

**ENVIRONMENTAL HEALTH FOUNDATION  
Board Meeting and Teleconference of April 23, 2015**

15:00 Eastern Time

**MINUTES**

(As approved August 05, 2015)

**Item 01: Roll Call**

**Present:** Pamela Scharfe (Chair), Tamela Carroll, Cameron Coulby, Duncan Ellison, Len Gallant, Tim Roark, Jacqueline Schnider, Klaus Seeger, Ralph Stanley and Ann Thomas were in attendance.

**Regrets:** Ron de Burger.

The Chair welcomed CIPHI President Ann Thomas to her first teleconference meeting with the EHFC Trustees and thanked Duncan Ellison for stepping forward to take the notes of this meeting due to prior commitments of Cameron Coulby.

**Item 02: Adoption of Agenda**

The Chair asked if there were any proposed amendments to the Agenda. Duncan Ellison asked that an item on NSF should be added. Pam Scharfe requested that an item regarding the day of the week for the teleconference calls be added. The agenda as amended was proposed by Jacqueline Schnider and Ralph Stanley for adoption.

**Adopted**

**Item 03: Approval of Minutes**

**(a) Minutes of the Meeting of July 13, 2014**

The Chair asked if there were any amendments or corrections to the Minutes which had previously been circulated for comment:

Klaus Seeger noted that the enumeration of the agenda items was inconsistent and should be corrected.

Tim Roark noted that his name in the Attendance roll was misspelled.

Tim Roark moved and Len Gallant seconded a motion to adopt the minutes of October 19, 2014 as corrected.

**Adopted**

**(b) Business Arising from the October 19, 2014 Minutes**

The list of action items from the October 19, 2014 meeting were reviewed with the following results:

Item	Action	Who/Status
<b>New items from the October 19, 2014 Teleconference</b>		
<i>Item 05c: Trustee Recruitment</i>	<p>Klaus Seeger to adapt the wording of the description of a Trustee to create a description of a Friend of the Foundation.</p> <p><i>It was felt that this had been virtually done several years ago when the Policy regarding Friends of the Foundation was developed.</i></p> <p><i>Tim Roark offered to circulate the Policy, which was done.</i></p> <p><b>Action: Klaus Seeger to create the description and circulate to the Trustees in advance of the July meeting.</b></p>	Klaus Seeger
<i>Item 05g: CWWA Conference</i>	<p>Duncan Ellison to follow up with CWWA and will provide information to the Trustees regarding potential partnerships for the Conference.</p> <p><i>Duncan pointed out that CWWA and CIPHI have a mutual agreement to allow free booths at each other's conferences.</i></p> <p><i>The next CWWA Conference will be at Whistler BC, October 25 to 28, 2015.</i></p> <p><b>Action: Duncan Ellison to send information to Ann Thomas.</b></p>	Duncan Ellison
<i>Item 06c: Honorary Chair</i>	<p>Information on potential candidates should be sent to Pamela Scharfe who will provide a report for the next Trustee meeting.</p> <p><i>Only one nomination has been received: for Dr.</i></p>	All

Item	Action	Who/Status
	<p><i>David Butler-Jones, the former head of Public Health Agency of Canada. Ralph Stanley indicted he had had correspondence with Dr. Butler-Jones who seemed open to the suggestion.</i></p> <p><i>This led to a discussion of was there a statement of role for the position? Answer: No. Was there a need for the position? Answer possibly, but it should be subject to the review of the Strategic Plan.</i></p> <p><i>It was decided that an initial statement of the role of the position should be developed and reviewed during the Strategic Plan discussions at the September AGM.</i></p> <p><i>Duncan Ellison indicated he would provide an initial draft and the Executive Committee would review and refine it over the summer.</i></p> <p><i>Ralph Stanley indicated he would communicate this situation to Dr. Butler Jones.</i></p> <p><b><i>Actions: Ellison, Stanley, Executive Committee.</i></b></p>	<p>Duncan Ellison</p> <p>Ralph Stanley</p> <p>Executive Committee</p>
<b>Items from the June 13, 2014 AGM</b>		
<p><i>Item 03c: Request for update from NEC regarding support for Continuing Education Award</i></p>	<p>The Chair to draft a letter to be sent to NEC.</p> <p><i>In effect this Item has been actioned. Ann Thomas indicated that the NEC has considered and a decision, likely not positive will be provided in the next couple of weeks.</i></p> <p style="text-align: right;"><b><i>Result: dealt with.</i></b></p>	<p><del>Ron de Burger</del></p> <p>NEC to respond.</p>

