

Minutes of the Annual General Meeting
Chilcotin Room, Grand Okanagan Resort Hotel
Kelowna, British Columbia
June 17, 2007
12:30 to 17:00 hours – Pacific Time
(As approved at the Teleconference Meeting of November 11, 2007)

1.0 ROLL CALL:

Present: Shendra Brisdon, Ken Cross, Duncan Ellison (**Chair**), Michael Florian, Len Gallant, Claudia Kurzac, Tim Roark, Pamela Scharfe (**Recorder**), Klaus Seeger

Regrets: Ron de Burger, Marilyn Lee, Paul Medeiros, Peter Rogers, Keith Smith, Dean Sargeant

2.0 ADOPTION OF AGENDA:

The agenda was reviewed, with the following additional items found under Item 8.0 Other Business

- 8.5 Teachers Package
- 8.6 Records Management
- 8.7 Promotional Materials

Moved by Pam, 2nd by Tim. **Adopted**

3.0 REVIEW OF PREVIOUS MINUTES:

- 3.1 November 19, 2006. **Moved by Klaus, 2nd by Shendra. Adopted**
- 3.2 April 22, 2006. **Moved by Len, 2nd by Ken. Adopted**

4.0 FINANCE REPORTS:

4.1 Treasurer's Report

First, I am pleased to indicate that the books balanced to the penny again in 2006 but finding that last penny was a bit of a challenge this year. The two-page document titled **ENVIRONMENTAL HEALTH FOUNDATION OF CANADA Finance Report** clearly indicates the funds at the start and finish of the year and the significant surplus of \$23,425.89 generated in 2006. The contributions from CIPHI National and Branches as well as the Health Canada contract generated most of the surplus. Many thanks to all involved with generating these funds as well as our regular donors.

4.2 2006 Balance Sheet & 2006 Statement of Operations

Drafted in the format requested by Revenue Canada. Just to confuse everything they require the cents all be rounded off. These documents indicate the sums in the current account and 3 investments, the amount in our Endowment Funds, a breakdown of the Revenue and Expenditures and lastly an explanation of the year-end reconciled current account balance.

The documents noted above make up the 2006 Financial Statement and thus approval is requested.

I have enclosed a statement signed by the Assistant Branch Manager of the Bank of Montreal, Haney Branch, confirming the funds currently in our three investments and the interest accrued in 2006 by those investments. This information matches the investment figures noted in the 2006 Balance Sheet.

NOTE: I have blocked out the investment account numbers to protect these accounts should this information appear on the Internet.

At the recommendation of our accountant and with the agreement of the Auditors, the former 3 page colour-code project by project financial breakdown has been discontinued since it duplicated the information provided on the above-noted statement and provided a project balance going back over 10 years which is really no longer relevant.

4.3 2006 EHFC Budget Comparison

This provides us a quick comparison for Expenditures and Revenues for 2005 and 2006. We can thus see how close our “Actual” spending was relative to our “Proposed” budgets. This is important in preparing our budget and especially our expenditures for 2007.

4.4 Types of Funds Handled by EHFC

Type A. These are our Endowment Funds from which we gain interest to pay for our awards. *We still have some way to go to reach our goal of \$50,000.00.*

Type B. These are donated funds, which the Board can distribute to any approved project.

Type C. These are non-donated funds for use at the discretion of the board including the payment of all administrative costs. Thus 100% of donations do go to our stated projects.

4.5 Auditor’s Report

I’ve met with Charlie Young and Bill Leith, our Auditors, and have reviewed all these financial documents in detail with them. There was one minor typo, which they noted and has been corrected. I am very pleased that they are satisfied with these statements and have so signified in writing.

A motion to accept the Auditors Report is necessary.

Tim moved adoption of the report, 2nd by Klaus. **Adopted**

The Auditors have provided the following comments for the consideration of the Board of Trustees.

- Has the board considered that slight possibility of discontinuation of the charity and the manner in which the funds will be disbursed to protect all the donations to date especially the Endowment Funds and the three awards they provide?
- The Auditors are somewhat concerned about the pre-signing of any cheques by one of the signing officers and ask if another method could be considered.
- Should the Board so wish, Mr. Young and Mr. Leith would be pleased to continue as Auditors for the EHFC for 2007.

