

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

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Minutes of Regular Meeting (via phone conference)
26 June 2005 – (Approved Sept 25/05)

1.0 Roll Call

Meeting commenced at 12:00 pm (Eastern Time Zone)

Shendra Brisdon	Duncan Ellison	Len Gallant	Claudia Kurzac
Marilyn Lee	Paul Medeiros	Tim Roark	Peter Rogers
Klaus Seeger			

Regrets:

Ron de Burger	Ken Cross	Michael Florian	Dean Sargeant
Keith Smith			

2.0 Approval of EHFC Minutes June 27, 2004

Deferred until the AGM in September.

3.0 Preliminary Financial Report

Tim Roark reviewed the preliminary financial report with trustees. Details included.

- 2005 donations started off well, but dropped most likely due to focus shifting to tsunami relief efforts.
- Various EHFC projects received targeted donations (outlined in report). Not withstanding monies from the NEC, no donations have been made this year towards the CIPHI / EHFC Continuing Education Award.
- Currently the CIPHI / EHFC Continuing Education Award fund has a balance of approximately \$13,600.00. It needs a balance of approximately \$20,000 (given a 2% return) to make it self-sufficient.
- The first CIPHI / EHFC Continuing Education Award was awarded by Tim Roark to Dragana Djordjevic (see picture below).



- A reduction in video sales may be linked to recent regulatory changes in British Columbia which changed the requirements to guidelines.

- The final financial statement will be circulated to trustees in July.

Duncan Ellison commented that prior to developing new awards, we should ensure the current awards balances are high enough to render them self-sustaining.

Tim Roark stated that he had hoped to see provincial CIPHI branches donating more. Duncan Ellison offered to contact each branch with a formal written request for donations. Paul Medeiros suggested trustees personally lobby branch representatives at the September CIPHI Conference in Toronto.

ACTION ITEM: Duncan Ellison will write to each provincial branch requesting donations for current EHFC Awards.

Len Gallant suggested that provincial branches might feel they already donate through the NEC's donations and therefore do not need to donate again. Tim Roark responded that the NEC donation is a separate one, made from national funds. The provincial branches have their own funds from which to make donations, therefore seeking donations directly from the provincial branches is worth a try.

4.0 Scholarship Report

Marilyn Lee updated trustees on the status of EHFC Scholarships/awards. The picture of Dragana Djordjevic receiving the award has been submitted into the Spring E.H.R. issue.

Dragana Djordjevic's was the only application submitted in time for the award. Additional promotion is needed in order to increase the number of applicants. Some promotional ideas include advertising in the E.H.R. and at the September CIPHI Conference. Duncan Ellison believes we will have a booth at the conference. Marilyn Lee offered to supply Awards promotional material for the booth.

October 15 is the deadline for the next award.

Tim Roark suggested it may be appropriate for the CIHPI / EHFC Continuing Education Award committee to also assume responsibility for managing the remaining EHFC awards (Lilli Anne Zahara Award and Len Hiebert EHR Award)

Marilyn Lee agreed to chair the expanded committee. Members will include: Duncan Ellison, Claudia Kurzac and Klaus Seeger.

Moved by Tim Roark and seconded by Marilyn Lee that:

"The CIHPI / EHFC Continuing Education Award committee be renamed the Awards Committee and assume management and responsibility for the CIHPI / EHFC Continuing Education Award, the Lilli Anne Zahara Award and the Len Hiebert EHR Award."

CARRIED

Marilyn Lee asked Tim Roark if any criteria had been set up for the Lilli Anne Zahara and Len Hiebert EHR Awards. Tim Roark replied that only minimum details have been developed. He agreed to send Marilyn Lee whatever information he can get on the Lilli Anne Zahara Award. He suggested Marilyn Lee contact Domenic Losito (E.H.R) for more information on the Len Heibert HER Award. At Klaus Seeger's suggestion, Marilyn Lee agreed to ask Domenic Losito to join the new EHFC Awards Committee.

Duncan Ellison suggested the web site would need to be updated accordingly.

ACTION ITEMS:

1. Tim Roark to provide information to Marilyn Lee pertaining to the Lilli Anne Zahara Award.
2. Marilyn Lee will contact Dominic Lositto (E.H.R) for more information on the Len Heibert E.H.R. Award and to ask him to join the new EHFC Awards Committee
3. Duncan Ellison will follow up to ensure the EHFC web site is updated with the new awards information.

