

**Environmental Health Foundation of Canada
Board Teleconference Meeting No. 4
Tuesday, July 23, 2019
APPROVED MINUTES (Sept. 8, 2019)**

Present: Pamela Scharfe (**Chair**), Jacquie Schnider (**Minutes**), Ralph Stanley, Klaus Seeger, Melissa McDonald, Laurie Pike, Mike Leblanc, Duncan Ellison, Klaus Seeger, Tim Roark, Lena Parker
Guests: Kari Engele-Carter (NEC President), Victor Odele, Doug Thompson and David Knoppert of the Stratford Rotary and COMMIT
Regrets: Fran Gelder

1.0 Roll call was conducted by Secretary Jacquie Schnider

2.0 The chair welcomed everyone to the meeting. Adoption of the Agenda

Motion No. 1 That the agenda be adopted as distributed

Moved: Ralph Stanley

Seconded: Klaus Seeger

Carried.

3.0 Approval of May 8, 2019 Meeting Minutes

Motion No. 2 That the Minutes of May 8, 2019 be adopted as distributed

Moved: Laurie Pike

Seconded: Tim Roark

Carried

3.1 Business Arising

3.1.1 NCCEH Ron De Burger Student Award

- Pam reported that she spoke to Lydia Ma, NCCEH Manager about the change in criteria for this award. Pam and Lydia to meet with some of the school faculty at the upcoming conference in Halifax.

3.1.2 Potential Aid Project – Canadian Outreach Medical & Mission Team (COMMIT)

- Doug Klassen and David Knoppert of the Stratford Rotary participated on the teleconference call to address any questions the Board Trustees may have after reviewing the written documents provided on work of COMMIT.
- There are several projects that are happening that we could get involved in that have public health implications including water, latrines, clean air through better cooking stoves, hygiene education., safe food handling
- There is also an opportunity for Canadian PHI's to join their team. They currently have no PHI volunteers and feel that there would be great benefit to having our profession on their team.
- All monies donated go to projects, none to administration. Team members have two opportunities per year to go to Nicaragua with travel,

accommodations and food included in the personal cost of \$1,800 which is tax deductible under the Canadian Charities Directorate rules.

- Pam, Ralph, Klaus and Tim volunteered to be involved in moving this aid project forward.

Motion No 3. That the Board, in honour of our 30th anniversary, financially support COMMIT and the Stratford Rotary and advertise to the CIPHI membership the opportunity be a team member

Moved: Pamela Scharfe

Seconded: Jacquie Schnider

Carried

Motion No. 4 that the EHFC finance future Commit projects contingent upon monies raised for our 30th anniversary fundraising initiatives.

Moved: Mike LeBlanc

Seconded: Klaus Seeger

Carried.

3.1.3 Treasurer

- Mike had the books audited by Rick Sokolowski and Peter Rogers. One recommendation that was made was for the financial policies of the board to match what is happening with the finances.

ACTION: Mike will be working with the Chair, Past Treasurer and the Governance Committee to review current Finance policies and bring revisions or the addition of new policies back to the Board before the end of 2019.

Mike has a meeting with a BMO Investment Advisor on July 24th. One item that he will discuss with the advisor is the laddering of investments so that they do not all come due at the same time.

3.2 Standing items

3.2.1 Report from Chair

- Code of Conduct is still being worked on by the NEC. Conflict of Interest is being examined as well. The Board agreed that it makes sense to have these applies to the NEC and its divisions (CoPE, BOC, EHFC). Once they are adopted the Board will enter into the minute records of a future meeting.
- May 12th reviewed the CRA submission prepared by the Treasurer.
- Update the CRA submission Directors/Trustees worksheet
- Prepared the student conference sponsorship announcement for the CIPHI Listserv and sent to the six schools.
- Updated website and social media including anniversary information
- Spoke to Lydia Ma, Manager NCCEH regarding change in criteria for the Ron de Burger Student Award

- Participated every two weeks in the 30th Anniversary Working Group meeting.

Motion No 5 That the Chair's report be accepted as delivered

Moved: Pamela Scharfe

Seconded: Jacquie Schnider

Carried

3.2.2 Treasurer Report

- Filed the 2018 report with Revenue Canada Charities Directorate.
- Attended an information session hosted by Revenue Canada with updates on charity status.

Motion No 6 That the Treasurer's report be accepted as delivered

Moved: Mike Leblanc

Seconded: Jacquie Schnider

Carried

3.2.3 Advancement Committee

- Due to the resignation of the chair of the Advancement committee we need a new chairman. After the teleconference Lena volunteered to take on the responsibilities of the Chair.
- Our 30th Anniversary Working Group provided an update on their activities to date. Pam will send out the timeline they developed so the Board can see what work has been completed and what is yet to be completed.
- Student sponsorship: with the cost of student registration plus 15% NS HST we should be able to financially support 10 students. CBU has advised that they will cover the cost of six full registration.
- Webinars: Pam will discuss at the next meeting of the Advancement Committee to bring back to the full board before the end of 2019.
- 2019 EHFC Awards: a final notice will go out soon. Ralph and Melissa volunteered along with the Chair to form the Award Review Panel.

3.2.4 Governance Committee

- **Trustee Recruitment:** Victor Odele will be at the conference and hopes to arrive so he can participate in person at the AGM. He has moved from Saskatchewan to Ontario.

4.0 New Business

- 4.1 **Climate Change Toolkit:** this call for action comes from doctors, nurses, medical officers of health and public health officials across Canada. a initiative is being lead by CAPE (Canadian Association of Physicians for the Environment) and have been joined by many other relevant organization such as the Canadian Medical Association, Canadian Nurses Association, CPHA, etc. Pam advised that John Cannan, ON Branch President brought this to the CIPHI NEC for discussion and was to report back as to how CIPHI can provide support. Pam left a voice message for Kim Perrotta, CAPE Executive Director who she worked with at Toronto Public Health who is currently on vacation until August.

ACTION: Pam to speak to John and Kim and report back.

5.0 Next Meeting

AGM will be Sunday September 8th, 2019

7:00 am MDT,

10:00 am ADT

Those who will be present for the face-to-face meeting are asked to meet at **8:30 ADT** with the goal to review the strategic plan and review of the EHFC Regulation which has not been updated since 2010 and some areas are not consistent with applicable Bylaws 9 & 10. Both documents can be found on the EHFC website/About Us page

6.0 Meeting Adjournment

The Chair adjourned the meeting at 2:37 pm MST