Motion: to continue with the current auditors. Moved by Claudia, 2nd by Klaus. **Adopted.**

4.6 2007 EHFC Draft Operating Budget

Without any major revenue source in sight for 2007 this is projected to be a break-even year. However, I have designated some funds so we can finalize a new pamphlet which can be used to assist in the fund-raising which we so desperately need to do with industry plus funds to move forward on the Ed Fleming Memorial Project and Donor Recognition Program.

Shendra moved adoption of report, 2nd by Ken. **Adopted**

Discussion:

- Ed Fleming project
- because we don't have a contract or major donation – projected zero balance
- look at the videos – Tim is working on all the libraries across Canada – relates to Ed Fleming project
- once we know the number of libraries across Canada – how much to produce # of videos
- Duncan has approached CHMC but they are developing a waste water treatment network
- Klaus said that we still need to keep raising that this is still important to public health
- need to decide if the video content needs to be updated and if so who is going to do this
- Tim talked to the producer who produced the video 1985 – the disc can be broken down and very easy to make changes
- The Ed Fleming project profiles both ground water and sewage video – part of the cost could go through the Fleming project – distribution to get to the libraries
- Duncan suggested we approach the branches to undertake distribution to their libraries
- Tim will find out the cost of updating the sewage video – it has been a challenge finding the masters as the company went bankrupt – get master into DVD – get number from Shendra – use uncommitted funds
- Duncan there are a number of foundations that will cover costs for worthy projects
- Shendra said that every province does their list differently – provincial, regional, schools, - national library website
- every HU should have a copy in their resource library
- Pam mentioned getting DVD updated and posting on our website for downloading
- Claudia mentioned that the new website formatting may be able to capability of adding to our website

4.7 2007 Interim Financial Estimate

I have added a new column, which shows financial changes since our last update in April. These changes are in addition to the previous March 31st figures.

Last, the accountant has reviewed my manual bookkeeping system and has recommended I utilize “Quicken XG 2007” bookkeeping software. This should make the process much faster and simpler. The cost is \$99.92 plus taxes.

Tim moved adoption of report, 2nd by Len. **Adopted**

Motion: to purchase Quicken and also for Tim to take a course. Moved by Shendra, 2nd by Pam. **Adopted.**

Discussion:

- Klaus raised transferring of Treasurer's files when Tim is no longer in the
- Klaus suggested we purchase the Treasure a laptop
- can the bank do better with respect to interest
- discussed security issued with pre-signed cheques – both Klaus and Pam relayed situations of different organizations they were part of that experienced problems because of pre-signed cheques
- Claudia said National does the same – 100's are signed at a time – looking at the National office and what checks and balance need to be in place to protect funding
- Len suggested using electronic banking - Pam and Klaus routinely use this secure form of transferring money rather than using cheques
- Duncan also suggested that the Treasurer be given maximum limit

5.0 Awards Committee Report

The Awards Committee Report to the Teleconference of April 22, 2006 was extensively discussed.

The following decisions were made at the April 22 Teleconference:

Lilli Ann Zahara Award

This award was established in memory of Lilli Ann Zahara to commemorate her devotion to public health efforts, particularly food safety.

Shauna Dimock from Capital Health is the inaugural recipient for the Lilli Ann Zahara Award and will receive the Award in Kelowna.

Shauna Dimock she has been a health educator for 15 years and has taught over 15,000 food handlers about food safety. She is an integral part of the internal training program for the Environmental Health Officers employed by Capital Health and is a "stalwart supporter of the CIPHI and its educational opportunities".

The EHFC-CIPHI Continuing Education Award

Lis Vallaster of the Vancouver Coastal Health Unit was selected as the recipient Award, and has received the Award in but will take part in a photo opportunity in Kelowna.

Lis Vallaster will be continuing her education at the Master's level and will focus her work on the cause and control of Noroviruses and intends to pursue further research in the sources of waterborne and foodborne diseases.

Decision for the Trustees:

Who will make these awards during the CIPHI AGM?

