



EHFC Board ZOOM Meeting No. 3

Monday, June 28, 2021

APPROVED MINUTES (October 3, 2021)

Confirmed: Pamela Scharfe (**Chair**), Ralph Stanley, Mike Leblanc, Lena Parker (**Minutes**), Melissa MacDonald, Laurie Pike, Victor Odele, Fatih Sekercioglu
Regrets: Laurie Pike, Gord Stewart

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 meeting to order at 7:05 pm		
2.0	Agenda:			
2.1	Agenda approval/additions*	Motion No 1... That the agenda be adopted as distributed. Moved: Pamela Scharfe Seconded: Melissa MacDonald		
3.0	Minutes:			
3.1	Minutes Approval*	Motion No 2... That the draft meeting minutes of Feb. 28, 2021, be adopted as distributed. Moved: Lena Parker Seconded: Pamela Scharfe		
3.2	Business Arising Nov. 8, 2020	1. ZOOM Meeting Account <ul style="list-style-type: none">Meeting account approved by the board.The Chair requested that the board share the account with CIPHI Retirees Advisory Committee which has no budget until such time as the CIPHI NEC decides on a virtual meeting format. 2. CIPHI National Executive Committee Representative		All

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		<p>Terms of Reference</p> <ul style="list-style-type: none"> Follow-up to the March 22nd teleconference call with the NEC Executive Kevin, Casey & Kari. They did not feel that a NEC rep could be a full member of the NEC. In the interim I am to provide a written up once a month for the monthly NEC meeting. The board was asked to revise the terms of reference for an NEC rep. The NEC agrees that there should be a rep but need to decide what level of involvement by the rep. Expectation that the rep. provides updates on the EHFC business & vice versa for the NEC. The Board reviewed an updated draft to reflect the NEC's request. We want them to participate & have voting rights, but not a member of the Executive which could be undue influence from the NEC. Suggested the rep is not expected to participate on one of the two EHFC committees – leave it open as an option. The board appreciates that this additional work for a volunteer. The board would like to see that the chair still once a year to meet either in person or virtually with the NEC. <p>3. COMMIT Letter of Intent</p> <ul style="list-style-type: none"> Ralph & Pam participated in the COMMIT June 5th golf tournament to fund raise for their eco stove project. It was great to meet their charity members in person. We presented them with a cheque. We purchased a large dry erase cheque that we can use again. The \$5,000 cheque will be hand delivered by Pam once she receives the official cheque. Laurie is reviewing the letter of intent Pam mentioned that the information shared on social media received a lot of traffic. 	<p>Pam to send out a revised document for approval via email motion.</p> <p>Mike to send cheque to Pam.</p> <p>Pam to finalize letter with Laurie's input.</p>	
4.0	Standing Items:			
4.1	Treasurer's Report	<p>1. 2020 Financials</p> <ul style="list-style-type: none"> Mike provided an overview of the annual report to the Revenue Canada Charities Directorate: 		Mike

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		<ul style="list-style-type: none"> ○ Have to a file an annual tax return. ○ That we still exist & a list of our board members (all that is public for board trustees is the name & when joined board & left board). ○ How we raise money. ○ Ongoing programs and any new programs. ○ Whether or not we have staff, pay external fund raisers, or pay board members to fundraise – which we don't. ○ Whether or not we have funds outside of Canada – which we don't. ○ What our financial standing is with respect to how much we issued in tax receipts; what our income & expenses are. ○ It was submitted by registered mail earlier this week and Mike received a confirmation of receipt by the Charities Directorate. <ul style="list-style-type: none"> ● Early June had a meeting with a BMO investment advisor in Winnipeg. We have the \$35,000 Western Canada Railway Association (WCRA) investment & we had a \$40,000 GIC that was maturing. Originally considered a very secure bond investment however as interest rates go up – bond rates go down & right now interest rates are at rock bottom, so they are expected to rise. The Smart GIC we have a progressive interest rate so we could earn anywhere from 1-6% right now & the \$40,000 GIC cashed out at 15% so we earned \$6,000 in revenue (it was a 3.5-year term). That was reinvested & Mike took the WCRA money & donations in our chequing account & reinvested in another similar blue-chip investment. We have a \$10,000 variable rate GIC that we can access easily if we need funds. We have 3 different types of investments maturing in 2024, 2025, & 2026. This is our endowed money that donors have given us to support awards & projects & can be used for no other purpose. ● Mike reviewed the 2020 Revenue & Expense Report: 	<p>Mike to email the board a copy of our investments</p>	

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		<ul style="list-style-type: none"> ○ \$529 admin expenses were low primarily because there was no national conference face-to-face board meeting. ○ Had to repay a NCCEH student awards as they discontinued the Ron de Burger student award after 2019. The board administered these awards. ○ Bank fees & PayPal fees & fees for website, graphics software ○ \$3,100 in profit over 2019. <p>2. 2020 Donations</p> <ul style="list-style-type: none"> • Total of \$7,689 was raised of which: <ul style="list-style-type: none"> ○ \$650 CIPHI Branch ○ \$2,649 EHFC Board giving ○ \$4,390 individual donors <p>3. Endowment Funds to Dec_31_2019 - \$185,000</p> <p>4. Western Canada Railway Association investment – cashed out at \$35,000.</p> <p>Motion No. 2 ...That the Treasurer's report be accepted as presented. Moved: Mike LeBlanc Seconded: Ralph Stanley</p>		
4.2	Advancement Committee Report (Lena, Ralph, Lena, Fatih, Pam)	<p>Refer to attached April 6, 2021, draft committee minutes*</p> <ul style="list-style-type: none"> • Aid Project: Need to look at an aid project for 2022. Pam suggested discussion with AB Br President whether their group of PHIs are planning a trip in 2022. We could invite her to participate in one of our meetings. • Awards: followed up with all the partners for 2 awards with Jun 19th as the deadline. So far only 3 nominations – 1 person for 2 awards & 2 for a 3rd out 		Lena

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		<p>of 7 awards. Not surprised given so much on everyone's plate. We have repackaged our media announcements. We are going to be now up against the national awards.</p> <ul style="list-style-type: none"> • 2021 Fundraising: sending out a letter with a thank you gift of a web cam cover with our hashtag #ISUPPORTEHFC - it is too small for our logo. Fits in a regular envelope, with letter, two-page newsletter to profile COMMIT donation. Ask them to remember us in 2021 prior to Giving Tuesday. Will be sent to all past donors. • 2021 Electronic Newsletter: we will have the awards & the COMMIT project. • Branch Newsletter submissions: looks like only BC is putting out an electronic newsletter. • Website & Social Media: can provide traffic reports. A lot of traffic through CBU which bounces to offshore. • Septic Maintenance: We have a poster & pamphlet. Many health authorities no longer oversee septic systems but do get requests from Frist Nation inspectors. Tim has a supply of posters & mailing tubes. Ralph advised it is still up to date but could enhanced to include septic reinspection programs. Ed Fleming project needs to be revisited & tie into this program. One idea is to recognize municipalities that have implemented reinspection programs. There is about \$8,000 in endowed money. • TempSafe: no response to survey, need to think about resending. Want to evaluate this program before continuing as requests for educational items has dried up. Need to also look at our past marketing 		

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		<ul style="list-style-type: none"> • Professional Development: need to explore with Branches that we are open to supporting training events. Pam discussed our idea of a Leadership series with the Ontario Branch that did not happen. Now a national event 		
4.3	Governance Committee Report Pam, Mike, Melissa, Laurie, Victor, Gord	Refer to attached April 14, 2021, draft committee minutes.* <ul style="list-style-type: none"> • 2022-2024 Strategic Plan: need to set aside time in the fall of 2021. • Black History month: need to explore soon. We got a great deal of social media hits. 	Pam to forward the Conestogo posters for black history month to Victor	Pam
5.0	New Business:			
5.1	New Board Members Ildiko Herr	<ul style="list-style-type: none"> • Ildiko Herr has advised the Chair she has decided that she has too many other priorities going on in her life to be able to commit time to the Board. She will reconsider if things change in the future. 		
6.0	Next Meeting:			
6.1	Sunday, October 3rd AGM (TBD)	<ul style="list-style-type: none"> • Decision to cancel August 29th so that the board can have a break during the summer. 		
7.0	Adjournment:			
		Meeting adjourned at 8:18 pm		