

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

RR #3, Auburn, Ontario, N0M 1E0 tel: (519)482-3416 fax: (519)482-7820

MINUTES of the AGM, MAY 9, 1999
Radisson Hotel, Saskatoon, Saskatchewan

1.0 Roll Call

Meeting commenced at 9:35 CST.

In attendance in Saskatoon were:

Peter Rogers
Klaus Seeger

Tim Roark
Robert Bradbury

On the teleconference were: Ron de Burger, Keith Smith

Regrets: Pat Murray, Duncan Ellison, John O'Laney, Charlie Young

1.1 Errors and Omissions EHFC Minutes February 7, 1999

There were no errors or omissions.

1.2 Approval of EHFC Minutes of February 7, 1999

Moved by Tim Roark and seconded by Rob Bradbury that:

"The minutes of the EHFC from February 7, 1999 be accepted."

CARRIED

1.3 Additions to the Agenda and Approval

There were no additions to the agenda. Moved by Rob Bradbury and seconded by Ron de Burger that:

"The agenda for this meeting be approved as presented."

CARRIED

2.0 BUSINESS ARISING FROM THE EHFC MEETING OF FEBRUARY 7, 1999

2.1 Annual Financial Report (Charlie Young)

Charlie Young prepared the annual EHFC financial report for the fiscal year January 1st to December 31st, 1998. Copies had been previously faxed to all EHFC members by the Chairman.

Moved by Peter Rogers and seconded by Rob Bradbury, that:

"The EHFC Annual Financial Report be accepted as presented."

CARRIED

2.2. Financial Report (Charlie Young)

Reporting for the period January 1, 1999 to April 30, 1999, Treasurer Charlie Young provided the following EHFC financial report by e-mail to all EHFC members:

Tanzania Fund:

Receipts = \$600.00 Disbursements = nil

Aboriginal Project:

Receipts = nil Disbursements = nil

Sewage Video:

Receipts = \$3986.13 Disbursements = \$2501.74 (printing costs)

Temperature Symbols:

Receipts = nil Disbursements = nil (one outstanding cheque \$450.00)

Groundwater Video:

Receipts = nil Disbursements = nil

Web Page:

Receipts = nil Disbursements = nil

Adminstration of EHFC:

Receipts = \$30.00 Disbursements = \$1291.19

Total Receipts = \$4616.13 Total Disbursements = \$4238.28

Term Deposit = \$23,253.20

Savings/CHQ = \$ 2,589.04

Total (current) Balance = **\$25,842.24** (with \$923.40 in cheques yet uncashed, which will then leave a balance of \$24,918.84)

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

"The financial report be accepted as presented."

CARRIED

2.3 Financial Policies and Procedures Protocol (Charlie Young)

The Board members are aware that the EHF of Canada is a registered charity for Income Tax purposes, which requires annual reporting to that governmental agency. The EHF was originally formed under a By-Law of the CIPHI, which is Registered as a non-profit organization in Canada,

and maintains a reporting responsibility to that body's AGM on an annual basis and is required to report to them any revisions to our Policies, Regulations and membership of the Board.

In examining our Regulations on the matter of finances and their control, the following sections are worthy of review for those not familiar with them on a day to day basis:

7.0 - the power of the Trustees relative to funds for operating and administering a charitable foundation;

7.11- no Trustee can profit financially by being a member of the Board;

8.0- the Treasurer is included as an Officer;

8.7 the Treasurer's responsibilities are generally presented relative to custody of the funds, for depositing them in the name of the Foundation and for keeping books for receipts and disbursements;

10.3- the Foundation's charitable nature is required and that income must be used subject to the regulations and no trustee can benefit financially;

10.4- should the Foundation be dissolved or cease operation any assets are distributed to other Canadian registered charities; and,

12.0- the Trustees may borrow monies in the name of the Foundation;

In addition to the above, the Trustees are permitted to make Administrative Policies, as set out in 9.0.3. Therefore, should a more formal process be required by the Trustees, the methods to adopt them are already in place within the Regulations. We must ensure that we do, and appear to be keeping proper accounting records concerning:

1/ all monies received and dispensed together with the matter in respect of which the receipt and disbursement took place;

