



**EHFC Annual Face-to-Face Board Meeting  
2019-2020 Meeting No. 1  
Sunday, September 8, 2019 Minutes  
(Approved December 4, 2019)**

**Present:** (in-person) Pamela Scharfe (**Chair**), Laurie Pike, Tim Roark, Lena Parker (**Minutes**), Melissa McDonald (joined 11:33 ADT)  
(via-teleconference) Ralph Stanley, Klaus Seeger, Victor Odele

**Guests:** None

**Absent:** Fran Gelder, Duncan Ellison

**NOTE:** \* denotes that a document was circulated for the board to review prior to the meeting

#	Item	Discussion	Action	Lead
1.0	Welcome & Roll Call	Called to order at 11:21am Atlantic time due to technical difficulties.		
2.0	<b>Agenda</b>			
2.1	Agenda approval/additions *	<b>Motion:</b> That the agenda be adopted as distributed  <b>Moved:</b> Pamela Scharfe <b>Seconded:</b> Laurie Pike <b>Motion Carried</b>		
3.0	<b>Minutes</b>			
3.1	Minutes Approval *	<b>Motion:</b> Approval of July 23, 2019 Teleconference Draft Meeting Minutes  <b>Moved:</b> Pam Scharfe <b>Seconded:</b> Ralph Stanley <b>Motion Carried</b>		
3.2	Business Arising	<b>Investments:</b>	Awards, endowed money, and terms for	Pam Scharfe/

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		<ul style="list-style-type: none"> <li>• Mike mentioned he had a meeting on July 24, 2019 with BMO.</li> <li>• EHFC has a \$75,000 GIC that came up for renewal.</li> <li>• The investment made \$5,000 in profit.</li> <li>• The whole amount was reinvested in two GIC's. One with a 1-year renewal term and one with 5-year renewal term.</li> <li>• Mike was unsure of the interest rate of the reinvestments currently.</li> <li>• The Canadian Railway Association has an open maturity date. They can pay us out at any time. In 2018, the return on interest was 4%, and in 2017 it was 2%.</li> </ul> <p><b>Climate Change Toolkit:</b></p> <ul style="list-style-type: none"> <li>• This call for action comes from doctors, nurses, medical officers of health and public health officials across Canada.</li> <li>• An initiative is being led by CAPE (Canadian Association of Physicians for the Environment) and have been joined by many other relevant organizations such as the Canadian Medical Association, Canadian Nurses Association, CPHA, etc.</li> <li>• Pam advised that John Cannan, ON Branch President brought this to the CIPHI</li> <li>• Would they like to see both CIPHI and EHFC sign up?</li> <li>• Kim Perrotta is no longer the Executive Director but is now CAPE's Senior Director, Climate, Health &amp; Policy.</li> </ul>	<p>reference to be uploaded to private side of website.</p> <p>Pam to speak with John Cannan at the 2019 CIPHI Annual Educational Conference.</p>	<p>Mike Leblanc</p> <p>Pam Scharfe</p>
<b>4.0</b>	<b>New Business</b>			
4.1	Meeting Minute Format	<ul style="list-style-type: none"> <li>• Pam and Lena recommended to the Board that we begin to use the meeting minute format that NEC uses.</li> <li>• This format is consistent with the format that the CIPHI Branches use and is clear and concise.</li> <li>• Pam reviewed minutes from last 30 years. Some are too detailed.</li> <li>• Pam proposed to document official meeting minutes using this new format and create meeting minute notes which will be a shortened version for public viewing.</li> <li>• Both the full version will be posted on the password protected website, and the shortened notes will be posted on the public side.</li> </ul>	<p>Meeting minutes will be documented in new format moving forward.</p>	<p>Pam Scharfe/ Lena Parker</p>

