

# ***ENVIRONMENTAL HEALTH FOUNDATION of CANADA***

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## Minutes of Annual Meeting 10 June 2001

### **1.0 Roll Call**

Meeting commenced at 17:00 CDT

Robert Bradbury	Klaus Seeger	Tim Roark
Charlie Young	Peter Rogers	Ron de Burger
Duncan Ellison	Dean Sargeant	Paul Medeiros
Scott Maclean	Marilyn Lee (by phone)	

Regrets:

Keith Smith  
John Blatherwick

### **1.1 Errors and Omissions EHFC Minutes March 4, 2001**

It was noted by Tim Roark that Section 2.4, second sentence : “The **province of B.C.** has agreed to promote...” Should be changed to: “The **B.C. Ground Water Association** has agreed to promote...”.

### **1.2 Approval of EHFC Minutes of March 4, 2001**

Moved by Duncan Ellison and seconded by Tim Roark that:

*"The minutes of the EHFC meeting from March 4, 2001 be accepted."*

CARRIED

### **1.3 Additions to the Agenda**

The following agenda items were added:

- General Donations (2.1.c)
- Unspecified Donations (2.1.d)
- Appointment of Honorary Chair (3.1.f)
- Development of a MOU for the process of collecting video funds and donations (3.4.2)
- EHFC Logo (3.4.3)
- Insurance coverage (3.4.4)
- Bequests (3.4.5)
- Resignation (3.4.6)

Moved by Tim Roark and seconded by Duncan Ellison that:

*"The Agenda be accepted as amended"*

CARRIED

## **2.0 BUSINESS ARISING**

### **2.1 Financial Report**

#### **2.1.a. 2000 Annual Report**

Tim Roark reviewed the EHFC Annual Treasurer's Report. Copies were distributed to committee members.

Moved by Dean Sargeant and seconded by Duncan Ellison that:

*"The 2000 EHFC Treasurer's Annual Report be accepted as audited"*

CARRIED

#### **2.1.b. Financial Report**

Tim Roark reviewed the financial statements for the period January 1, 2000 to May 31, 2001. A discussion ensued and a request was made to the treasurer to include in future statements columns that reflect budgeted amounts and current amounts for a period in comparison with the previous year. In addition, a general balance sheet for a period presented was also requested.

Moved by Duncan Ellison and seconded by Dean Sargeant that:

*"The financial statement and current status for the period January 1, 2000 to May 31, 2001 be accepted as presented"*

CARRIED

#### **2.1.c. Donations**

Tim Roark reviewed the current practice of allocating 5% of all proceeds from sales (videos, pamphlets, etc...) into the General Administrative Cost Center. It was noted by Klaus Seeger that there is no specific source of revenue for the General Administrative Cost Center. As of January 16, 2001, the General Administrative Cost Center had a negative balance of \$5918.95.

A discussion followed on the appropriate uses of other sources of revenue for the General Administrative Cost Center. It was noted by Robert Bradbury and by some members that utilizing 5% of proceeds received as donations, without informing the donor of this use would not be appropriate. Other members felt that donors would naturally assume that a percentage of their donation would be utilized for General Administration.

This led to a discussion on the use of the interest generated by funds in the EHFC account (Regardless of source).

Moved by Tim Roark and seconded by Duncan Ellison that:

*“Any accumulated interest from any source would be considered revenue for the General Administrative Cost Center.”*

CARRIED

#### **2.1.d. Unspecified Donations**

It was noted that historically, unspecified donations made to the EHFC would be used as revenue for the General Administrative Cost Center. This again led to a discussion on the principle of using donations as revenue for the General Administrative Cost Center. Some members felt that the creation of a separate cost center, entitled ‘Unspecified Donations’ would be appropriate. Funds from that particular cost center could be used, when needed, as revenue for General Administration, or for new projects. It was suggested by Charlie Young that creating such a separate cost center would not be necessary, however, if created should be limited to funds exceeding a specific level.

Moved by Charlie Young seconded by Marilyn Lee that:

*“Unspecified donations that exceed \$500.00 be placed into a cost center entitled ‘Unspecified Donations.’*

DEFEATED

**ACTION:** It was agreed that Tim Roark would review the current sources of revenue for the General Administrative Cost Center, including the current allocation of 5% from revenue generated from sales. The board will address this issue at the next regular meeting.

### **2.3 Food Safety Strategy (Klaus Seeger)**

#### **2.3.a Temperature Symbols**

The French trademark has been placed in the trademark journal, awaiting comments prior to receiving full registration.

#### **2.3.b FightBAC! tm**

The grades 4 - 7 FightBac education package was released in April, 2001. The education package was modified to reflect Canadian-specific content. The modifications included the use of a Canadian produced video Vs the U.S. version.

### **2.4 Sewage Video (Tim Roark)**

A recent sale of 500 videos, valued at \$3832.73, to the Wayne County Health Department (Michigan) was noted. Additional revenue of \$1250 in the form of a donation from the Township of Langley (B.C.) was also noted. This donation was as a result of the township’ utilization of the sewage pamphlet in their mailing of Tax Notices. It would have required additional mailing resources (i.e. envelope stuffing) to utilized the actual pamphlet. Instead, Tim Roark provided the township with a pdf version of the pamphlet. This was used to print the pamphlet as a black and white insert with the township's tax notice.

