

EHFC
Board Teleconference Meeting No. 3
MINUTES
Tuesday, March 26, 2019

(Approved May 8, 2019)

1.0 Roll Call:

Present: Pamela Scharfe, Ralph Stanley, Jacqueline Schnider, Mike LeBlanc (left at 4:32), Klaus Seeger, Melissa McDonald, Laurie Pike, Fran Gelder, Lena Parker

Regrets: Tim Roark, Duncan Ellison

2.0 Adoption of the Agenda:

MOTION NO. 1 **That the March 26th agenda be adopted as amended (added 4.2 Trustee contact list)**

Moved by: Jacquie Schnider

Seconded by: Pamela Scharfe

Carried

3.0 Previous Meeting Minutes

3.1 Approval of the December 4, 2018 Board Teleconference Meeting Minutes.

MOTION NO. 2 **That the December 4, 2018 meeting minutes be approved as distributed**

Moved by: Jacqueline Schnider

Seconded by: Ralph Stanley

Carried

3.2 Business arising from December 4, 2018 minutes.

No business arising or outstanding items.

4.0 New Business:

4.1 National Collaborating Centre for Environmental Health – Ron de Burger Student Award

- The Chair received a call from Helen Heacock, PhD, Instructor, BCIT Environmental Health Program, School of Health Sciences asking to speak to the changes to the criteria for the NCCEH Ron de Burger Student Award

- BCIT won 2/5 awards in 2012 (1st year of the award; 2/3 in 2013 and 3/5 in 2014. The award criteria changed in 2015 and by the time we received the criteria it was early May and their students did not have had enough time to alter their project write-up to meet the new admission requirements, so they suggested that students not apply as it would be too time consuming. However, in 2016, 2017 and 2018 they did encourage students to apply - in fact in 2017, students got a bonus mark in Research Methodology class for submitting, so at least 15 students applied - none were successful. In 2016 and 2018, a few students applied - also unsuccessfully.
- Heather has personally spoken to Lydia Ma, Manager NCCEH to request that one NCCEH award go to student research at one of the teaching institutes that trains PHIs/EHOs but it appears she is not willing to consider practical student research.
- Members of the Board will talk to the schools so we can go back to NCCEH (Ralph-Conestoga, Pam- Ryerson, Melissa CBU) Pam will do some historic research. Will try to update situation for May board meeting.

ACTION: Board members to talk to schools about Ron de Burger Student Award

4.2 Trustee Contact List

- Jacquie will send out an updated list

5.0 Standing Items:

5.1 Report from the Chair:

- Participated in the January and February CIPHI NEC monthly teleconference calls.
 - Provided the NEC with a heads up on our 30th anniversary with details to follow-up after our March 26th Board meeting.
 - Also advised that the Board would be asking the NEC and Branches for input into our 2019-2021 strategic plan via an online survey. Did not participate on the March 15th meeting as the notice for the meeting was not sent out until late in the evening on the 14th and the meeting materials were not provided until a half hour before the meeting. I did provide a written update via email to the NEC President.

- 2019 CIPHI AEC conference committee teleconference call. The Committee welcomes our donation of lanyards and support again this year our hosting a silent auction to raise funds for CIPHI's charitable division.
- Participated on 7 teleconference meetings of the EHAFC 30th Anniversary Working Group including producing the notes for those meetings.
- Continue to support our new Treasurer Mike LeBlanc through monthly phone calls and email exchanges.
- Participated on a call with Trustee Ralph Stanley with two members of the Canadian Outreach Medical and Mission Team (COMMIT) under the umbrella of the Rotary Club of Stratford Charitable Foundation. Purpose of the meeting was to discuss explore a potential aid project for 2019.
- Spent several hours making further revisions to the website and the 2018 Year in Review newsletter.
- Worked with Trustee Laurie Pike to further revise the 2019-2021 Strategic Plan based on feedback from the Board, and the development of an online survey that was sent out via the CIPHI Listserv; to our award partners; past board members, past award recipients; and past and current donors. Special thanks to Duncan who provided further feedback on the draft plan, and Ralph and Melissa for feedback on a draft of the online survey prior to it being launched.

MOTION NO. 3 That the verbal report be accepted

Moved by: Pamela Scharfe

Seconded by: Laurie Pike

Carried

5.2 Report from the Treasurer

- Financial Statement January 1 – December 31, 2018 provided in the Board meeting package.
- Paypal information has now been changed to Treasurer Mike LeBlanc
- Mike sent out tax receipts rather than have MPS and will continue to do so at year end.
- Hope to have Peter Rogers and Rick Sokolowski serve as auditors
- GICs will come up for renewal soon. Mike will meet with bank to see what next steps should be
- Preparing annual report for Revenue Canada

MOTION NO. 4 **That Peter Rogers and Rick Sokolowski be appointed as auditors**
Moved by: Mike Leblanc
Seconded by: Ralph Stanley
Carried

MOTION NO. 5 **That the verbal and Written report of the Treasurer be accepted as presented**
Moved by: Mike LeBlanc
Seconded by: Klaus Seeger
Carried

ACTION: **Mike to let Board know what investments we have and what can be rolled over for awards**

5.3 Advancement Committee Update

- 30th Anniversary Working Group Update
- Discussion –following discussion there were a few minor amendments (wordsmithing) to the originally distributed motion.
- Website will go live April 15th before May 7th launch as a part of the anniversary launch.

MOTION NO. **That the EHFC Board approve a \$30,000 fundraising campaign with funds used to create the following endowment funds:**

(1) to support students enrolled at one of the CIPHI accredited academic institutions, to attend the national CIPHI AEC up to \$5,000 annually, and

(2) to partner with a charity to support an annual aid project that focuses on but not limited to food safety, hygiene, safe water, and sanitation.

Moved by: Klaus Seeger
Seconded by: Pamela Scharfe
Carried

MOTION NO. 7 **That the EHFC Board approve a budget of \$5,000 to market the 30th anniversary that will support the fundraising goal of \$30,000.**

Moved by: Klaus Seeger
Seconded by: Pamela Scharfe
Carried

5.3.1 Potential aid projects to potentially be involved in:

- Wells of Hope in Guatemala
- COMMIT project in Nicaragua with Stratford Rotary Club
- Change for Children for a sanitation project in Bolivia

5.4 Governance Committee Update

5.4.1 2019-2021 Strategic Internal Plan

- Laurie updated us on the strategic plan both internal and external versions

5.4.2 Strategic Plan Online Survey Update

- Pam and Laurie updated us on survey- will still be open until April 5th. Results will be discussed at next Governance Committee meeting.

6.0 Next Meeting Dates: Jacquie to send out doodle poll for May and July meeting

- 1st week of May (Meeting No. 3)
- Last week of July (Meeting No. 4)
- Sunday, September 8, 2019 AGM & Meeting No. 1 (2019-2020)

7.0 Adjournment at 5:54 pm EST