Claudia Kurzac stated that the CIPHI NEC has committed to contribute annually to the CIHPI / EHFC Continuing Education Award. The contribution is a percentage of the CIPHI share of the national conference profits (\$900 for last year). She was uncertain as to whether or not a contribution was overdue and said she would look into it.

ACTION ITEM: Claudia Kurzac will check to see if there is an overdue contribution, and if so will arrange for a cheque to be issued.

Some discussion ensued concerning what steps to take when the CIHPI / EHFC Continuing Education Award fund reaches a level of self-sustainability. Some options include increasing the number of awards offered, increasing the amount of the awards, allocating additional monies to the other awards, or a combination of all those. More discussions will be held on this subject.

5.0 EHFC Strategic Plan

Duncan Ellison reviewed the draft Strategic Plan, 2005-2010, commencing with the Mission Statement.

Mission

The current Mission Statement includes the phrase "in Canada **and internationally.**" Duncan asked if the EHFC should limit itself to Canadian activities only. Marilyn Lee stated that she believed the EHFC had not yet reached the first element of the mission and suggested that emphasis should be placed on domestic activities. Paul Medeiros agreed. Tim Roark advised that the EHFC Constitution includes mention of international activities. The trustees were fine with this mention, but agreed that priority needs to be placed on Canadian projects. The words "and internationally" are to remain in the Mission Statement.

Methods

The current stated Methods includes the objective "by supporting and encouraging research." Duncan asked trustees to what extent the EHFC has been supporting and encouraging research. Klaus Seeger replied that there have been requests for support in the past, but have not had the necessary funds. Marilyn Lee suggested renewing support for research but on a smaller scale – perhaps for example with Ryerson students. There are usually student projects that could benefit from some financial support (to cover photocopying, lab costs, etc...). Tim Roark offered that the Lilian Anne Zahara award is in itself supporting research by supporting the students.

In view of this Duncan Ellison suggested that this phrase remain but be given effect by seeking donations for the funding of small research grants. Klaus Seeger suggested that the Len Hiebert Ward could be linked into this concept – perhaps being changed in name to the Len Heibert Research Award. Marilyn Lee suggested that another way to support research could be to provide funds to educational institutions and allow them to select candidates and distribute the funds available. The institutions would need to follow pre-set criteria but this process would minimize the amount of management and follow up needed by the EHFC.

Funding

There was no discussion of the funding methods proposed.

Goals

There was some discussion on the first Goal, to "achieve a Trust fund of \$50,000 to enable it to meet on a sustainable basis, the needs of the current awards and continuing education programs" and in the end it was agreed that this should remain the goal, to be adjusted as necessary after the newly revised Awards Committee had met to discuss the scope of the awards program that would be proposed at the next meeting.

The revised Strategic Plan is attached and will be reviewed at the next Trustees' meeting.

6.0 CIPHI Conference in September.

Duncan Ellison asked who would be attending. The following trustees stated they would: Ken Cross, Duncan Ellison, Len Gallant, Claudia Kurzac, Marilyn Lee, Paul Medeiros, Tim Roark (possibly), and Klaus Seeger.

The EHFC Meeting will be held on Sunday Sept 25, most likely following the golf tournament.

Claudia reminded the trustees to ensure the CIPHI Conference committee is told that we'll need a meeting room (as well as a booth). Duncan Ellison will follow up.

Paul Medeiros asked who would be staffing the EHFC booth. Duncan Ellison will be arranging the staffing. Ken Cross, Len Gallant, Marilyn Lee, Paul Medeiros, Tim Roark (possibly), and Klaus Seeger stated they would be available.

Duncan Ellison stated that it would be desirable to have the EHFC booth beside the CWWA one so that he could keep a better eye on the EHFC booth.

<p>ACTION ITEM: Duncan Ellison will follow up on meeting room booking, EHFC booth, and booth staffing.</p>

7.0 Discussion of a possibility of submitting a proposal to Health Canada on waterborne emergency alerting

Duncan Ellison advised that the CWWA is undertaking for Health Canada a study of current reporting requirements and practices of Canadian municipalities with respect to waterborne health risks. He further advised that he has suggested to Health Canada that input from public health inspectors should be obtained to supplement the municipal practices.

He indicated he believed this could be a good project for the EHFC, utilizing trustees as resources. The first step would involve submitting a formal proposal to Health Canada. Duncan Ellison felt that Tim Roark or Klaus Seeger could take the lead with this to avoid any concerns on the part of Health Canada contracts unit that his name would appear on two "related" contracts.

Tim Roark stated he felt this project was a good idea and that an EHFC subcommittee, utilizing a questionnaire would be a good approach.