Breaking News

NSF has agreed to fund an annual NSF Scholarship Award of \$500 for studies in food safety. The terms of reference for the award will be developed with NSF International.

Claudia moved adoption of the report, 2nd by Len. **Adopted**

Discussion:

- there is now a \$500 U.S. NSF International award for food safety
- terms of reference to be determined NSFI
- awards luncheon is this Wednesday as part of CIPHI conference at which time Duncan will present the EHFC and Zahara awards to the recipients

6.0 CANADIAN PARTNERSHIP FOR FOOD SAFETY:

The following is a brief report of the Annual General Meeting of the Canadian Partnership for Consumer Food Safety Education held on May 29, 2006.

Duncan Ellison (EHFC) was elected to serve a second term as Treasurer and Joyce Ferguson-Mowat, Algoma Health Unit was elected to serve a second term as Secretary. Health Canada and the Canadian Produce Marketing Association provide the Co-chairs.

Five special presentations were made¹.

Shelly Feist, Executive Director of the US Partnership outlined the development of a major new campaign **“Be Food Safe”** by the US Department of Agriculture.

Elaine St. Armour, of CFIA announced a similar program, shared by CFIA, Health Canada and Agriculture Canada could **“Be Safer ...”**

Barbara Marshal of the Public Health Agency of Canada described the new “C-EnterNet” program to facilitate the collection of surveillance data related to food borne illness in Canada.

Andrea Nesbitt of the Public Health Agency of Canada described the first element of a new Regional integrating a number of facets of food safety that will take place across the country. The first one is based in the Region of Waterloo. This program will integrate data collection from raw water quality in the region through all phases to retail marketing.

Alison Samuel, on behalf of herself and Diane Alexander described the new Ontario program on Farmer Market and Community Organization’s Safety – both of which are exempted under the regulations, but still require assistance.

The Annual General Meeting accepted the reports of the Auditor (a small surplus was retained from 2006 operations, the budget for 2007-2008 also projecting a small surplus but with major work on the partnership’s Website: www.canfightbac.org. Explanations were given of the Policy Governance Model adopted by the Board of Directors, who the following day, spent the morning reviewing policies. Two priorities for the Board will be to revise the By-Laws that have not been revised since the Policy Governance approach was taken, and to re-assess the Policies themselves.

The Partnership will mount an exhibit at an exhibition space on the Experimental Farm in Ottawa, on July 1. Duncan Ellison will assist.

¹ Copies of these PowerPoint Presentations are available from Duncan.

The Meeting on the 29th closed with a visit to the Canada Agriculture Museum to view the **Food For Health** Exhibit. This is a travelling exhibit available across the country after October 21, 2007 www.foodforhealth.ca.

Tim moved adoption of the report, 2nd Klaus. **Adopted**

Discussion:

- very interesting presentations were made at the AGM
- Duncan has the power-point presentations and can send out to anyone who is interested
- Barbara Marshall, PHAC presented on C-EnterNet
- If successful CCWA 1st Vice pres is tracking environmental water quality and if successful will be across Canada
- CFIA Be Safer – integrating a number of things
- Very impressed by Ontario’s Farmers’ Market food safety program
- the partnership is struggling financially – if you contribute \$10,000 you are automatically on the Board of Directors then they feel they can direct the work
- Need to develop more partners - encourage public health Units to join - only 4-5 currently members – CIPHI is a member – Duncan produced “Why a public health unit should join”
- Duncan willing to write to Canadian Health agencies but would need a contact list
- Duncan gave an overview of the “Food for Health Exhibit – would need a parking lot due to the size of the exhibit and also have to find a sponsoring museum to pay for the cost – the exhibit is ideal for kids as it is very interactive and includes a historical food safety display

Action: Duncan to obtain list of Canadian Public Health units and will send out information on the benefits of being a member of the Partnership.
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7.0 WEBSITE UPDATES LIAISON :

Background:

The following is taken from the Minutes of the April 22, 2007 teleconference:

Tim Roark, Duncan Ellison and Klaus Seeger have been reviewing extensively the EHFC website and have identified a number of changes to the site that:

1. should be made immediately (editorial corrections, outdated information, etc.);
2. could be made, when we have developed revised wording or information; and
3. could be made if there is agreement to rename some of the pages to better reflect messaging and linkages.