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		<ul style="list-style-type: none"> <li>• Additionally, historical documents only currently accessible by Tim and Klaus will also be posted on the password accessible site for reference for future Boards</li> </ul>		
4.2	NEC Appointees to the Board & Terms of Reference	<ul style="list-style-type: none"> <li>• This is a follow up to the meeting that Pam Scharfe had with the NEC on Friday, September 6, 2019. The meeting was approximately 40 minutes in length and the key points discussed were communications, financial support, challenges and opportunities, evaluation of EHFC programs/project, and NEC representatives.</li> <li>• The discussion regarding NEC rep(s) to the EHFC was continued with the full EHFC Board at the Sept 8, 2019 EHFC AGM.</li> <li>• There is no record of a Terms of Reference (T of R) for the NEC reps. In the NEC records or the EHFC records. Both Tim and Klaus advised that they were not aware of any T of R.</li> <li>• Ann Thomas and Kari Engle-Carter have been sitting on the NEC for 6 years and were not aware that there were NEC reps to the EHFC Board and had no record of either Tim or Klaus reporting to them on activities of CIPHI's Charitable Division. The practice has always been that the EHFC Chair met annually with the NEC. Pam requested to attend the face-to-face meeting with the NEC the past two years she has been Chair but was informed that there was no time on the agenda. Sept. 6<sup>th</sup> was the first time Pam attended a face-to-face meeting with the NEC since becoming the Chair in 2017.</li> <li>• The EHFC Regulation and the CIPHI Bylaws 9 &amp; 10 are not in sync.</li> <li>• In addition, the CIPHI office is provided annually an updated Trustee directory which always listed the positions including Tim and Klaus being the NEC reps. It was assumed that list was shared with the NEC President, but it was just used by the National office.</li> <li>• Klaus, who was previously appointed as NEC designate has now stepped down as a board member as of September 09, 2019. He was also representing Ontario. With Klaus stepping down, Victor Odele (ON Branch) was nominated to the Board at the 2019 EHFC AGM.</li> </ul>	<p>Terms of Reference for EHFC Trustees designated to the NEC will be developed.</p> <p>Work with NEC to develop terms of reference, Should it be called an Appointee? Designate? How long the position is for?</p>	Pam Scharfe/ Tim Roark/ Laurie Pike

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		<ul style="list-style-type: none"> <li>• Tim was nominated as a Trustee for a one-year term as he is no longer the NEC rep. as his appointment goes back 3 decades and the NEC were not comfortable with carrying on with the status quo.</li> <li>• Both the NEC and the EHFC Board members are in agreement that there needs to be a formal process for representation.</li> <li>• Based on discussions on this topic with the NEC at the AGM the decision was made that there would be no NEC rep to the EHFC Board until a T of R is developed jointly with the CIPHI President. In the interim Kari Engel-Carter will be participating in our Board meetings</li> <li>• The EHFC Chair committed with the Board agreement to have a T of R to the NEC and hopefully approval before the end of 2019.</li> </ul>		
4.3	Establishing an EHFC Advisory Board	<ul style="list-style-type: none"> <li>• Jacquie Schneider (past secretary) raised the question about having an EHFC Advisory Board or Technical Advisory Board</li> <li>• Possible members could be past trustees, .ie., Klaus, Jaquie, Tim.</li> <li>• EHFC could also seek out, those who would have an area of expertise for advice if needed. For example, Pam knows a lawyer who might be a good fit.</li> <li>• Perhaps lawyer, accountant, people with expertise, strategic planning.</li> <li>• Individuals that have specific skill sets to help support our work. Founder, past chair, past treasurer.</li> <li>• The “advisory board” would not be a participatory board with voting rights but rather to be called on for specific issues/project.</li> </ul> <p><b>Round table:</b></p> <ul style="list-style-type: none"> <li>• Laurie raised a point that we need to determine if an Advisory board would be different from Friends of the Foundation and how it would be different.</li> </ul>	Assigned to Governance Committee for review and development	Pam Scharfe / Governance Committee

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		<ul style="list-style-type: none"> <li>• Melissa thought it was a great idea to have an organized approach. Would it be a call to stakeholders? She thought we should define what we are looking for.</li> <li>• Tim thought it is worth looking at, and that we should develop ideas of what we would have them do. Is it worth having two separate boards – Advisory board and Friends of the Foundation? What would each group do?</li> <li>• Ralph felt it is worthwhile to have an external review group.</li> <li>• Mike was in support</li> <li>• Lena was in support</li> <li>• Pam felt that it would it would be a good for the Board's foundation.</li> </ul> <p><b>Friends of the Foundation:</b></p> <ul style="list-style-type: none"> <li>• Needs further defining. Is it an opportunity for someone to volunteer, (.ie., student, retired PHI's), or a way to recognize people? Should we be issuing a certificate?</li> </ul>		
4.4	Board Access to password protected page on the website	<ul style="list-style-type: none"> <li>• Mike set up the protected web page.</li> <li>• He will set up a test run for the next meeting to determine accessibility and functionality.</li> <li>• Instead of emailing the meeting package, everything will be up on the website.</li> <li>• Historical documents will be moved to that site and backed up on cloud for additional security.</li> <li>• Mike asked the question - what financial documents would you like to see on the website? Forward Mike any comments or suggestions.</li> <li>• Tim said revision dates should be added if documents are to have changes.</li> </ul>	Set up a test run for the next meeting to determine accessibility and functionality of the locked web page.	Mike LeBlanc
5.0	<b>Standing Items:</b>			
5.1	Report from the Treasurer	<ul style="list-style-type: none"> <li>• Discussed during the AGM. Nothing new to add. No problems with PayPal. We are operating as an established charity and have received the reduced rate of 1.6% charged for transactions.</li> </ul>		