Item	Action	Who/Status
<p><i>Item 04g: Motion to reduce NEC Representatives required for EHFC Quorum</i></p>	<p>Tim Roark will send around a motion to be formalized at the next Teleconference.</p> <p><i>Tim Roark indicated that the problem was that EHFC had amended its by-laws, but that amendment could not come into effect until NEC modified its by-laws similarly. The matter related to the requirement for the CIPHI President and one Branch President to attend EHFC Meetings, which often could not occur, resulting in EHFC meetings not being valid. Discussions between Tim Roark and Ann Thomas will take place in the coming weeks to find a resolution to the problem.</i></p> <p><b>Result: the subject matter of the Item remains active.</b></p>	<p><del>Trustees to respond</del></p> <p><i>Tim Roark, Ann Thomas</i></p>
<p><i>06c: Honorary Chair</i></p>	<p>Trustees are to suggest possible Honorary Chair appointees, and provide CVs to be reviewed.</p> <p>Trustees are also to suggest possible wording for the description of the role of the Honorary Chair.</p> <p><i>See item 06c: above.</i></p> <p><b><i>This item can be removed as a duplication (refer to Action Item 06c October 16, 2014 meeting minutes).</i></b></p>	<p><del>Trustees to respond</del></p>
<p><b>Items from November 27, 2013 Teleconference</b></p>		
<p><i>Item 04a: Merging book-keeping duties with NEC</i></p>	<p>Tim Roark to draft an agreement between NEC and EHFC for harmonizing book-keeping duties.</p> <p><i>Tim Roark indicated that the merging of the book-keeping activities has more or less taken place which simplifies the role of the Treasurer.</i></p> <p><b>Result: dealt with.</b></p>	<p><del>Tim Roark to report</del></p>
<p><b>Items for June 23, 2013 AGM</b></p>		

Item	Action	Who/Status
<p><i>Item 04:                      Treasurer                      Succession                      Planning</i></p>	<p>Tim Roark suggested that a new seasoned member will be needed as Treasure in the near future.</p> <p><i>Tim Roark indicated that no Trustee had approached him with respect to assuming the now-lesser role of the Treasurer.</i></p> <p><b>Result: the Item remains active.</b></p>	<p>Trustees to consider</p>

**Item 04: Committee Reports**

**(a) Financial Matters**

Tim Roark presented his report. The essential points being:

- EHFC funds in all locations stood at \$136,351.92 on December 31, 2014, rising to \$138,084.60 at March 31, 2015.
- Donations received in 2014 were \$14,502.17.
- CIPHI has taken over the receipt and issuance of donation receipts, the cost of this service will be known in September. The transfer of the bookkeeping will likely occur in 2015.
- CIPHI support for the Continuing Education Award is still unconfirmed.
- The question of NEC representation at Trustee meetings remains unresolved and the Trustee’s Secretary must assure that this representation occurs to ensure a legitimate Trustee meeting.

Leonard Gallant left the call at 3:25 pm. Cameron Coulby apologized and indicated he had to leave the call at 3:45 pm. The Quorum was maintained.

**(b) Awards**

Pamela Scharfe circulated a report. The essential points being:

- Given Gary Gallivan’s resignation, there is an opening for a Co-Chair.
- Cheques were issued for all of the 2014 EHFC and NCCEH award recipients (with the exception of Ryerson University – Len Hiebert Award – still waiting on a response).
- Awards promotion took place via several media (CIPHI List Serve, EHFC Facebook, Twitter Account, Annual Newsletter)
- A great deal of time and effort is expensed trying to get the schools interested in the Len Hiebert Environmental Health Review Award.
- All of the other awards were made: the Canadian Water and Wastewater Association Safe Water Award; the EHFC Continuing Education Award; the Lily Ann Zahara Award; the NSF International Food Safety Award; and the National Collaborating Centre for Environmental Health (NCCEH).

**(c) Communications**

Pamela Scharfe circulated a report. The essential points being:

- The EHFC Newsletter will be ready by May 1<sup>st</sup>,
- The cumulative number of Website views has increased to 9,544, an increase of 1,776 since October 2014.
- Facebook likes have increased to 121, up since October 2014.
- Twitter is also growing with Followers: 254; Following: 263; and Tweets/Retweets accumulative: 2,656

**(d) Food Safety**

Klaus Seeger circulated a report. The essential points being:

- The Trade-Mark applications for Keep Food Cold, Hot, and Frozen have been advertised in the Trade-Marks Journal Vol. 62 Issue 3148 on February 25, 2015, page 176 and page 178. It is expected that the trademarks will be issued by the September AGM.

**ACTION: A meeting of the Food Safety Committee is needed to determine the strategy necessary to rekindle our 2015 TempSafe campaign. The Committee Chair Klaus Seeger will set up the meeting.**

**(e) Water Safety**

Duncan Ellison circulated a report. The essential points being that there is no water safety project identified or underway, but monitoring global news from WHO, WBO, ISO and national and international sources has resulted in occasional news being circulated through the CIPHI list serve.

**(f) Governance Committee**

No report was submitted.

Jacqueline Schnider moved and Klaus Seeger seconded a motion to receive all of the Committee reports.

**Adopted**

**Item 05: Other Business**

**(a) Trustee Recruitment**

Klaus Seeger indicated that he had followed up with a PHI who approached us in March 2014 via the EHFC email expressing interest in volunteering for the Foundation ~~likely contact~~, without success indicating that the contact was no longer with the Health Unit.

Duncan Ellison pointed out that at the 2012 Strategic Planning session, Trustees were asked to indicate their expected “sunset” dates, and that three of us (Klaus Seeger, Tim Roark and he) had all mentioned 2 to 3 years, therefore recruitment is important.

Pamela Scharfe noted that we have 11 current Trustees and a potential for 17 in total.

Pamela Scharfe noted that the Foundation was Ontario dominated and we need to approach the other Branches for interest. Duncan pointed out that he had suggested in the past that NEC ask each Branch to nominate a volunteer from their membership to be a Trustee, this would help ensure cross country representation.

**ACTION: Pamela Scharfe to send a letter to all Branch Presidents, particularly those branches where there is currently no Trustee from the province (Sask. NFLD & Nova Scotia) inviting a nomination. It was also suggested that a notice could be placed in the Environmental Health Review.**

**(b) September AGM**

Pamela Scharfe indicated that EHFC would be looking after the CIPHI Golf Tournament on Sunday, September 13<sup>th</sup>, and that the AGM (including the Strategic Planning Meeting) would take place on Saturday September 12<sup>th</sup>. Trustees were asked who would be present in Ottawa on Saturday.

The firm attendees were: Ron de Burger, Pamela Scharfe, Tim Roark, Klaus Seeger, and Duncan Ellison.

Possible attendees were: Cameron Coulby, Jacqueline Schnider, Len Gallant, and Ralph Stanley.

Tamela Carroll indicated she could not be present.

Given the need to have both the AGM and the Strategic Planning activity, it was confirmed that the meet

**DECISION: AGM to take place Saturday September 12 from 8:00 am to 12:00 noon.**

**(c) Strategic Planning**

Pamela Scharfe indicated that she has been in touch with former Trustee Paul Medeiros to see if he would be available to act as a facilitator, and that the session would take place on the Saturday afternoon after lunch, and could continue through dinner at a restaurant.

**ACTION: Pamela Scharfe to arrange for a facilitator for the strategic planning in consultation with the Executive.**

**DECISION: Strategic Planning Session to take place Saturday September 12 beginning at 1:00 pm.**

**(c) CIPHI Golf Tournament**

Pamela Scharfe reported that plans for the Golf Tournament were well underway, with CIPHI undertaking the financial liability for the event and the golf course was providing On-Line registration and collection of the Fees. The projected fee is \$115 - \$120 per person, including a cart. The tournament is open to members and non-members (i.e., friends, relatives & business associates). The event will take place at the *Canadian Golf and Country Club*, just 20 minutes west of downtown Ottawa. See: [www.canadiangolfclub.com/](http://www.canadiangolfclub.com/).

**(d) Lowry Award**

Ralph Stanley reported that he had spoken to the son of Dr. Neil Lowry and that they were willing to provide \$5,000 over two years to EHFC. This could be used to fund a Lowry Award for recreational water safety.

Len Gallant noted that the Lowry Foundation had been active in the Maritimes promoting Pool Safety.

Pamela Scharfe also commented that there is a Dr. Neil Lowry Grant through the Association of Pool and Spa Professionals <http://apsp.org/about/awards/dr-neil-lowry-award.aspx>

Some discussion took place as to whether or not this would be for PHIs in continuing education award or for PHIs who had made notable contributions in the area of recreational water safety. If so, the award would commence in September 2016.

**ACTION: Ralph Stanley committed to follow up with Michael Lowry to discuss award criteria.**

**(e) NSF Council of Public Health Consultants**

Duncan Ellison indicated that he would be resigning after 18 years from the NSF International Council of Public Health Consultants and that he had been asked to nominate a successor that

would involve one meeting a year in Ann Arbor, and balloting proposed amendments to the NSF Standards that dealt with food safety, water safety, and sustainable products. He asked Ralph Stanley if he would be interested and if so, to send a CV for forwarding.

**ACTION: Ralph Stanley indicated he was interested and would send a CV to Duncan Ellison.**

**(f) Day of the Week Meetings**

Pamela Scharfe indicated that she would like to confirm the preferred day of the week of EHFC teleconference meetings and asked if there was a general preference to meet during the week day rather than on a weekend.

It seems that there was a preference for week days, providing adequate notice was given to build the day into business schedules.

**DECISION: EHFC meetings to take place during the business week.**

**ACTION: Pamela Scharfe to send out a Doodle poll for the month of July.**

**(g) Parking Lot**

Note: the Parking Lot items were not discussed.

**Implied decision: carry forward to next meeting or to the Strategic Planning session.**

**Item 06: Adjournment**

There being no other business to transact, the Len Gallant moved and Pamela Scharfe seconded a motion to adjourn the meeting at 16:45 Eastern Time.