

EHFC
Board Teleconference Meeting No. 4
MINUTES
Wednesday, May 8, 2019

(Approved July 23, 2019)

Present: Pamela Scharfe (Chair), Jacquie Schnider (Minutes), Ralph Stanley, Klaus Seeger, Melissa McDonald, Lena Parker, Laurie Pike

Regrets: Duncan Ellison, Mike LeBlanc, Fran Gelder, Tim Roark

1.0 Roll Call

- Completed by Secretary Jacquie Schnider
- Pam sent a get-well card to Duncan on behalf of the Board
- Mike is dealing with an outbreak today
- Fran is double booked for meetings today but will try to join in
- Tim has a medical appointment

2.0 Adoption of the Agenda

MOTION NO. 1 That the agenda be adopted as distributed

Moved by: Jacquie Schnider

Seconded by: Melissa McDonald

Carried.

3.0 Approval of March 2019 Meeting Minutes

MOTION NO. 2 That the Minutes of March 2019 be adopted as distributed

Moved by: Ralph Stanley

Seconded by: Jacquie Schnider

Carried

3.1 Business Arising

3.1.1 NCCEH Ron De Burger Student Award

- Pam spoke to Andy Papadopoulos who sits on the NCCEH award review panel. He agrees that there should be two streams – an undergraduate and graduate. Andy also feels that the award money is not a barrier as students are so excited to have their research published as it is also an excellent addition to their CVs.
- The award has also been increased this year from \$500 for 5 recipients to \$700 for 3 recipients for 2019.
- Pam is going to speak to Lydia before our next meeting. Andy, Melissa and Ralph all agreed to participating in a future

conference call with Lydia proposing the concept of two streams.

- Melissa spoke to Lydia at the SK conference about the award revised award criteria and expressed concern that the criteria is beyond the capacity of the undergraduates. The bar has been raised so high it is now unattainable.
- Ralph touched base with Conestogo and followed up with a letter. Pamela and Ralph will follow-up with Lydia about the award and its requirements.

3.1.2 Water Project – COMMIT

- Pam & Ralph had a call with two of the Stratford Rotary Club members that partner with the Canadian Outreach Medical & Mission Team (COMMIT).
- The group sponsors two trips per year to Nicaragua. Some of the numbers aid projects there are involved with is drilling drinking water wells, retrofitting wells, sanitation and eco-friendly cooking stoves. The group has drilled 3 wells to date and are working on a fourth. The cost of a well is \$10,000 US but any monies donated are most welcomed.
- The group will provide us with a PowerPoint presentation and are available to participate in one of our teleconference meetings to address any questions from Board Trustees.
- The Stratford Rotary also invited members of our Board to participate in their upcoming June 1st golf tournament with proceeds to their COMMIT projects as opportunity to meet members of their team.

MOTION NO. 3: Invite a representative from the COMMIT group to participate in our July teleconference meeting.

Moved: Ralph Stanley

Seconded: Klaus Seeger

CARRIED

3.1.3 2019 Auditors

- Pam advised on behalf of Mike that he is meeting shortly with our appointed auditors Rick Sokolowski and Peter Rogers. Both are past members of our Board.

3.1.4 BMO Investments

- Mike will report at our meeting in July

4.0 New Business:

No new items discussed.

