

**CIPHI Environmental Health Foundation of Canada
August 29, 2017
Teleconference Meeting Minutes
Board of Trustees**

(Approved October 17, 2017)

Present: Jacquie Schnider, Pamela Scharfe, Klaus Seeger, Tim Roark, Melissa MacDonald, Duncan Ellison,

Regrets: Duncan Ellison, Ralph Stanley

1.0 The Roll Call was conducted by Jacqui Schnider. The Chair welcomed the Board Trustees.

2.0 Adoption of Agenda:

Motion No. 1...That the Agenda be adopted

Moved by: Jacqueline Schnider

Seconded by: Tim Roark

Carried

3.0 Approval of Minutes of April 27, 2017 meeting:

Motion No. 2...That the minutes of the April 27, 2017 meeting be approved as distributed.

Moved by: Jacqueline Schnider

Seconded by: Melissa McDonald

Carried

4.0 Business Arising:

4.1 CPCFSE

- The Chair contacted the new Food Safety coordinator. We will get more information before we decide which direction to take.

Action: Klaus, Jacquie and Pamela will do a teleconference to discuss options with the partnership.

4.2 Annual EHFC Newsletter 2016 Year in Review

Action: The Chair will send out a draft for the Trustees to review and provide feedback.

4.3 International Water Aid

- Tim suggested that we come up with more of an idea before we do a project on water.
- The Chair suggested we look at First Nation boiled water advisories as a place to start and we should seek the input of Dr. Jones our Honourary Chair.
- With partnering with Plan Canada, we can double our contribution. On international projects, Kuwait triples the donations. Klaus will talk to Peter Heywood about potential national and international water projects.

Action: Klaus will talk to Peter Heywood about potential national and international water projects.

4.4 Canadian Standards and Charity Governance

Action: this item will be dealt with by the Governance Committee

4.5 CIPHI Ontario Branch

- The Chair had an hour-long phone conversation with the ON Branch Chair Raymond Ramdyal and also sent him Annual Newsletter and 2016 financial statements and discussed the work of the Foundation. The Branch had suggested one or two annual awards that they would financially support but would have to be open to ON Branch members only. The Chair informed that Raymond that we are a national non-profit. The Branch President wants to speak to his Executive and will get back to the Chair.

4.6 Website

- The Chair updated the Board that the new website is almost completed and she is working on the mobile version of the website. The goal is to have the website converted over to the new platform in time for the national AEC in November.

4.7 Annual Bursary for Students to attend National AEC

- The Chair recommended that the Board consider making this bursary an annual financial support for students to attend the national AEC. The Treasurer advised that there is no dedicated funding and that the past funding has been taken from profits from TempSafe sales.

4.8 Canada Helps

- The Chair advised that we have registered for this service and a link will be embedded on the new website home page.

4.9 Updating Sewage Maintenance Brochure

- To be reviewed by the Advancement Committee

4.10 EHFC Brochure and Bookmark

- Hope to have the edits completed and printed in time for the Ontario Branch Conference October 2nd.

5.0 New Business:

5.1 Treasurer's Report

- BCIT students will be able to attend the national in Richmond
- Last year we helped 10 students attend the national AEC

Action: Tim will let us know if we have money for student support to attend the 2017 CIPHI National AEC, and Pam will draft a letter of thanks for the AB Branch.

5.2 Update on EHFC 2017 Awards

- NCCEH- five awards for the Ron de Burger award
- We need an additional reviewer for the awards-either a board member or a EHFC supporter.
- Len Hiebert award money still available from 2016
- September 4th is the next award deadline. A second reminder will go out on the CIPHI listserv. The Chair has been in touch with each of the award sponsors to invite them to attend the awards luncheon so that they can co-present their award.

Motion No. 3...That we facilitate the process for the six schools to nominate at winner for both 2015-2016 and 2016-2017 student research awards

Moved by: Pamela Scharfe

Seconded by: Klaus Seeger

Carried

5.3 AGM CIPHI Report

- A draft will be sent out the Board Trustees for review and comment prior to forwarding onto the CIPHI office.

5.4 2017 EHFC AGM November 5, 2017

- Klaus has the polycom and will pass onto Pam
- Klaus and Melissa will phone in
- Let Jacquie/Pamela know if you will phone in or attend in person

The meeting was adjourned at 14:39 MST

Motion to adjourn the meeting:
Moved by: Pamela Scharfe

6.0 Next Meeting Dates:

October 12, 2017

ACTION ITEMS

Item	Action	Who	Status
September 25, 2017			
6.1	Website	Scharfe/LeBlanc	Ongoing
6.2	Annual bursary for students to attend CIPHI AEC	Scharfe	Governance Committee
6.3	Grant Advance Solutions	Scharfe	Advancement Committee
6.5	Canada Helps Donations	Scharfe	Ongoing
6.8	Updating the EHFC Sewage Maintenance Brochure	Roark	Advancement Committee
August 24, 2016			
6.1	EHFC Brochure Update	All	Ongoing