

**ENVIRONMENTAL HEALTH FOUNDATION  
Minutes of the Teleconference March 12, 2012**

**MINUTES**

(As approved at the Meeting of May 27, 2012)

**Item 01: Roll Call**

The Trustees participating in the Board Meeting were Ron de Burger, Tamela Carroll, Cameron Coulby, Duncan Ellison, Gary Gallivan, Pam Scharfe, Jacqueline Schnider, Klaus Seeger, and Ralph Stanley.

Apologies were received from, Len Gallant, Phi Phan, Tim Roark and Dr. Blatherwick.

**Item 02: Adoption of Agenda**

Ron de Burger asked if there were any proposed amendments to the Agenda. No additions were proposed. Klaus Seeger proposed and Ralph Stanley seconded a motion to adopt the Agenda as presented.

**Adopted**

**Item 03: Approval of Minutes**

Duncan Ellison asked if there were any amendments to be made to the Minutes of the Meeting of Board on November 13, 2011. He noted that these had been circulated and some comments had been received and included in the present draft. None were offered. Duncan Ellison proposed and Jacqueline Schnider seconded a motion to approve the Minutes distributed.

**Adopted**

The action items of the November 13, 2011 were reviewed and the following were identified as having been completed:

- Item 4 - Product marketing
- Item 4 - Website
- Item 5d - Finance Committee report
- Item 8a - NCCEH proposal
- Item 8b - List of Trustees and Appointments
- Item 8d - Expenses
- Item 8d - Wikipedia listing (done, but no confirmation received)
- Item 8f - EHFC-NEC linkages - underway
- Item 4 - Charity Golf Tournament
- Item 8 - Next meeting.

The list of carried over actions will be attached to these minutes.

**Item 04: Charity Golf Tournament - CIPHI 2012**

Ron de Burger indicated all was underway for the Charity Golf Tournament. Pam Scharfe indicated that it was hoped to get the contract signed at the end of March, which was contingent on the presence of Blue Mountain Staff. It is planned to have a shot gun scramble start. There was a need for 60 players and it was hoped to have the fee at or less than \$100, including a golf cart. There would be time for a quick snack and beverage at the end of the tournament, a free round of golf would be a raffle prize, prizes will be distributed at the end of the tournament (and the Committee is looking for sponsored trinkets).

Ron de Burger proposed and Ralph Stanley seconded a motion to accept the oral report.

**Action: Pam Scharfe and Ralph Stanley to continue the preparations.**

**Item 05: Financial Reports (Oral)**

Tim Roark had provided a brief summary of the financial position of the Foundation as of January 16<sup>th</sup>, prior to leaving for an extensive tour of the South Pacific. He had indicated that a full report would be prepared on his return. The summary was briefly examined.

Duncan Ellison proposed and Pam Scharfe seconded a motion to accept the summary report.

**Adopted**

**Item 06: Other Committee Report**

**Awards Committee**

Gary Gallivan asked what the protocol was for issuing the award cheques. Pam indicated that normally Tim Roark would issue a letter along with the cheque, and that there was a need to find a way to get a photo of the presentation ceremony - if this was taking place at the colleges, then the college would have to provide the photo.

Gary mentioned that they had not received any nominations for the Lily Ann Zahara award and wondered what to do about it. Pam Scharfe indicated that this had occurred in earlier years and it was just noted on the Web Site that an award was not made.

Gary asked if the O'Hara award had been confirmed. Ron de Burger indicated that the matter had not been addressed by NEC as to whether this would be a national award on an Ontario-based award.

**Communication Committee**

Pam Scharfe reported that the Web Site was largely up to date and getting more hits than before, probably as a result of the EHFC newsletter that had been sent out. Work would continue.

**Food Safety Committee**

Klaus Seeger reported that there had been a good response to the letters promoting sales of the TempSafe products and hoped that more would come in with the new financial year. He noted that an agreement with Toronto was in place but not executed to pay a royalty for the use of the designs, with printing to be undertaken by Toronto. He said he

understood that the Health Units in Ontario might get more funding in 2012 and this could result in more sales. Finally he mentioned he had written to Health Canada but had not had a response yet. Duncan Ellison stated he had met the HC Director General for Aboriginal Environmental Health at a Conference in Edmonton in March and would contact her.

**Water Safety Committee**

Duncan Ellison reported that the Committee had not been able to undertake activities but he would be meeting with WaterCan in the near future to see if a project could be found for EHFC.

**Item 07: NCCEH Awards**

Gary Gallivan spoke to the document circulated with questions from Christina Chociolko.

The Trustees thought that in response to Christina's questions that a letter from Tim Roark should accompany the cheque, that a certificate should be prepared, and that the PDFs of the project reports would be published on the EHFC Website.

Duncan Ellison reports (post the teleconference) that Christina has indicated the cheque has been mailed and that he should receive it shortly. If need be, we can get some counter cheques from BMO and Duncan and Klaus could sign them.

Gary Gallivan said he would contact Christina and follow up. Ron de Burger indicated he would let NEC know of this initiative with NCCEH.

**Actions: Gary Gallivan and Ron de Burger**

**Item 08: Other Business**

There were not items of other business raised at the meeting.

Under Item 08.1 - Mosaic Banner, Klaus Seeger mentioned that the idea of the Mosaic Banner was to collect pictures to display the history of CIPHI and that \$5 would be donated to EHFC for each picture. We might need to identify a project that could be funded. Klaus mentioned the possibility of supporting the Sierra Leone project or some project through WaterCan, Jacqueline mentioned the possibility of a food safety project in Alberta.

**Item 09: Next meeting(s)**

Ron de Burger suggested that because the AGM would be taking place in September that we should schedule just one teleconference meeting in the May/June period. Duncan said he would send out a doodle poll to check availability for the weekends of May 27 or June 3.

