

ENVIRONMENTAL HEALTH FOUNDATION

July 15, 1992

Sheraton Hotel, Winnipeg

**Present - T. Roark, C. Young, D. Sargeant, K. Seeger, D. Terry,
B. Fortin**

Guests - Richard Taki, Peter Rogers, Tony Myres, R. Bradbury

Regrets - T. Gable, Dr. G. H. Bonham, Dr. F. White

Meeting was called to order by T. Roark and guests were introduced.

T. Roark requested leave from the agenda, approved.

R. Bradbury and R. Taki of the B.C., Branch were introduced to the Committee; a presentation was made regarding the Rob Herbison Award presented to B.C.I.T. deserving student. The B.C. Branch requested that the E.H.F. handle donations for the award on behalf of the Branch for tax receipt purposes. R. Bradbury suggested that the E.H.F. could assess 5% administrative fee.

T. Roark suggested that perhaps some matching grants or programs could be implemented and also pointed out that any funds in excess of the target amount would have to remain in the E.H.F. reserve fund, either earmarked for this particular bursary or the general fund.

Motion - to accept the Rob Herbison Award into the E.H.F. portfolio and assess of 5% fee on the initial \$3500.00 in the fund and that all fees in excess of this set amount would be placed in the general fund for future scholarships and that the E.H.F. would collaborate with the B.C. Branch to collect and disburse the funds as required. --C. Young. seconded D. Terry

- approved

Return to agenda

Minutes of the December 30, 1992 TeleConference Meeting were read and adopted.

Aboriginal Project - Dean Sargeant and Peter Rogers met with Sandy Cocksedge, Health and Welfare Canada, Mr. N. Brascoupé of Indian Services and Clarence Nepinak, Medical Services; to discuss the E.H.F. Aboriginal P.H.I. student proposal. All parties were very interested in the proposal and agreed to meet further on the issue with members of the aboriginal community involved.

The pilot projection in Manitoba was discussed and agreed upon, however, those at the meeting felt the program must develop into a broad based national program in the second year. Another meeting is planned for late August, 1992 with all interested parties.

- Klaus - question; are those advertising for PHI's aware of this program.
- Dean - not likely at this time
- first students to be selected in January/February, 1993
 - field training should be provided in an aboriginal setting if possible

National list of Foundations - no further action

Minutes of May 4, 1990 - adopted

- Business Arising
- receipt book development - T. Roark
 - brochure development - K. Seeger presented phase respond (see attached)
 - trustee selection

Dr. Bonham wishes to remain as a trustee but will be unable to attend all meetings.

Suggestions that Roy Hickman or Ed Schreyer be contacted to become Honourary Chair of the EHF. Dean to look into the matter.

Dr. T. Myres of Health and Welfare Canada was introduced and spoke on a new Federal Government initiative involving education and household hazardous waste - accepted as information.

Discussion ensued about whether the E.H.F. of the C.I.P.H.I. National Executive would respond to Dr. Myres discussion. It was decided that the issue that would be best handled by the National Executive.

Temperature Safety Symbols - Dean explained the current situation. Some interest has been shown and that we should register the design perhaps even in the U.S.A. The Committee decided that T. Roark would take further steps on this program.

New Business:

Motion: D. Sargeant - that Peter Rogers be placed officially on the E.H.F. Board of Trustees to help the aboriginal student proposal. (T. Roark seconded - approved). T. Roark to send out a letter to Peter's superiors.

Meeting was adjourned at the call of the call of the Chair.

Motion: B. Fortin seconded, D. Sargeant

ENVIRONMENTAL HEALTH FOUNDATION OF CANADA
TELECONFERENCE MEETING
WEDNESDAY, MAY 4TH, 1992 6:15 P.M. C.D.T.

PRESENT: Chairman Mr. Tim Roark
Secretary Mr. Dean Sargeant
Board Members Mr. Tom Gable
Mr. Doug Terry
Mr. Klaus Seeger
Mr. Bruce Fortin
Absent with regret Mr. Charles Young
Unable to Contact Dr. Frank White
Dr. Gerry Bohham

Call to order by Mr. Tim Roark

Approval of Minutes of December 30th, 1992

Discussion ensued about the 3 pages and financial report, some members were missing specific pages Mr. Roark agreed to reissue the minutes to all Board Members.