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5.2	Report form the Advancement Committee *	<p><b>Motion:</b> That the Advancement Committee report be adopted/  <b>Moved:</b> Lena Parker  <b>Seconded:</b> Pam Scharfe  <b>Motion Carried</b></p> <p><b>Silent Auction:</b></p> <ul style="list-style-type: none"> <li>• Up to 33 items for the silent auction. Several of the exhibitors are also donating items.</li> <li>• We would like to raise \$3000. In 2018, \$1,700 was raised, and in 2017, \$1,804 was raised.</li> <li>• Donated items will be approximately \$2500.00 total value.</li> <li>• <a href="http://www.32auctions.com/ehfc">www.32auctions.com/ehfc</a></li> <li>• 32 Auctions subtracts \$0.30 per transaction. (they charge 1.6%)</li> </ul> <p><b>Branch donation update:</b></p> <ul style="list-style-type: none"> <li>• BC \$150 for basket</li> <li>• AB not sure</li> <li>• MB \$200 for two gifts cards</li> <li>• SK \$150 for two baskets</li> <li>• ON \$100 for one basket</li> <li>• NS/PEI donated a Taste of NS basket (\$200 value)</li> <li>• NB \$200 for a gift basket</li> <li>• NL donated \$150 worth of CIPHI swag (golf shirts &amp; travel mugs) and 25 restaurant gift cards</li> <li>• Auction closes Sept 10, 2019 at 7:30, 6:30ON time Tuesday night.</li> </ul> <p><b>50/50:</b></p> <ul style="list-style-type: none"> <li>• NS liquor and gaming very easy to deal with. Less than 48 hours to get license.</li> <li>• Tickets are \$30.00 each and whoever buys will also receive a pair of sunglasses, have their photo taken and a chance to win half of the money. Only 150 tickets printed – the one winner will get 50% of total ticket sales.</li> </ul>		

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		<p><b>Other Prizes / Events:</b></p> <ul style="list-style-type: none"> <li>• Socks and sunglasses to give away</li> <li>• 200 cupcakes to celebrate the 30<sup>th</sup> Anniversary on the Tuesday pm break at the National conference (cost \$135)</li> </ul> <p><b>Note with regards to issuance of tax receipts:</b></p> <ul style="list-style-type: none"> <li>• Tax receipts cannot be issued for goods or services such as at the golf tournament or 50/50 tickets.</li> <li>• If a fund raiser includes a gala dinner – a tax receipt can be issued for the difference does not cover the cost of the dinner.</li> </ul> <p><b>Advancement Committee</b> – Lena (Chair), Ralph, Fran, Duncan, Pam</p>		
5.3	Report from the Governance Committee	<ul style="list-style-type: none"> <li>• Trustee Recruitment “Draft” Strategy is being developed by committee</li> <li>• Volunteer Alberta has excellent Resources and documents for charity organizations. Topics include finances, recruitment and retention, etc. There are 6 topics in total.</li> <li>• www.volunteeralberta.com</li> <li>• They also have templates which can be adapted if they are given credit.</li> </ul> <p><b>Governance Committee</b> – Pam (Chair), Melissa, Laurie, Tim, Mike</p>		
<b>6.0</b>	<b>Next Meeting</b>			
6.01	2019-2020 Meeting Dates	<ul style="list-style-type: none"> <li>• September 08, 2019 is the first official meeting.</li> <li>• Lena and Pam will consult on future dates for meetings.</li> <li>• 2020 CIPHI AEC and AGM will be in Ajax, ON (Durham region health department), Oct 4th-7<sup>th</sup></li> <li>• AGM Meeting Sunday October 4, 2019</li> <li>• Four meetings per year.</li> </ul>		
<b>7.0</b>	<b>Adjournment</b>	<p><b>Meeting adjourned at 12:35 (PST)</b>  <b>Moved:</b> Melissa MacDonald  <b>Seconded:</b> Tim Roark</p>		