Klaus Seeger agreed to take the lead. He asked if Duncan Ellison and he (and others) could meet to discuss the project in greater detail and to confirm time lines and the additional planning items.

Len Gallant volunteered to work with some of the east coast provinces. Shendra Brisdon, Tim Roark, and Peter Rogers also volunteered to be part of the subcommittee.

Duncan Ellison will develop the basic proposal and provide it to Klaus Seeger for finishing and submission. Duncan suggested that the proposal amount be kept below \$10,000.00 to simplify contracting processes, and confirmed with Tim Roark that EHFC would not be required to charge GST.

Moved by Paul Medeiros and seconded by Duncan Ellison that:

"A subcommittee, chaired by Klaus Seeger be formed in order to finalize and submit a proposal to Health Canada for the EHFC to solicit feedback from Public Health Inspectors with regard to municipal waterborne health risk reporting and practices."

CARRIED

ACTION ITEMS:

1. Klaus Seeger will lead the subcommittee through the project and achieve project objectives.
2. Duncan Ellison will provide basic project proposal and details to Klaus Seeger.
3. Klaus Seeger will submit formal proposal to Health Canada.

8.0 Other business.

8.1 Canadian Partnership for Food Safety

Klaus Seeger asked if the EHFC had renewed its membership with the Canadian Partnership for Food Safety. Duncan Ellison replied that it had.

Klaus Seeger provided the following updates: (1) Mrs. Cookwell Program is underway. This program is aimed at universities across the country, targeting university students and promoting food safety. (2) The 'partnership' has updated its website and will relaunch it with major Mrs. Cookwell components, including a Q&A portion. This should make the 'partnership' more visible.

8.2 EHFC Support Base

Tim Roark asked trustees to think of potential trustees, perhaps former NEC members or others who we have not yet considered. Tim Roark recommended that at this point, the EHFC should limit itself to finding new trustees that are within the profession.

8.3 Website Updates

Duncan Ellison asked Claudia and Len Gallant to submit their pictures to the EHC webmaster for inclusion in the EHFC website.

8.4 Housekeeping

Klaus Seeger mentioned that Tim Roark is listed as treasurer of CIPHI in the EHFC trustee listing. Duncan Ellison will make the corrections. [Note: the annotation can also be read that Tim is the Treasurer, and a CIPHI Trustee, which he is.]

Summary of Action Items

1. Duncan Ellison will write to each provincial branch requesting donations for current EHFC Awards.
2. Tim Roark to provide information to Marilyn Lee pertaining to the Lilli Anne Zahara Award.
3. Marilyn Lee will contact Dominic Lositto (E.H.R) for more information on the Len Heibert E.H.R. Award and to ask him to join the new EHFC Awards Committee.
4. Duncan Ellison will follow up to ensure the EHFC web site is updated with the new awards information.

5. Claudia Kurzac will check to see if there is an overdue NEC contribution to the CIPHI / EHFC Continuing Education Award, and if so, will arrange for a cheque to be issued
6. Duncan Ellison will follow up on meeting room booking, EHFC booth, and booth staffing for upcoming CIPHI conference.
7. RE Health Canada Waterborne health risk study: Klaus Seeger will lead the subcommittee through the project and achieve project objectives
8. RE Health Canada Waterborne health risk study: Duncan Ellison will provide basic project proposal and details to Klaus Seeger.
9. RE Health Canada Waterborne health risk study: Klaus Seeger will submit the formal proposal to Health Canada.

Attachment:

Strategic Plan, 2005-2010.

Environmental Health Foundation of Canada

Strategic Plan – 2005 to 2010

Mission

The Environmental Health Foundation of Canada is a national, not-for-profit organization dedicated to advancing environmental health and the protection of public health in Canada and internationally.

Methods

EHFC will:

- conduct or encourage research,
- produce or encourage the production of products or services,
- conduct or encourage education activities and programs,
- promote partnerships,
- establish and award scholarships.

Funding

EHFC will obtain funding by:

- seeking donations and grants,
- selling products and services.

Goals

The goals of EHFC are to:

- achieve a Trust fund of \$50,000 to enable it to meet on a sustainable basis, the needs of the current awards and continuing education programs,
- maintain its products in a current state of information and technology,
- expand the number of organizations partnering with the Foundation to have coverage nationally and in each province and territory,
- form a group of active supporters who will assist in fundraising and program activities and who will form the basis for a rotation into the position of Trustee.

The Foundation should not consider additional awards to be managed unless it has available, adequate funds to do so.