Moved: by T. Roark

Seconded by B. Fortin

Business Arising from Minutes

Auditor's Report - Revenue Canada has informed the Foundation that they require a statement only to attest to the validity of the financial statement, but must be from individuals NOT on the Board.

Motion by Tom Gable: To have Chairman T. Roark appoint two CIPHI Members in B.C. to verify the expenses, revenue, balance and bank statements in writing, for Revenue Canada.

Seconded: D. Terry - Approved.

Aboriginal Training Report - D. Sargeant

Verbal report indicating that Health and Welfare Canada, Medical Services Director General Mr. E. Tupper was very positive on the report and has sent same on to his senior administrators for review. No response has been received at this time.

Klaus Seeger requested a copy of the report from D. Sargeant

New Business

Annual General Meeting

A tentative date of Wednesday, July 15th, 1992, at 1:00 P.M. in the National Presidents Suite. If possible arrangements may be made for a noon hour luncheon meeting.

Official Tax Receipts

Klaus Seeger has agreed to develop a single page receipt with appropriate Institute logo, along with the Foundations name and official tax number.

Financial Statement - T. Roark for C. Young

Current balance \$580.00, most recent donation from the Saskatchewan Branch for \$100.00.

Strategic Plan Committee

Discussion

- need to include objective both long and short term
- C. Young to incorporate changes and send out redraft

Pamphlet/Brochure

K. Seeger will develop a draft pamphlet for the Foundation and send out to Board members for comment. Discussion ensued regarding who the brochure should be aimed at:

1st C.I.P.H.I. Members & Non Members in
Profession
Industry
Other Foundations
Academia

Bottom line is, we must first show member support before we can approach corporate donors and other foundations. T. Gable suggested we will need resources for public advertising and public relations. He offered to approach NSF International for assistance.

Trustee Selection Committee - D. Terry

The names of Ed Schreyer former Governor General of Canada and Roy Hickman, Director General of the Environmental Health Directorate of Health and Welfare Canada were suggested.

Dean Sargeant agreed to write these individuals.

Other Business

Letter head and logo still require development.

Election of officers required.

All current officer's Chairman, Secretary and Treasurer have agreed to allow their names to stand for another year.

Food Safety Symbols - introduced by C. Young and T. Roark to D. Sargeant. Will be produced in a presentation package by D. Sargeant to seek promotional subsidies from Government and Industry.

T. Roark requested to send out 1992, Trustees names, phone numbers and fax numbers.

Motion to adjourn - Bruce Fortin seconded Tom Gable

Next Meeting scheduled for July 15, 1992 in Winnipeg

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3rd Annual Meeting of the Environmental Health Foundation of Canada

December 30 1991 (Tele Conference)

CALL TO ORDER

Chair Tim Roark called the meeting to order at 9:15 p.m. EST.

Trustees participating were: **Charlie Young, C.P.H.I. (C) Treasurer, Port Moody B.C.**
Doug Terry, C.P.H.I. (C), Trustee, Melfort, Saskatchewan
Tom Gable, Trustee, Ann Arbor, Michigan
Klaus Seeger C.P.H.I. (C), Vice Chair, Clinton, Ontario

Trustees unavailable were: **Dr. Gerry Bonham, Bruce Fortin, Dean Sargeant**

Since the Secretary, **Dean Sargeant**, was unable to participate in the conference call, the Chair appointed **Klaus Seeger** as recording secretary.

No errors or omissions were noted from the minutes of the October 13, 1990 meeting by the participants and a motion by **Charlie Young** and seconded by **Doug Terry** was made to approve them. Carried .

Business Arising Out The Minutes

1. The qualifications and requirements of an auditor from Revenue Canada for the financial accounts has not been completed and therefore no name is available for approval by the Board of Trustees. This will be dealt with prior to the next meeting.
2. The Foundations first project, sponsoring two aboriginal people to take the public health inspector/environmental health programme at BCIT, has been stalled temporarily. The concept for the project has been approved but the funding has not. Manitoba is not able to fund the project. However, the costs may be reduced if a province who has candidates closer to one of the academic schools were to provide the funding. (corporate sponsorship??)

Treasurer's Report

Charlie Young reported that the Balance of the EHF in the CIBC non personal chequing account is **\$380.12**. **Charlie** indicated that a written report will accompany the minutes. A motion by **Charlie Young** and Seconded by **Tom Gable** to approve the treasurer's report was Carried. **Charlie** also stated that trustees should start focusing on how funds could be raised. Suggestions such as a CIPHI members long term donations and Bequest of monies in his/her will was

suggested as an option. A strategy designed to introduce this opportunity to members needs to be developed. Klaus requested that information regarding the availability of a tax receipt being issued for donations to charitable organizations by members or any other persons or agency be publicized as soon as possible. It was suggested that a regular receipt could be used with the EHF tax number prominently shown.

New Business

1. Frequency of meetings was discussed. The concensus was that at least three meetings would be held per year, with at least two utilizing the tele conference medium. The next meeting would be held in the latter part of March (after the 20th and not Tues' or Wed's) with an additional meeting sometime in October or November. Since the CIPHI AGM is in Winnipeg in 1992 the Foundation would use this opportunity by holding its own AGM during the week of July 10-15. It is anticipated that most Trustees will be attending the CIPHI conference.
2. **Strategic Planning**— Before a promotional campaign for the EHF can be initiated, and members of the CIPHI solicited for participation, an operating plan utilizing the strategic planning process is needed to better focus on specific objectives. The Trustee participants agreed that when a general plan was developed there should be at least three additional working (ad-hoc?) committees performing the work of the EHF. The committees would be **Projects; Fund Raising; and Publicity. The Trustee Search and Nomination** committee, previously approved during the 1989 inaugural meeting, would continue. During the development of the draft strategic plan terms of reference for all committees would be proposed for approval during the March meeting. As the Chair of the Trustee Search and Nomination committee, **Doug Terry** stressed that he can not logically seek new trustees without referring to terms of reference, and the goals and objectives of an operational plan within the framework of a strategic plan. It was agreed that the development of the strategic plan is the top priority.

A motion by **Doug Terry**, seconded by **Tom Gable** to appoint **Charlie Young** as the Chair of the Strategic Planning committee was **Carried**. Charlie accepted the apointment.

Tom emphasized that other board trustees should requested to submit suggestions for the content of the plan including terms of references for the various committees since involvement by all trustees will make the task simpler. Charlie and the other participants concurred.

3. **Election of Officers**—Since the term of office for EHF board officers is two years a new executive is needed. A motion by **Tom Gable** and seconded by **Doug Terry** that the current slate of officers on the Board of Trustees of the Environmental Health Foundation of Canada be reappointed was **Carried**. The officers for the 1992-94 term are:

Tim Roark, Chair
Klaus Seeger, Vice-Chair
Charlie Young, Treasurer
Dean Sargeant, Secretary

Correspondence

Tim Roark reported on the correspondence received since the last meeting. **Dr. Gerry Bonham**, EHF Trustee has returned to B.C. as of December 31, 1991. His new address and telephone number will be available as soon as they are known.

Letter received from the secretary of **Dr. Frank White** that he is out of the country (Trinidad) and

currently in Thailand. He will be asked if he wishes to let his name stand as a Trustee on the Board. He had been reappointed at the last EHF AGM.

A copy of draft stationery for the EHF was received from Mr. Jim Bradley, Executive Director, CIPHI. Doug Terry stated that the proposal he had sent to Tim previously should also be considered before deciding on final stationery. The company he received a quote from included the cost for the design and production of the first quantity of paper. Bradley's design proposal has no cost to EHF to this point.

A copy of a letter sent to Mary Hegan by Klaus Seeger was received. Ms. Hegan is the Co-ordinator for Public Consultation for the Great Lakes Health Effects Programme, Health Protection Branch. Ms. Hegan and Dr. Andy Gilman were making a presentation to the Medical Society of Huron County in Goderich Ontario on the work of the Great Lakes Health Effects Programme (GLHEP). Klaus was at the presentation and afterwards learned from Ms. Hegan that the GLHEP was looking for additional research and organizations to fund. Klaus informed Ms. Hegan about the EHF and she indicated an interest to learn more about the foundation. A letter and information package about the EHF, the CIPHI, and a PHI-Profile was sent to her. Information about the GLHEP (including the Goals and Mission Statement) is attached. Tom Gable suggested Roy Hickman, Director General, Environmental Health Directorate, HPB, be contacted to get more information on how our two organizations may work together.

Other Business/Discussion-

Question: (Doug Terry) Should the EHF now be using the CIPHI mailing address?

