHC.

Klaus Seeger moved and Marilyn Lee seconded a motion to accept the report.

Accepted

Peter Rogers indicated he would make some enquiries within the Department to try to find out more.

Action – Peter Rogers

7.0 Financial Reports

Tim Roark introduced the reports saying that they were generally positive news, but that he had notice a number of things the Trustees had neglected to do. He had four recommendations to be discussed. Ron de Burger suggested all be dealt with as one motion, however it was decided that the fourth recommendation should be discussed at the Annual General Meeting.

Klaus Seeger moved and Tim Roark seconded the motion that the first three recommendations be adopted.

Approved

1. The normal Honorarium of \$300.00 should be authorized for Mike LeBlanc our Web Site Manager covering the period of 2007.

Action: Tim Roark

2. A questionnaire should be developed and sent to individual donors over the past three years asking what if any changes they would like to see, any suggestions they have and what projects they would like us to initiate and which they could support.

Action: Tim Roark

3. A letter should be sent to the CIPHI Branches that have not donated in 2007 or 2008 encouraging their support of the EHFC for 2008.

Action: Duncan Ellison

Recommendation 4 was that EHFC should consider setting up a matching grant program out of its uncommitted funds to encourage new awards and endowments [and emulate] other foundations that provide matching grants as BCIT has done. Marilyn Lee indicated that she could see what Ryerson's position might be.

Tim Roark moved and Len Gallant seconded a motion that recommendation 4 be developed and discussed at the AGM.

Action: Tim Roark and Marilyn Lee to produce a paper for the AGM

8.0 EHFC Newsletter

Tim Roark raised the question of the electronic issuance of EHFC newsletters either through the CIPHI database or through health department systems. He indicated he will cross-check the CIPHI database against lists of previous donors to see if some of them are no longer members of CIPHI and should be reached by other means. He would welcome ideas on this.

Tim Roark moved and Ken Cross seconded a motion to accept the report and urged Trustees to think about communications opportunities.

Accepted

9.0 Proposed EHFC Presentation on Emergency Response Preparedness in Saint John - "Response to Waterborne Disease Outbreaks"

Klaus Seeger introduced the item and mentioned that we are hoping to have the paper excerpted. If it is, Klaus and Duncan will prepare the presentation for St. John's and will start to prepare a Best Practices Guideline.

Pam Scharfe moved and Ron de Burger seconded a motion to accept the report.

Accepted

(Note: the presentation has been accepted.)

10.0 Development of a PHI Video

Ken Cross reported that NEC, BOC should be asked what they want in a video to identify its content, and if there is agreement; then EHFC should seek funding and contact the

National Film Board to see if they would assist (as they did with the nurses video.) He also requested that another Trustee take on the role of chair of this committee.

Tim Roark moved and Len Gallant seconded a motion to accept the report and carry out the plan of action.

Accepted

Action: Len Gallant to contact NEC and BOC to determine needs

Action: Duncan Ellison to contact NSF to see if they would fund such a video

Action: identify a new chair

11.0 Website

Peter Rogers reported that he had met with Mike LeBlanc who had done as much as he could to bring the website up to date. At this stage there was need for input from others

The following actions were identified:

Marilyn Lee to send updated information on the Awards

Pam Scharfe would set up a Wicky to collect comments

Tim Roark to send a new Organization Chart

All Trustees to visit the Website and identify changes needed

Dean Sargeant moved and Ron de Burger seconded a motion to thank Peter for taking over and working with Michael.

Adopted

12.0 Temp Safe – moved Pam seconded Marilyn

Klaus Seeger introduced the topic with some updated information: that it was not possible to mix and match items and still get a discount; and that the Canadian Partnership was focussing on the *Be Food Safe* campaign which did not include Temp Safe.

Discussion included:

- Tim Roark to send the French version of the symbols to Klaus Seeger,
- that there would be a letter to health agencies in Ontario;
- that in view of the focus on Be Food Safe, it might be appropriate to market the symbols directly to some of the Partnership's partners.
- that these could be used as give-aways at conferences, and in particular at our own booth.

Pam Scharfe moved and Marilyn Lee seconded a motion to accept the report and follow the actions suggested.

Adopted

Action: Tim Roark and Klaus Seeger

13.0 Foundation Brochure

Klaus Seeger and Pam Scharfe indicated that neither of them had had time to develop the brochure, but their target was to have it ready for the AGM with the Temp Safe symbols.

Pam Scharfe moved and Ron de Burger seconded a motion to accept the report.

Accepted

Action: Klaus Seeger and Pam Scharfe to complete the Brochure

14.0 Other Business

No items of other business were identified during the agenda review.

14.1 EHFC Regulations

Duncan Ellison introduce the additional document about the regulations indicating that there were several obvious amendments that need to be made including:

- changing the titles of the Officer positions,
- describing simply, the duties of the Table officers, and
- allowing for electronic balloting.

He called for volunteers to help review the Regulations and bring forward amendments to the CIPHI annual General Meeting. Tim, Klaus, and Peter agreed to help out.

Marilyn Lee moved and Dean Sargeant seconded a motion to accept the report and thank the volunteers.

Adopted

15.0 Next Meetings

It was suggested that the Chair should call the next meeting at the end of April or early in May, and certainly before the CIPHI Conference.

Action: Duncan Ellison

16.0 Closure

Pam Scharfe moved and Ron de Burger seconded a motion to close the meeting.

Adopted