## **2.5 Groundwater Video (Tim Roark)**

No new information to report.

### **2.6.1 Ed Fleming Memorial Fund**

The use of monies from the Ed Fleming Memorial fund for assisting with the distribution of videos in northern Ontario was discussed.

ACTION: Klaus will discuss with the PHIs, who are liaising with the family of Ed Fleming, to develop and implement a strategy to distribute the videos to the libraries in the Sudbury district initially. Other areas of Ontario will follow as the funds become available.

## **3.0 New Business**

### **3.1 Re-appointment/Election of Board**

#### **3.1.a Chair**

Moved by Ron de Burger and seconded by Robert Bradbury that:

*“Klaus Seeger be re-appointed as chair.”*

CARRIED

#### **3.1.b Vice-Chair**

Moved by Tim Roark and seconded by Charlie Young that:

*“Duncan Ellison be re-appointed as vice-chair.”*

CARRIED

#### **3.1.c Treasurer**

Moved by Dean Sargeant and seconded by Charlie Young that:

*“Tim Roark be re-appointed as treasurer.”*

CARRIED

#### **3.1.d Secretary**

Moved by Charlie Young and seconded by Duncan Ellison that:

*“Peter Rogers be re-appointed as secretary.”*

CARRIED

#### **3.1.e Trustees**

Moved by Rob Bradbury and seconded by Charlie Young that:

*“Dean Sargeant, Peter Rogers, Duncan Ellison and \*Keith Smith be re-appointed as trustees.”*

CARRIED

It was noted that the Keith Smith was absent from the meeting. His reappointment is contingent on his consent.

The reappointment of trustees from the NEC will be pending the Post Conference Meeting.

### **3.1.f Honorary Chair**

The appointment of an honorary chair was discussed.

Moved by Tim Roark and seconded by Ron de Burger that:

*“John Blatherwick be approached to seek his acceptance as Honorary chair of the EHFC.”*

CARRIED

### **3.2 Fundraising Committee Report**

No new information to report.

### **3.3 Trustee Nominating Committee Report**

It was noted by Klaus Seeger that some consideration would need to be given to the selection of new members for the EHFC board. There is space to nominate an additional 4 persons.

**ACTION:** Suggestions for nominees are to be forwarded to Tim Roark.

### **3.4 Other Items**

#### **3.4.1 Appointment of Financial Reviewers**

Moved by Robert Bradbury and seconded by Charlie Young that:

*“The current financial reviewer be re-appointed.”*

CARRIED

#### **3.4.2 MOU for Video Funds and Donations**

It was noted that no direction and process is readily available for the handling of large donations directed at the CIPHI, specifically via a bequest. Research will be completed to determine the best method(s) of receiving funds, such as from bequests, directed to the CIPHI. Once a process has been identified both the EHFC Board of Trustees and the CIPHI NEC will develop a MOU for consideration.

Also, in order to facilitate the promotion and management of funds generated by Branches through the sale of the sewage videos a process, complete with an MOU, will be developed to ensure that the proportionate amount of funds are transferred to the appropriate Branch."

**ACTION:** Klaus Seeger, Tim Roark and Robert Bradbury will work together to develop written recommendations. These will be presented at the next regular meeting. Tim Roark will also contact Richard Badar, the Branch Presidents liaison, and provide a process, historical background and promotion suggestions for distribution to the Branch Presidents."

### **3.4.3 Bequests**

It was noted that no formal program exists to allow persons to make donations to the EHFC such as bequests. One suggestion included the development of donation tiers or levels to recognize donors, based on the amount or type (eg. Bequest) of donation.

ACTION: Tim Roark to investigate the possibility of developing a donor-recognition program.

### **3.4.4 EHFC Logo**

Tim Roark presented a drawing of the proposed EHFC two-colour logo. It was noted that the logo does not retain its clarity when down sized as letterhead.

ACTION: Tim Roark and Paul Medeiros will review different options for downsizing the logo.

ACTION: Tim Roark will provide samples of the logo to members for comments. Comments are requested by August 10, 2001.

### **3.4.5 Insurance Coverage**

It was noted that the EHFC could be included in the insurance plan of the Canadian Institute of Public Health Inspectors. This program would provide liability coverage for directors/officers and agents, as well as providing general liability coverage for items such as social events. Members expressed interest in this proposal, provided the cost to the EHFC was proportionate to the coverage received.

ACTION: Robert Bradbury will provide Klaus Seeger with pricing information.

### **3.4.6 Resignation**

Klaus Seeger accepted the resignation of Charlie Young from the EHFC. Charlie Young's resignation was accepted sadly and with regret. Charlie Young was recognized for his excellent contributions to the EHFC.

### **3.5 Payment of Accounts**

Moved by Robert Bradbury and seconded by Ron de Burger:

*"All accounts be paid."*

CARRIED

### **3.6 Date and Time of Next Meeting**

Next meeting to be held on Sunday, September 30, 12:00 EST.