

**Environmental Health Foundation of
Canada Board Teleconference Meeting No. 2**

MINUTES

Tuesday, December 4, 2018

(Approved March 26, 2019)

Present: Pamela Scharfe (**Chair**), Jacquie Schnider (**Minutes**), Ralph Stanley, Mike LeBlanc, Klaus Seeger, Tim Roark, Duncan Ellison, Lena Parker

Regrets: Melissa MacDonald, Laurie Pike, Fran Gelder

1.0 Roll Call

- Completed by Secretary Jacquie Schnider.

2.0 Adoption of the Agenda.

MOTION NO. 1 That the agenda be adopted with the addition of Item 3.0 Approval of September 16, 2018, regular meeting minutes.

Moved by: Pamela Scharfe

Seconded by: Jacquie Schnider

Carried

3.0 Approval of the September 16, 2018 Meeting Minutes

MOTION NO. 2 That the September 16, 2018 regular meeting minutes be approved as written

Moved by: Duncan Ellison

Seconded by: Ralph Stanley

Carried

Review of the September 16, 2018 Annual General Meeting minutes for errors or omissions – none noted. Draft minutes will be approved at the 2019 AGM.

4.0 Business Arising from Sept 16, 2018 Regular Meeting & Outstanding Items from Previous Meetings

3.1 Replacement of the CIPHI Wooden Insignia Crest

- Tim Roark provided an update on the ongoing saga of the crest which is considered lost by Purolator.
- The estimated cost to replace the crest is \$8,500 and \$1,000 for the Mosaic Banner.
- Purolator has offered a goodwill donation of \$1,000
- It was noted that Purolator's parent company is Canada Post

- In discussion with the NEC the plan going forward once the donation is received from Purolator, is to write again to the CEO of the company expressing disappointment and if no response then a letter to Canada Post, the parent company.
- The NEC do not support either legal action or going to the media.
- The NEC has also not to date made a commitment to financially support the replacement of the crest.
- Tim has drafted a shipping, insurance policy, etc. for review by the NEC.

5.0 Standing Items:

5.1 Report from the Chair

The Chair reported that it has been a couple busy couple months:

- Organized and ran the silent auction as part of the 2018 national AEC in Saskatoon – raised \$1,625. A few of the Branches donated money do cover the cost some of the gift baskets the Chair purchased.
- Worked with Governance Committee members as follows:
 - Mike and Tim on a smooth transition for our new Treasurer;
 - Laurie on a process for completing our 2019-2021 Strategic Plan;
 - Melissa on the development of Board Member Handbook; and
 - Jacquie on reviewing and updating our Regulation and Policies ensuring they are in concert with and not duplication with NEC policies.
- Advancement Committee:
 - Updated the Donation form and the thank you letter to donors that reflect information for our new Treasurer
 - Participated in the 2018 ON Branch Golf Tournament with the Vice Chair Ralph Stanley
 - produced a flyer promoting fund raising for the EHFC that emailed out to the registered golfers in advance
 - We set up the EHFC display at the registration desk and offered the 40+ golfers registered a chance to win their golf registration (\$115). 25 golfers donated \$20 each for a total of \$500 - minus the cost of the golf registration prize we netted \$385. We also had Ron's wife, son and sister join us and Dave ran the putt off contest. Dave has offered to make sure that the trophy is delivered for the contest as the winner last year did not arrange for it to be delivered in time. I purchased and donated gift certificates for the top 3 winners of the putt off contest
 - Ralph set up the display for the ON Branch conference on the Sunday and then staffed it on the Monday and I was there for takedown on the Wed.
 - Continuing to update the new Website – will be finalized before the end of the year.

- Annual Newsletter: finalizing this week for input by the Advancement Committee.”
- Produced a 2018 Holiday Greeting for the Branch newsletters
- Produced a 2018 Holiday Greeting and thank you for support in the past year to be sent to the NEC Branches
- Prepared a season’s greetings notice and thanks for support in 2018 to be sent out to the NEC, Branches, award partners (Hedgerow, Lowry, Van Alstyne family)
- Sent letters to the 2016, 2017, 2018 EHFC award recipients asking them to consider becoming a regular donor of the Foundation.
- Sent a letter of thanks to our 2017 regular donors with a few pages of our 2017 high lights of the Foundation’s work on Giving Tuesday and asking them to consider their continued support in 2018 and beyond. In 2017 not including the Board members there were 21 donors with an average give of \$77 dollars with the highest donation being \$200 and the lowest \$25. For the past few years not including trustee donations our average is between 20-25 donors.
- Discussion ensued on how high our profile is within the CIPHI membership and those who are holders of the CPHI(C) but not members. Lena was surprised when she hosted an EHFC booth at the AB Branch AEC to find how many of our provincial colleagues did not know CIPHI has a charity division. This also included people in her office who have been PHIs for years. Ralph said he had a similar experience when he hosted the EHFC booth at the ON Branch conference and suggested that we consider adding to our banner to bring this message to holders of CPHI(C). There was a general consensus that CIPHI non-members are not aware of their professional organization and its’ divisions such as the Foundation.

MOTION NO. 3 That the Board Chair’s verbal report be received.
Moved by: Pamela Scharfe
Seconded by: Tim Roark
Carried

5.2 Report from the Treasurer

Mike LeBlanc provided a verbal overview on the transition as the Board’s new Treasurer:

- making a lot of progress in moving things over from Tim Roark
- BMO was not that easy to deal with and there were some procedural things that slowed down the process of new signing officers but that is behind us now
- working on set-up such as obtaining stamps, envelopes and ordering cheques
- customizing financial forms
- have downloaded an app on his phone so that he can electronically deposit cheques into the bank rather than taking the time to go to the bank to make deposits.

- working with BMO to arrange to accept electronic transfers of funds from Trustees and donors
- Going back to BMO next week to review banking options available to the Foundation
- Currently \$16,000 in the chequing account
- Familiarizing with Revenue Canada websites and the profile listed for the Foundation – noted that there is another charity called The Environmental Health Foundation. Only difference is we add “of Canada” to our name. Discussion on whether people have donated to this charity by mistake.
- Tim has provided Mike with long term investments and GICs and have discussed with Pam and Tim on how to track the different award funds something that cannot be done when money is lumped together into one GIC
- The MB Branch has been dealing with The Investment Group to manage their investments and have been pleased with the investment advice. Mike will meet with a rep. to discuss the Foundation’s finances.
- OK with bookkeeping and banking practices but has been a steep learning curve to familiarize with Revenue Canada Charities Branch requirements. Tim has been helpful in providing information.
- Plan to keep current practices in place such as having the CIPHI office producing year-end financial report and issuing tax receipts but feels that we are paying the office a great deal of money to carry out work that Mike feels he can easily handle once he has a system in place for 2019.

MOTION NO. 4 That the verbal report of the Treasurer be received.
Moved by: Mike LeBlanc
Seconded by: Tim Roark
Carried

5.3 Advancement Committee Update

The Committee Chair Klaus Seeger provided a verbal update on the work of the Committee since our last meeting:

- Meeting on Nov. 19th
- Reviewed and discussed the Foundation’s 15 current projects/products
- Decision to continue to participate/sponsor the CIPHI ON Branch annual golf tournament.
- Discussed contacting the other branches for opportunities to fund raise at other events as golf tournaments are not that popular with other branches as an annual event.
- Agreement that silent auctions has been successful in the past at conferences and will explore further.
- Lapel pin supply has been exhausted. A newly designed pin has been ordered and paid for by the NEC. The CIPHI office will keep issue the pins to the Foundation Chair on a needs basis and keep track of them.
- The committee worked at documenting the projects with activities and objectives for the strategic workplan. Information has been shared with

Laurie. The current document format “Publisher” will be transferred to a “Word” document.

- TempSafe promotion needs to be a priority. Fran will contact ASPHIO and work with Lena as the lead a get some marketing options.
- Discussed the Ed Fleming Project and where it fits into our strategic plans. Question about how many donations continue to go towards this project. The original focus was on sewage maintenance and groundwater and to provide educational material to all libraries in Canada. All that was completed was libraries in the Sudbury ON area and SW ON but no additional donations were made to the fund to carry out the Canada-wide project. Tim advised that the NB and PEI Branches to this project and some of the funding was used for the Sierra Leone project several years ago.
- Discussed three water related projects (1) First Nations boiled water crisis; (2) Nicaragua water with Stratford Rotary Club; and (3) Guatemala Wells of Hope.
- Brainstormed for our 30th anniversary in 2019 and would like to see an initiative every month during the year. Recommend member(s) of the Governance Committee joining in on this.
- Could add fund raising for the new CIPHI crest that people could dedicate their money to.

MOTION NO. 5 That the Advance Committee Chair’s verbal update be received

Moved by: Klaus Seeger

Seconded by: Duncan Ellison

Carried

5.4 Governance Committee Update

5.4.1 Strategic Planning 2019-2021

Our lead on strategic planning Laurie Pike was unable to participate in the meeting so the Chair provided the following process on Laurie’s behalf:

- moving forward to update the 2016-2019 plan as we move into the next 3-year period 2019-2021
- the Board needs to review the current Vision-Mission-Goals and the five Strategic Directions and provide comment
- each of the committees need to update their Key Initiatives "action items" listed under the appropriate Strategic Direction and update and/or populate their workplans under each initiative
- this need to be completed by Dec 23rd and sent to Laurie
- Laurie and Pam will work on document based on the input from the two committees over Christmas holidays.
- the first of January Laurie will send out to the full Board a copy of the “draft” 2019-2021 strategic plan
- the plan is to have a final document to release on March 31st

- we want to invite the members of the NEC, the Branches (which includes their membership) and our regular donors to comment on the Foundation's strategic directions via an electronic survey with a 30 day comment period beginning Feb 15th
- Pam will be advising the NEC and Branch Presidents at their mid Dec teleconference meeting that we will be inviting them and the CIPHI membership to comment on our strategic direction.
- We will ask the NEC to have our strategic plan placed on their February 15th teleconference meeting and both Laurie and Pam will participate on the call. A copy of the draft strategic plan to the NEC for their mid-Feb teleconference meeting will need to be finalized by the first week of February by the Board. Pam will be requesting that the Board have a teleconference meeting the first week of February that will be solely dedicated to updated strategic plan.

ACTION:

- **Board to review and provide comments to Laurie by Dec. 23rd on the Vision-Mission-Goals and the five Strategic Directions**
- **Each of the committees need to update their Key Initiatives "action items" listed under the appropriate Strategic Direction and update and/or populate their workplans under each initiative and provide to Laurie by Dec. 23rd**

MOTION NO. 6 That the Governance Committee Chair's verbal update be received

Moved by: Pamela Scharfe

Seconded by: Jacquie Schnider

Carried

6.0 2019 Meeting Dates

Dec 4th Meeting No. 1

Jan 29th, 4:00 pm Meeting No. 2 Strategic Planning Only to be discussed

March (last week) Meeting No. 3

July (last week) Meeting No. 4

Sept – AGM Meeting (no date yet)

7.0 Adjournment

The Chair thanked the Board Trustees for their commitment this past year.

MOTION NO. 7 That the meeting adjourn (6:13 pm)

Moved by: Pamela Scharfe
Seconded by: Jacquie Schnider