2/ all assets and liabilities;

3/ any other transaction which affects the financial portion of the Foundation;

4/ accounting records must be open to inspection by any Trustee or any CIPHI member upon written notice and the accounting records will then be made available for inspection at the next AGM;

5/ financial status reports must be provided at each meeting of the trustees and prior to the AGM where an independent financial review of the financial statement covering the calendar year must also be submitted by at least two independent reviewers who are not Trustees or Members of the Foundation and appointed at each AGM of the Foundation to serve in that capacity for the time between AGM's. The independent financial reviewers have the right to require a review of the account(s) and book(s) of the Foundation without direction from the Trustees or with their direction;

6/ monies in an account(s) in the Foundation's name may be placed only in a Canadian chartered bank, credit union or trust company. Operating funds can be held in an account to facilitate

cheque issuance while reserve funds may be held in an investment with that same banking organization. Deposits to the Foundation's account(s) must be made within 10 days of receipt. To move money from the reserves into the operating account can be carried out by the Treasurer but must be reported at the next meeting of the Board;

7/ separate projects can be operated out of the one account but must maintain separate ledger accounts for reporting purposes. In this way separate projects may assist in funding another project but the reporting cannot be combined;

8/ the Treasurer has control over the daily financial workings of the Foundation. The Treasurer must be appointed at each AGM;

9/ the authority to make withdrawals must reside with the Chair and the Treasurer and one other person subject to the direction of the Trustees. Any two, so registered with the financial organization holding the Foundation's account(s), can make withdrawals unless the amount to be dispensed exceeds \$4000.00 whereupon three signatures are required;

10/ financial disbursements must only be carried out subject to documented and adopted motions at a bona fide meeting of the Trustees;

11/ a budget, as required, must be placed before the Trustees by an ad hoc Committee appointed by the Trustees;

12/ expenses for the Trustees are subject to the expense policies as set by the CIPHI and amended from time to time;

13/ investments of the Foundation's reserves are selected in the priority order of security, liquidity and rate of return. These investment(s) are reviewed annually at the AGM of the Foundation with an any initial investment being approved by the Trustees on a recommendation from an ad hoc Committee consisting of the Chair, Vice-Chair and the Treasurer;

14/ all financial procedures shall be done in accordance with generally accepted accounting practices (GAAP).

Discussion was had on the principles that Charlie Young had developed, and with some fine tuning, it was moved by Tim Roark, seconded by Rob Bradbury, that:

“The EHFC accept the financial principles as a basis for a policy statement and furthermore, the EHFC directs Charlie Young to develop such a policy and to present it at the next meeting of the EHFC.”

CARRIED

2.4 HACCP Program Evaluation Method

No activity on this item since the last meeting.

2.5 Food Safety Strategy

2.5.1 Temperature Symbols (Tim)

Samples of the three different "Safety Is..." pins and refrigerator magnets were distributed to all members of the NEC and EHFC. A graphic arts company has done the initial work for us and only a limited number of demonstration magnets/pins were produced at \$1.00 and \$1.38 apiece. We are now in a position to start distributing these items. Tim will inquire about the price breaks for volume discounts. A sign-up sheet will be posted at the exhibitors desk to encourage conference participants to order these items. Klaus has been in touch with Helene Couture of Health Canada regarding translation into french. Ron offered to have some of his staff review the translated versions to ensure that the message is consistent in both languages.

2.5.2 Fight Bac (Klaus)

The education committee is "Canadianizing" the USA K-3 version of this campaign. It should be ready by September 1999. The USA is working on a Gr. 4-6 version, which will subsequently be "Canadianized" when available. Retailers will be doing a summer blitz, placing the symbol on shopping bags, flyers etc. Concern was raised by some retailers that the "Fight Bac" symbol looked too menacing, too much like a skull and cross-bones.

2.5.3 Partnership Membership Renewal (Klaus)

The Canadian Partnership for Food Safety's annual dues are now due. EHFC participated last year at Level 3, which was a \$1,000.00 donation. This entitled us to a vote and a seat on the Board of Directors. Klaus is the secretary of the Board of Directors. As a member we receive, and are noted on, all of the promotional material.