Regarding the AGM meeting and the need for a strategic plan development process, it was suggested that Trustees should plan on attending on Saturday September 15; the Golf tournament will be on Sunday September 16<sup>th</sup>.

**Action: Duncan Ellison**

**Item 09: Adjournment**

There being no other business to transact,

Jacqueline Schnider proposed and Ralph Stanley seconded a motion to adjourn the meeting at 14:45 Eastern Time.

**Adopted**

### Action Items

| Item   | Action  | Who/Status   |
|--|---|--|
| <b>Carried over from AGM</b>                         |   |  |
| <i>Item 4:<br/>Donation<br/>Solicitation</i>         | Establishment of a Fundraising Committee led by Pam Scharfe and Tim Roark                                   | All Trustees: <i>to consider volunteering</i>                  |
| <i>Item 4:<br/>O'Hara Award</i>                      | Chair to write to NEC concerning making the proposed O'Hara Award a national award of CIPHI                 | Ron de Burger  |
| <i>Item 4:<br/>Communication to<br/>new Trustees</i> | Trustees' information package to be distributed to new Trustees.  | Tim Roark  |
| <i>Item 8c:<br/>Committee<br/>Memberships</i>        | Scopes of Committees document to be sent to chairs and members for confirmation of scope and memberships.   | Duncan Ellison   |
| <i>Item 8d:<br/>Wikipedia listing</i>                | Complete the initiative   | Pam Scharfe - <i>done but awaiting response from Wikipedia</i> |
| <i>Item 8e:<br/>Strategic Plan</i>                   | Prepare an initial draft for consideration at 2012 AGM  | Pam Scharfe,<br>Jacqueline Schnider<br>and Klaus Seeger        |
|  | Block time in 2012 AGM  | Duncan Ellison   |
| <i>Item 8f:<br/>EHFC-NEC<br/>linkages</i>            | Establish a link between chairs of EHFC and NEC re: linkages on projects                                    | Ron de Burger - <i>underway and will continue</i>              |
| <b>March 12, 2012 Teleconference</b>                 |   |  |
| <i>Item 07 NCCEH<br/>Awards</i>                      | Gary Gallivan to respond to Christina Chociolko<br>Ron de Burger to inform NEC                              | Gary Gallivan<br>Ron de Burger                                 |
| <i>Item 09 Next<br/>meetings</i>                     | Duncan to Doodle Trustees for May 27/June 3 preferences.<br>Duncan to book EHFC Room for Saturday Sept. 15. | Duncan Ellison   |

**Annex A**

**EHFC FINANCIAL UPDATE – JAN. 1 to NOV. 13, 2011**

Revenue:

|   |                    |
|---|--------------------|
| Debenture interest                          | \$900.00           |
| Donations (incl. Trustee expense donations) | \$14,186.50        |
| TempSafe sales                              | \$1,550.00         |
| <b>Total Revenue</b>                        | <b>\$16,636.50</b> |

Expenses:

|                      |            |
|----------------------|------------|
| Awards               | \$2,000.00 |
| Web Site (partial)   | \$355.55   |
| Canadian Partnership | \$226.00   |
| TempSafe             | \$748.40   |
| General Admin.       | \$473.53   |

Travel /AGM costs (incl. some late from 2010) \$9,592.85

**Total Expenses** **\$13,396.33**

**Balance** **+\$3,240.17**

*Note:*

More travel expense/donations still to arrive and \$1,000.00 Matching Grant for Ontario Branch Sierra Leone project soon to be issued plus **Len Hiebert EHR Awards**.

Note: NEC minutes located so far appear to indicate that the decision by CIPHI National to contribute 10% of National's net portion of the annual conference profits was an NEC decision and not a motion/direction from the CIPHI Membership. The matter will be investigated further but numerous missing NEC minutes are hampering the search.

Tim Roark  
Treasurer  
EHFC

## **Annex B**

### **Communication Committee Report**

#### **EHFC Newsletter:**

A draft 2011 EHFC annual newsletter will be emailed out to the Trustees for comment the week of Nov. 21<sup>st</sup>. The newsletter will be sent out in an e-newsletter format on Nov. 28<sup>th</sup> via the CIPHI listserv.

#### **Food Safety Products Agency Letter:**

Edited letter and provided mailing labels for majority of the provinces and provided to Secretary.

#### **Wikipedia:**

Submission made to Wikipedia – no response to date.

#### **Website:**

To date have only received feedback on the website from one Trustee (thanks Tim).

The CIPHI website no longer refers to the EHFC as a “partner” of CIPHI – now listed under “About Us” page (thanks Phi).

The majority of updates have been completed:

1. Home Page
  - changed “What New” message (will be changed monthly)
  - changed “Post It Note” message (will be changed monthly)
  - added a counter to provide website statistics (free software – will be upgrading for additional features including the counter will no longer be visible)
  - updated Executive dates 2011-2012
2. About Us Page
  - added 2010 & 2011 annual reports
  - updated Trustee photos
  - updated CIPHI organizational chart
  - added all of the newsletters back to 2005
  - added a “Meeting Minutes” page (waiting on Secretary to provide approved minutes which will be pdf and added back to the beginning)
3. Awards Page
  - updated 2011, 2010, past recipients and donation form pages
4. Donate Page
  - donation form updated
  - donor recognition requires update
5. Products Page

- ACTION - would like to get additional feedback on these pages so that updates can be completed before the end of the year.
6. Projects Page
- Action - would like to get additional feedback on these pages so that updates can be completed before the end of the year.

Respectfully submitted,

Pamela Scharfe  
Chair, EHFC Communication Committee