Answer: Now that the EHF is a Registered Charitable organization, the National CIPHI office mailing address in Ottawa should be utilized. Any mail received for the EHF would be forwarded to the Chair.

There was some hesitation to this proposal since having to forward mail would cause additional delay in receiving and responding. Following additional discussion there was a concensus that the national office address should be used on a trial basis. Tim agreed to look into setting up the procedures with Jim Bradley.

Question: (Charlie Young) What kind of reporting and when is it required to Revenue Canada?

Answer: According to the March 14/91 letter from Ms. Judy Torrance of Revenue Canada, the EHF must file each year: 1/ Form T3010, "Registered Charity Information Return and Public Information Return" and 2/ a financial statement within six months following the EHF fiscal year end. ie. our first return should be filed before June 30, 1992, for the period ended December 31, 1991. Failure to file an information return could result in the revocation of our registered status. Revenue Canada is supposed to send us a Return form.

Question: (Doug) There is a national public agency publication listing all charitable agencies. Now that we are registered do we get listed automatically?

Answer: Not sure. Tim will try to find out.

Question: Should we be subscribing, purchasing this publication to find out sources of potential revenue.

Answer: Cost apparently is \$300-400 per year. Tom Gable suggested using the public library since this publication is available in any library to find out information on other foundations etc..

Next meeting in March 1992 at the call of the Chair. Meeting adjourned at 10:05 pm EST.

Klaus Seeger, Acting Secretary

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

**2nd Annual Meeting of The Environmental Health Foundation
of Canada
October 13, 1990 (Tele Conference)**

CALL TO ORDER

Chairman Tim Roark called the meeting to order at 10:15 a.m.
Participating in the meeting

- C. Young, C.P.H.I. Instructor, B.C.I.T., Burnaby, B.C.
- D. Sargeant, C.P.H.I. National President, Winnipeg, Manitoba
- B. Fortin, C.P.H.I., Timmins, Ontario
- D. Terry, C.P.H.I., Melfort, Saskatchewan
- K. Seeger, C.P.H.I., Clinton, Ontario

Minutes of the inaugural July 13, 1990 meeting were read
moved C. Young seconded D. Terry approved

Business arising out of the Minutes

1. Application to Revenue Canada, will be proceeded with before the end of the month.
2. Question from Government, re: mailing address as an interim arrangement. T. Roark address in Maple Ridge will be used. Once the Foundation is fully operational this will be transferred to the Executive Director's office.

Ques. Doug Terry - regarding the development of a project bank
Ans. Tim Roark - this will be put in the EHR as soon as the tax number has been obtained

Ques. Charlie Young - does Doug have any ideas as to who we should add to the board
Ans. Doug Terry - not at this time

Ques. Charlie Young - have we developed a letter head and logo
Ans. Doug Terry - this has been sent to Tim Roark for discussion and prices are very reasonable

Ques. Klaus Seeger - once all approvals are completed do we have a promotional plan
Ans. Tim Roark - not as yet until completion. We will formulate a plan as a board.

Financial Report - Charlie Young

An account has been established - \$100.00 - 2 donations have been received of \$50.00 each

C. Young moved D. Terry seconded - approved

New Business

Appointments to The Board of Trustees

Institute appointments - T. Roark, C. Young, D. Sargeant, K. Seeger

Board appointments - reappointed - D. Terry and B. Fortin

T. Roark will contact Dr. G. Bonham, Tom Gable and Dr. F. White to see if they will let their names stand for reappointment.

C. Young moved K. Seeger seconded - approved

1991 Budget Proposal to Revenue Canada

Question asked by Revenue Canada on application \$25,000 - 30,000 - 90% to project / 10% to administrative services

Project Suggestions

To seek out two aboriginal students for Certification Course

Other Business

1. Constitution/regulation review - election of Chairman, Vice Chairman, Secretary and Treasurer

nominated by National Executive - K. Seeger, plus existing slate

Chairman T. Roark, Vice Chairman K. Seeger, Treasurer C. Young, Secretary D. Sargeant

Bruce Fortin moved D. Terry seconded - approved

2. Appointment of Auditor

motion - to appoint an auditor / seek out the auditor utilized by the National Executive subject to the approval of the signing officers.

C. Young moved D. Sargeant seconded - approved

T. Roark to check what qualifications are required of official auditor with Revenue Canada.

Other Items of Business - none

Discussion

- C. Young - like to move on and get the project rolling
- C. Young - as soon as we get that tax no. we should advertise
- K. Seeger - appreciate being on the board, would like to emphasize the promotions aspect
- C. Young - K. Seeger has developed a media package perhaps can be utilized by the Foundation
- C. Young - to start out by contacting Richard Lawrence of Indian Affairs
- D. Terry - requests input from the board into a corporate trustee
N.B. Caution about using the Foundations name in advertising or endorsements

Motion - that Tim prepare and present a notification package to the E.H.R. and other media as soon as tax number is granted.
motion D. Terry D. Terry seconded
C. Young approved

- K. Seeger - request for a copy of constitution, Tim agreed to send

Next Meeting at the call of the chair, meeting adjourned at 11:05
(Central Daylight Time)

C. D. SARGEANT,
Secretary

CDS:rm

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
ENVIRONMENTAL HEALTH FOUNDATION
INAUGURAL MEETING

July 13th, 1989 Ottawa, Ontario

ATTENDING: George Gregg, C.P.H.I. National Pres., Truro, N.S.
Tim Roark, C.P.H.I. Maple Ridge, B.C.
Doug Terry, C.P.H.I. Melfort, Saskatchewan
Charles Young, Instructor British Columbia Inst. of
Technology
Dean Sargeant, C.P.H.I. Winnipeg, Manitoba
Bruce Fortin, C.P.H.I. Timmins, Ontario

REGRETS: Dr. B. Bonham, M.H.O. Calgary, Alberta
Dr. F. White Head Epidemiology P.A.H.O. Trinidad
Mr. T. Gable Industry N.S.F. Ann Arbor, Michigan

Meeting called to order by Tim Roark and brief discussion
ensured regarding the key concerns and objectives of the
Foundation.

Election of Officer for the Foundation

Chairman - T. Roark - nominated by D. Terry
seconded by C. Young
- carried -

Vice Chairman - G. Gregg nominated by D. Terry
seconded by B. Fortin
- carried -

Secretary - D. Sargeant nominated by C. Young
seconded by G. Gregg
- carried -

Treasurer - C. Young nominated by D. Terry
seconded by B. Fortin
- carried -

Resolution: presented by C. Young
"to take such steps as is necessary to make application for
the Foundation's Tax Number"
seconded by B. Fortin
- carried -

Discussion regarding the establishment of a Trustee Selection
Committee to locate suitable additional individuals to participate
on the Foundation Board.

Resolution: presented by C. Young

"that D. Terry be appointed as chairman of the Trustee Selection Committee, and that he be given the power to add."

seconded by B. Fortin

- carried -

Discussion regarding frequency of meetings, next meeting will depend upon receipt of tax number and subsequent funding. A telephone conference call between trustees is the most viable alternative as the next form of meeting.

Discussion regarding acceptance of funds that leave stipulations or restrictions attached. No resolutions forthcoming.

Resolution: presented by C. Young

"That the chairman contact all absent trustees to confirm continuance on the Board"

seconded by G. Gregg

- carried-

Discussion regarding development of a project bank with prioritization by Board to maintain a workable number. Suggestion by D. Terry to request C.I.P.H.I. membership input via a call for proposals in the E.H.R.

Discussion regarding the Foundation application for registration or membership in the Canadian Centre for Philanthropy for advertisement purposes at a cost of approximately \$250.00. To be considered after tax number approval and funding begins.

Discussion regarding Foundation letterhead/logo and introductory package, as this will require funding C.I.P.H.I. letterhead will be used initially. The Executive Directors letterhead will be used to establish an Ottawa address.

Discussion regarding the need for a \$300.00 startup from National. G. Gregg to discuss with the National Executive.

Discussion regarding letterhead and logo. D. Terry offered to contact a designer whom he knows for prices. To be presented back to the Board for consideration.

Discussion regarding Executive Directors relationship with the Foundations Board. It was decided that the Executive Director's Ottawa address will be used by all board members using C.I.P.H.I. letterhead (for the present) and Executive Director will re-route the return mail to the appropriate individual.

An up-to-date mail list including FAX numbers is to be provided by T. Roark to all Foundation Board members.

Resolution: presented by D. Terry

"That the Chairman send letters of board appointments to employers".

seconded G. Gregg
- carried -

Motion to adjourn

C. Young
seconded B. Fortin
- carried -