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

"The EHFC maintain our Level 3 partnership for the next year."

CARRIED

2.6 Sewage Video (Tim)

The project was presented to the NEC with an explanation of how to mount a campaign within their respective provinces. Copies of the video and pamphlets were distributed to all NEC members. British Columbia alone has taken 2500 videos and 60,000 brochures with another order for 500 and 50,000 videos and brochures respectively having been placed by the B.C. Ministry of Health. In B.C. there has been lots of support from realtors and other NGOs. Individual cost of the video is \$15.00, including taxes, and a volume discount is available (>5) at \$10.00 each.

Moved by Tim Roark and seconded by Rob Bradbury, that:

"The EHFC receive the verbal report on the sewage video project."

CARRIED

2.7 Groundwater Video (Tim)

The video is now completed. Thanks go to Health Canada for a financial commitment (not yet received), the jacket and brochures have only just been completed. The video has been distributed to most schools in B.C. and is targetted at the Grades 8 - 9 Environmental Studies program. The potential for cross-Canada marketing by the EHFC is definitely there.

Moved by Tim Roark and seconded by Peter Rogers, that:

"The EHFC receive the verbal report on the groundwater video."

CARRIED

2.8 Web Page (Klaus)

Our EHFC page is up and running. We had set aside \$500.00 for this item. It was suggested that we donate some of this money as an honorarium to Mike Leblanc for his time involvement in setting this up.

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

"The EHFC give a \$200.00 honorarium to Mike Leblanc for his time and effort on this project, plus \$300.00 to Mike Leblanc for his costs (O & M) incurred in setting up our website."

CARRIED

2.9 Strategic Plan - Project Weighting Criteria (Rob)

The revised rating guide was presented to us. A slight change was made by adding one additional category, that being "Rating of 0 - The proposal meets *none* of the criteria of the category"

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

"The EHFC accept the rating guide as amended."

CARRIED

2.10 Accredited School Research Project Support (Ron)

There was no activity on this item.

3.0 NEW BUSINESS

3.1 Reappointment / Election of Officers of the EHFC

It was time to reappoint the officers of the EHFC. Nominations for each of the positions of Chairman, Vice-Chairman, Treasurer, Secretary and Trustee were put forward.

Moved by Rob Bradbury and seconded by Ron de Burger, that:

"Klaus Seeger be appointed for another term as Chairman."

CARRIED

Moved by Ron de Burger and seconded by Rob Bradbury, that:

"Tim Roark be appointed for another term as Vice-Chairman."

CARRIED

Moved by Rob Bradbury and seconded by Keith Smith, that:

"Charlie Young be appointed as Treasurer until December 1999."

CARRIED

Moved by Rob Bradbury and seconded by Tim Roark, that:

"Peter Rogers be appointed for another term as Secretary."

CARRIED

Moved by Tim Roark and seconded by Rob Bradbury, that:

"Peter Rogers and Keith Smith be reappointed as Trustees for a two-year term."

CARRIED

3.2 Fundraising Committee Report (Tim)

Tim suggested that we might be able to raise some significant funds by auctioning off a painting by Canadian artist Robert Bateman, who, Tim explained, champions environmental issues. Tim has a friend that owns a gallery frequented by Mr. Bateman, (Peninsula Gallery - Sydney B.C.) who could approach the artist with this proposal. Apparently Mr. Bateman keeps in reserve several drawings which he will use for such charitable issues. Tim will follow up with the gallery owner and report back at the next meeting.

Another suggestion by Tim was the use of a chain letter. We discussed the general merits of such an activity and its appropriateness for the EHFC. It was suggested that a targetted mailout would probably have a better return than a generic chain letter.

Moved by Tim Roark and seconded by Rob Bradbury, that:

"The EHFC accept the verbal report on fundraising issues."

CARRIED

3.3 Trustee Nominating Committee Report (Tim)

The nominating committee reported that they had approached six people as potential trustees over the past year. To date, one, Mr. T. Duncan Ellison, was appointed at our February meeting. Two others declined due to work commitments, one has not responded, and two more have indicated an interest. The two are: Dr. John Blatherwick and Mr. C. Dean Sargeant. The chairman of the nominating committee recommended that Mssrs. Blatherwick and Sargeant be appointed for two year terms of office effective 9 May 1999.