It is proposed in respect of:

- Point 1 That we continue to identify those immediate changes and pass them to Dean Sargeant to implement with Mike LeBlanc as soon as possible – a copy of the instructions will be circulated.
- Point 2 That we identify those sections where rewording will be required, and request volunteers to provide new text.

- Point 3 That we will propose to Dean and Mike that a mock re-ordering and re-structuring of the website be established with an undisclosed URL so that the Trustees can see what is proposed and discuss this in Kelowna.

As far as can be determined, no follow-up actions were taken.

For reference, the document circulated by Duncan is attached overleaf.

Tim moved adoption of report, 2nd by Michael. **Adopted**

8.0 OTHER BUSINESS

8.1 First Nations' Scholarship

As reported to the Teleconference on April 22, 2007 I was informed, at a meeting with Health Canada's Aboriginal Health Program Directorate on April 4, that the proposal to fund Aboriginal Scholarships for Environmental Health Inspectors was still alive and well, but caught up in workloads. Apparently these are expected to be cleared shortly.

There has been no further news on this item.

Duncan moved adoption of report, 2nd by Michael. **Adopted**

Discussion:

- our role will be to promote interest in the Aboriginal community in PHI work and also to support scholarship winner to work in HU that they are living in or working in
- provide HU with salary to be paid to First Nation
- just waiting for Health Canada to come forward

8.2 Development of a Public Health Inspector - Career Orientation Video

Issue:

Possible development of a Video/DVD to encourage students to consider Public Health Inspection as a career.

Status:

The matter was discussed during the May 22, 2007 Teleconference. At that meeting, a Motion was proposed and adopted that an Advisory Committee should be established comprising: Ken Cross as the Chairperson, Tim Roark, Michael Florian, Len Gallant and Marilyn Lee as an advisor.

Since then Lorraine Woolsey, BCIT has notified us that BCIT has a short video (3 to 4 minutes) available at <http://vector.cfee.org/english/resources/video/65E.wmv>.

Klaus Seeger identified that Ontario **association of local Public Health authorities** (alPHa) has a PPT that might be the basis of a DVD – he reports that alPHa will allow the use of parts of the video provided that we submit the request in writing in advance of using the material and that alPHa is credited as the source.

Duncan Ellison reported that Health Canada's First Nations Health Unit – Québec Region apparently has developed one for Aboriginal Students.

Ken moved adoption of report, 2nd by Len. **Adopted**

Discussion:

- Ken previously sent out a draft for comment
- there is already product out there that could be used to adapt and reference
- if there is something available at career fairs and resource
- Claudia preference would be bring in a group – retirees, CIPHI national, see what is out there, grants and contribution funding
- Len's commented that we are part of a public health team – PHAC – buzz words – get their attention
- public health human resources is a huge issue – we play a big role – exciting opportunity
- Klaus – other member of the team looking for people – PHAC – comprehensive process instead of singular – more interested in putting money in products that can be applied in general to all public health positions
- one of the visions – is to have a master in public health – recognized by all schools – ends up with the same piece of paper
- Claudia attended the first meeting of the seven disciplines – no physicians there – looked at opportunities to collaborate and share – focus of PHAC where can we share and collaborate – probably going to meet again in Sept. at CPAC meeting
- Tim to Len – the consortium of the schools have made a submission for a Masters program in public health – Len has not seen the submission ? do they have a chair - Len no not at the present time – suggestion groups get together – Len represents Senators, Ken EHFC, CIPHI (Advocacy Committee) – decide how to get together and make a submission
- Tim take the position that we promote the field of PHI
- Duncan expressed concern that we have discussed the grand scheme and that nothing will get done.
- Duncan we see ourselves as being part of a bigger picture – two steps – go for a grant to get the process together
- include First Nations – there is funding available
- Len suggested Ken call a meeting of the various stakeholders and EHFC can fund the teleconference
- Duncan strategy to cut and paste from existing material with credits acknowledging the source
- Len speak of five schools – