

EHFC Board
Board Meeting
Minutes
September 16, 2018
(Approved December 4, 2018)

Present: Pamela Scharfe (**Chair**), Klaus Seeger, Tim Roark, Melissa MacDonald
Via Phone: Jacquie Schnider (**Minutes**), Laurie Pike, Ralph Stanley, Mike LeBlanc, Lena Parker, Duncan Ellison
Regrets: Fran Gelder, Dr. David Jones

1.0 Roll call:

- Completed by Secretary Jacquie Schnider.

2.0 Adoption of the Agenda

MOTION NO. 1 That the agenda be adopted with the addition of advocacy under Advancement Committee Item 5.3

Moved by: Duncan Ellison
Seconded by: Melissa MacDonald
Carried

3.0 Approval of June 27, 2018 teleconference meeting minutes

MOTION NO. 2 That the teleconference meeting minutes of June 27, 2018 be approved as written.

Moved by: Jacqueline Schnider
Seconded by: Laurie Pike
Carried

4.0 Business Arising from June 27, 2018 teleconference meeting

4.1.1 Clifford Van Alstyne Award BC Donor Campaign

- \$850 raised from about 15 BC CIPHI members who donated to help support this award fund.

4.1.2 Thank letter to auditors and bookkeeper

- Tim has sent out letters on our behalf of the Board

- 4.1.3 Replacement of CIPHI Wooden Insignia Crest
- There was some damage done to the crest when it was shipped from Edmonton to BC. Replacement crest replacement cost varies from over \$5,000 to over \$12,000.
- 4.1.4 Health Canada Report on the Role of PHI's and Waterborne Health
- Report was previously forwarded to Board members and could be used to inform the work of the Advancement Committee in choosing a fund-raising project.
- 4.1.5 Canadian Outreach and Medical and Mission Team
- This is a potential new charity to support. Ralph met with the Doctor in Ontario who is involved in this Nicaragua project.

ACTION: To be handled by the Advancement Committee

- 4.1.6 TempSafe Marketing Strategy
- This is an important project that financially supports the Foundation. No outreach plan in 2017 or 2018 other than advertising in the annual newsletter.
 - Need to survey whether these tools are important to Canadian public health inspection; do they already use something similar, etc.

ACTION: Marketing to be handled by the Advancement Committee

5.0 Standing Items

5.1 Report from the Chair

- The Chair provided a verbal update on the activities undertaken since the June Board meeting.
- Participated in NEC monthly teleconference meetings including promoting space on the Board especially from the provinces of BC, AB, SK, NB, PEI, NL.
- Have approval from the 2018 National CIPHI AEC committee to hold a silent auction for fund raising purposes for the Foundation. Branches will financially support the auction by either donating items or cash to purchase an item for the auction.
- Worked with members of the Governance Committee to accomplish action items specifically Strategic Planning, Policies, Board Member Handbook.
- Worked with members of the Advancement Committee to accomplish action items specifically Award Review Panel including advertising and following-up with award nominators and recipients, organizing the silent auction, setting up the display at the AEC, arranging to produce the second display and send to Lena for the AB Branch AEC; arrange for EHFC booth at the ON Branch CIPHI AEC. Etc.

MOTION NO. 3 That the Chair's verbal report be approved as presented.

Moved by: Pamela Scharfe

Seconded by: Ralph Stanley

Carried

5.2 Treasurer

- Tim Roark addressed questions on the financial documents he provided in advance of the Board meeting.
- Question to the Treasurer as to what happens to money that is given to us by the branches. The money usually goes to an approved project or as directed by the Branch's wishes.
- The Chair expanded on her proposal for consideration by the Board to create a sustainable fund for financially supporting students to attend the National AEC rather than deciding at the last minute whether we have funds to advertise. She is willing to start the fund with a personal donation and ask Board members to join in a donation that we can use as a fund-raising strategy with the membership to grow the fund. This could possibly be used as a 30th anniversary event. The NEC is willing to support by registering the students and then will invoice us based on how many students attend as the feedback from students is that they just don't have the money to put up front. This year we had the potential for 12 applicants but only two could afford to pay for the registration in advance. This could also be a potential to ask the NEC to match the donations made in 2019.

ACTION: The Chair asked that the annual financial report include how the individual Branch funds are utilized and that an annual letter of thanks from the Chair be sent to the Branch President advising of same.

MOTION NO. 4 That the Treasurer's report be approved.