Moved by Rob Bradbury and seconded by Keith Smith, that:

"The EHFC accept the Nominating Committee's Report and the recommendations for accepting Dr. Blatherwick and Mr. Sargeant as Trustees to the EHFC."

CARRIED

3.4 Logo Contest (Tim)

Tim suggested that the EHFC come up with a logo to beef up our image somewhat. We could have a contest with a prize ie: conference registration, to the winner.

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

"The EHFC initiate a logo contest with closing date of 31 October 1999. The first prize

would be a full conference registration to Vancouver 2000, and second prize would be a single day registration to the Vancouver 2000 conference.”

CARRIED

3.5 Other Business

3.5.1 Appointment of Financial Reviewers

It is a necessary to have someone review the books of the EHFC.

Moved by Rob Bradbury and seconded by Peter Rogers, that:

“Nick Losito and Lorraine Woolsey be appointed as reviewers of the accounts of the EHFC, subject to their availability.”

CARRIED

3.5.2 EHFC Regulation Amendments

No activity on this issue at this time.

3.5.3 CIPHI History on CD ROM (Tim)

Tim has approximately 80 boxes of historical data in his house. It is now technically possible to place all of this on CD ROM, which, in the interests of preserving our history, would be the prudent thing to do. It may also be possible to seek a sponsor to accomplish this task for us.

Moved by Rob Bradbury and seconded by Peter Rogers, that:

“Tim Roark and Charlie Young seek out potential sponsors who would might be interested in assisting CIPHI in preserving its history in an electronic format by offering the potential sponsor a tax deduction for their contribution to this project, and to report their findings to the next meeting of the EHFC.”

CARRIED

3.5.4 Payment of Accounts

There is no policy on how EHFC members' expenses are to be covered for Foundation business. Currently our Chairman is attending the AGM at his own expense as he was not supported by his employer.

Moved by Peter Rogers and seconded by Tim Roark, that:

“The EHFC pay all reasonable conference related expenses (travel, meals, hotel) for Klaus's attendance at the 1999 AGM.”

CARRIED

3.5.5 Annual Report (Klaus)

Klaus reviewed the EHFC annual report that was presented at the AGM.

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

“The EHFC annual report be accepted.”

CARRIED

4.0 Date and Time of Next Meeting

The next meeting will be a teleconference on Sunday October 17, 1999 at 12:00 Ontario time.

Meeting adjourned at 11: 37 CST.

Weight	Criteria	Draft definition #	Score	Total
3	Link with EHFC objectives	Extent to which it fulfills one or more objectives		
3	Environmental health need	Extent to which it meets an obvious need based on risk, population affected and humanitarianism		
2	Partnership potential	Likelihood of the project attracting partners with human and financial resources, or proof of partners already involved in the project		
3	Ethical standards	Adherence to accepted ethical standards as set out in the CIPHI Code of Ethics, for example		
3	Quality of outcome(s) appropriate to environmental health	Extent to which the outcome(s) are measurable, tangible		
2	Value for investment	Investment to include effort on the part of the EHFC as well as the overall budget		
2	Impact on EHFC profile	Capacity to increase the public awareness of the EHFC's role in environmental health		
2	Uniqueness of contribution	Extent to which it makes a contribution that no one else can, or is making		
3	National impact	Degree to which the findings or products can be generalized across Canada		
2	International impact	Degree to which the findings or products can be applied internationally		
1	Contribution to overhead	Capacity to be a cost recovery or revenue producing initiative		
1	Resources	Availability of EHFC human and financial resources require for the proposal		
Totals				
3 - 1			5 - 0	135 max

Determinations of Rating Factors

Ratings of 5 – The proposal meets *all* of the criteria of the category

Rating of 4 - The proposal meets the *majority* of the criteria of the category

Rating of 3 – The proposal meets *half* of the criteria of the category

Rating of 2 – The proposal meets *some* of the criteria of the category

Rating of 1 – The proposal meets *few* of the criteria of the category

Rating of 0 – The proposal meets *none* of the criteria of the category