

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Minutes of Teleconference

26 October, 2003

(As approved at the Meeting of June 27, 2004)

1.0 Roll Call

Meeting commenced at 12:30 EST

Klaus Seeger	Tim Roark	Peter Rogers
Dean Sargeant	Ron de Burger	Marilyn Lee
Duncan Ellison	Paul Medeiros	Shendra Brisdon

Regrets:

Keith Smith Scott MacLean

2.0 Additions to Agenda and Approval

Duncan Ellison asked if there were any comments on the agenda; there were none, so it was taken as approved.

3.0 Adoption of EHFC Minutes June 23, 2003

3.1 Errors and Omissions EHFC Minutes June 23, 2003

Tim Roark advised that under item 3.4, 'Len Hiebert' is an incorrect spelling that occurs several times. It should be Len Hiebert.

Peter Rogers advised that under item 2.0, the title should be spelled Financial Update vs Finiancial Update.

3.2 Approval of EHFC Minutes of June 23, 2003

Moved by Ron de Burger and seconded by Peter Rogers that:

"The corrected minutes of the EHFC meeting from June 23, 2003 be accepted."

CARRIED

Duncan Ellison offered to provide a corrected version to be circulated for the record.

4.0 Review of EHFC Activities and Responsibilities

4.1 Minutes Of Meetings

Duncan Ellison (as President) and Paul Medeiros (as Secretary) will each maintain a complete set of Meeting Minutes in addition to the formal archival set to be retained by Tim Roark as Treasurer).

ACTION ITEM: Tim Roark will transfer Meeting Minutes and attachments to a CD ROM. Documents not available electronically will be scanned

It was decided that there would be no need to maintain official bound copies of meeting minutes; CD ROM copies will suffice. Official copies of the CD ROM will be held by Duncan Ellison (as President) and by Paul Medeiros (as Secretary). Tim Roark will maintain the master CD ROM. Additional CD ROMs will be available to EHFC Trustees upon request.

Future consideration will be given to archiving meeting minutes on the EHFC website.

4.2 Annual Reports to CIPHI

It was agreed that Annual Reports would be included with the EHFC Minutes on the CD ROM.

ACTION ITEM: Duncan Ellison will forward copies of the Annual Reports to Tim Roark for transfer to CD ROM.

4.3 General Trustee Correspondence

Trustees were requested to copy all EHFC Officers when corresponding externally on matters concerning the EHFC.

4.4 Charity Status and Tax Returns

It was agreed that Tim Roark (as Treasurer) would maintain records of charity status and tax returns.

ACTION ITEM: Duncan Ellison will forward charity status and tax return documentations to Tim Roark.

It was also agreed that Tim Roark would maintain a second certified set of financial records and a second EHFC seal, separate from the first set to be stored in a safety deposit box at the EFHC bank. Tim Roark will arrange.

ACTION ITEM: Tim Roark will create and store a second set of records as indicated immediately above.

4.5 Website Correspondence

It was agreed that Dean Sargeant would assume responsibility for liaison with Mike LeBlanc and all things related to the operation of the website.

4.6 Bylaws and Letters Patent

It was the belief of several trustees that Bylaws and Letters Patent are already posted on the EHFC website. Tim Roark will confirm. If these documents are not present in the website, Tim Roark and Dean Sargeant will endeavor to place them there.

4.7 Strategic Plan

Klaus Seeger informed the trustees that the EHFC strategic plan was last revised in 1998. The trustees agreed that it should be reviewed and revised again. Klaus Seeger and Duncan Ellison will review the current strategic plan. They will draft a revised plan and for possible discussion at the Spring Teleconference. It will be present it at the June AGM for review and approval by the attending trustees.

ACTION ITEM: Duncan Ellison and Klaus Seeger will review the current EHFC strategic plan and prepare a draft for comments.

4.8 Donor Recognition and Donors

Tim Roark and Dean Sargeant agreed to post information pertaining to the EHFC Donor Recognition Program on the EHFC website.

ACTION ITEM: Tim Roark and Dean Sargeant to post information as indicated above.

ACTION ITEM: All trustees are requested to review the EHFC website and to provide comments to Tim Roark and Dean Sargeant concerning ways to improve it or items to add.

4.9 Foundation Fundraising

The trustees discussed the re-establishment of a Finance and Fundraising Committee. Tim Roark will lead the Committee. Members will include Duncan Ellison, Klaus Seeger, Shendra Brisdon, and Ron de Burger.

The trustees also agreed that all current fundraising activities should fall under the scope of the Finance and Fundraising Committee.

4.10 Fight Bac Campaign and Partnership

It was agreed by the trustees that Keith Smith would be the most appropriate trustee to act as key EHFC contact for the Fight Bac Campaign and the Canadian Partnership for Food Safety. Duncan Ellison would serve as back up.

4.11 Ed Fleming Memorial

The Ed Fleming Memorial Fund will now fall under the purview of the EHFC Fundraising Subcommittee. Klaus Seeger will remain the trustee primarily responsible for the Fund.

4.12 Temp Safety Symbols Originals

Duncan Ellison and Klaus Seeger will check their individual files and will forward the Temp Safety Symbol originals to Tim Roark.

4.13 Trade Marks

Tim Roark has all EHFC Trade Mark originals. He will maintain responsibility for care and possession of these items.

4.14 Canadian Institute of Environmental and Occupational Health Proposal

Duncan Ellison will follow up with Sheryl Bartlett at Health Canada concerning the status of the Canadian Institute of Environmental and Occupational Health proposal.

4.15 Videos – Septic Tanks and Groundwater

Tim Roark will remain responsible for these items.

4.16 Stanier Institute

Klaus Seeger and Marilyn Lee will be responsible for this activity.

4.17 Continuing Education Award Committee

Duncan Ellison, Klaus Seeger, Marilyn Lee, Scott MacLean and Rob Bradbury will form the Continuing Education Award Committee. Marilyn Lee will chair the Committee. The role of the Committee will be to finalize remaining details of the award program, launch the award program and manage on-going operations of the program.

4.18 Terms of Reference

It was agreed by trustees that formal terms of reference should be developed for each Committee.

ACTION ITEM: Duncan Ellison will develop and circulate formal terms of reference for each Committee.

5.0 Financial Report

Tim Roark advised trustees that expenses are outpacing revenue. It was decided that the Finance and Fundraising Committee would participate in a separate conference call at a time established by Tim Roark as Committee Chair, to discuss the current financial status and additional revenue generation.

6.0 Other Business

6.1 Corrections to List of Trustees

An updated list of trustee contact information was circulated. All trustees are to provide any corrections needed to Duncan Ellison

ACTION ITEM: Trustees are to review the updated trustee list and to communicate any corrections to Duncan Ellison.

6.2 Robert Bateman / John Horton Raffle

Tim Roark updated the trustees on the status of the raffle ticket sales. At this point, approximately 60 ticket books remain

7.0 Date and Time of Teleconference

Date and time to be communicated by Duncan Ellison.