Moved by: Tim Roark

Seconded by: Melissa MacDonald

Carried

5.3 Advancement Committee

Committee Chair Klaus Seeger provided an updated on the following initiatives:

5.3.1 Scope of work and workplan.

- Thanks to Duncan for the document that did a comparison of the work of the two committees.
- Suggest that all members of the governance committee to include all members of the executive.
- Next step will be to create a workplan for each of the projects

MOTION NO. 5 That the Committee Scope of Work be approved

Moved by: Klaus Seeger

Seconded by: Melissa MacDonald

Carried

- 5.3.2 2018 Awards were reviewed Award Panel members: Duncan, Pam and Ralph. Seven award winners were chosen this year. One item to note for the

Advancement committee-nomination be limited to 500 words. The nomination should be one nomination letter for one award, not one letter for multiple awards.

- 5.3.3 2017 year in review Newsletter. Newsletter will be sent out to the Board for review and comment this fall. Pam thanked Lena for her extensive work on this
- 5.3.4 Website. Fran and Duncan volunteered to review the website and then will be sent to the Board before going live before the end of this year.
- 5.3.5 Silent Auction at 2018 CIPHI AEC. The President-Elect Carrie was very supportive of the EHFC hosting the silent auction as part of the 2018 National AEC in Saskatoon. Money raised will go to the Foundation.
- 5.3.6 #IsupportEHFC This hashtag will be used at the AB Branch fall conference and at the National AEC.
- 5.3.7 Ontario Branch golf tournament will also be a fundraiser for EHFC. Pam and Ralph and potentially members of Ron's family will be in attendance. Golfers will be asked to donate to the Foundation and there will be the 3rd annual putt off contest in memory of former Board Trustee and Chair Ron de Burger.
- 5.3.8 Second display banner. The Chair requested support of the Board to purchase a second banner so that we can ship it to Branches for their annual educational events and use for other CIPHI events.

MOTION NO. 6 That the Board financially support the purchase of a second EHFC display banner.

Moved by: Pamela Scharfe

Seconded by: Jacqueline Schnider

Carried

- 5.3.9 Advocacy.
- General discussion on ways to work jointly with CIPHI at both the national and branch level.

ACTION: that this advocacy work be tabled with the Governance Committee under strategic planning.

5.4 Governance Committee

- 5.4.1 Scope of Work and Workplan
- Scope of Work was finalized last fall but will be updated as appropriate.
 - The workplan will be updated at the next committee meeting.
- 5.4.2 Financial Accountability
- A document will be produced by Mike, Tim and Pam
- 5.4.3 Recruitment and Retention work is being led by Melissa.

- Orientation, trustee expectations, sunset terms and exit interviews are being considered as part of a Board Member Handbook

5.4.4 Regulation and Policies work is being led by Jacquie.

- Jacquie is reviewing the current EHFC Regulation and Policies in the context of the current CIPHI National policies.

5.4.5 2019-2021 strategic plan work is being led by Laurie

- It is important that the 2016-2018 workplans be populated and finalized in order to move forward with the 2019-2021 strategic plan.

ACTION: workplans need to be finalized and forwarded to Laurie.

5.4.6 Deputy Treasurer Position Proposal

Tim proposed that a Deputy Treasurer position be created to ensure a smooth transition to a new Treasurer appointment. The Board discussed the proposal and there was consensus that there was no need for adding another position to the Board Executive given that our new Treasurer Mike LeBlanc is the current MB Branch Treasurer and has had a long history with CIPHI and that the past treasurer is staying on the Board for another two years.

5.4.7 Signing Officers

MOTION NO. 7 That the signing officers be the following members of the Executive: Pamela Scharfe, Chair; Ralph Stanley, Vice-Chair; Mike LeBlanch, Treasurer; and Jacquie Schnider, Secretary.

Moved by: Jacquie Schnider

Seconded by: Laurie Pike

Carried

ACTION: Tim will contact the BMO BC Branch manager and advise her of the change in signing officers and to initiate the necessary paperwork. The new signing officers are to email Tim of the nearest BMO branch to them. The signing officers do not need to be a BMO customer. The Chair advised that each time there is a change to even one signing officer all must sign again.

6.0 Proposed meeting date

- The Chair suggested a meeting at the end of November.
- At that meeting the Board can also discuss a meeting schedule for 2019.

ACTION: The Secretary to send out a Doodle poll.

7.0 Meeting Adjournment

MOTION NO. 8 That the meeting adjourn (12:10 pm)

Moved by: Pamela Scharfe

Seconded by: Jacquie Schnider

Carried