5.0 Standing items

5.1 Report from the Chair

- Continued to participate in weekly meetings of the 30th anniversary working group.
- Sat. April 27th participated in the NEC via phone meeting to discuss the 30th anniversary and the Student Conference Sponsorship. Sent them a report on the 30th and addressed any questions only (1) and pitched to both the branches and the NEC that we hope they will consider to donate this year and have the funds directed to our fund raising campaign with the funding to go towards the two new endowment funds equally or if they favour one over another.
- Student Sponsorship - to provide the NEC for their next meeting on Fri. May 17th a written proposal on process of the EHFC will pay the national conference committee for student registrations.
- Continued to finalize the new website which included the creation of a blog – set up a Instagram account and working on finalizing a LinkedIn and YouTube accounts.
- Investigated and set-up a Fund Razz account for donors to use for donations and a way for us to track the amount raise, also can track if we want to track demographics details on the donors. This is a free platform, but they provide a coach to assist.
- Call with Andy Papadopoulos the EHR editor about the publishing of the Len Hiebert award research including a process of submitting papers for publication and discussed the NCCEH Ron de Burger award as he sits on their advisory board and strategy
- Prepared a notice for the listserv for board recruitment – on contact from NWT and one from SK.
- Prepared for review by the 30th anniversary working group an ad and a letter to each of the branches for their newsletters except NS/PEI who will be putting info up on their website.

MOTION NO. 4 That the report from the Chair be accepted

Moved by: Pamela Scharfe

Seconded by: Melissa McDonald

Carried

5.2 Treasurer's Report

- The Chair updated the Board in the Treasurer's absence.
- Pay Pal is now listed the EHFC as a Canadian Charity
- Mike has produced a 2018 contribution/donor list which has been uploaded to the website.

MOTION NO. 5 That the Treasurer's report be accepted as delivered

Moved by: Pamela Scharfe

Seconded by: Laurie Pike

Carried

5.3 Advancement Committee

5.3.1 Student Sponsorship

MOTION NO. 6 That the EHFC board of trustees approve up to \$5000 to sponsor students who want to attend the CIPHI National AEC being hosted in Sept. in Nova Scotia.

Moved by: Klaus Seeger

Seconded by: Pamela Scharfe

Carried

5.3.2 Update on 30th Anniversary

- letters and ads have been sent out to each branch newsletter
- May 7, 2019 was the launch of the new website
- swag (t-shirts, golf shirts, travel mugs, etc.) for the 30th anniversary will be available with 10% of all orders will be donated by the company producing the swag to the EHFC
- an online auction planned prior to conference as well as a live auction during the conference
- invitation to donate card will be sent out to all members of CIPHI

5.3.3 Advancement Committee Chair

- Klaus announced he is stepping down as chair of the committee due to other commitments.
- The Chair asked Board members to consider this leadership opportunity.

5.4 Governance Committee

5.4.1 Strategic Report 2019-2021

- Mostly done, just need to flesh out a few sections
- Feedback from the survey came from about 30 people. We did not feel that it had any impact on anything we had in the plan however, we do need to consider what some of the comments said generally. Surveys can be useful, and we encouraged to keep on using them in a variety of ways.

5.4.2 Creation of an Advisory Board

- Good opportunity for past board trustees or trustees wanting to step down from the board but still stay engaged and for current Board to reach out to past trustees.
- Discussion was had on whether we should explore this idea
- Suggestion to come back with a framework for discussion at a future board meeting- potentially the September meeting.
- good opportunity to have a prior history/knowledge base to tap into

- would not have a vote and require clear Terms of Reference outlining the relationship to the Board

ACTION: The Governance Committee to draft a framework for further discussion at our September face-to-face meeting.

5.4.3 Use of a Chartered Accountant

- The Chair suggested that the Board consider hiring a CA that specializes in non-profits every five years to conduct an audit of our financial records, policies & procedures.
- The Board would need to budget for this if approved
- For the past 30 years the Board has always used volunteer auditors typically past National or Branch Treasurers.

ACTION: For further discussion at our September face-to-face meeting.

5.4.4 Trustee Recruitment

- The Chair advised that Victor Odele from Saskatchewan has expressed interest in joining the Board and plans to participate in a future meeting to learn more about the work of the Foundation.
- Notice has gone out to all CIPHI Branches

6.0 Next meeting July 23rd, 2019 at 1:00 pm EST

AGM will be Sunday September 8th, 2019

7.0 Meeting adjourned by the Chair at 5:37 pm EST

Moved: Pamela Scharfe

Seconded: Melissa McDonald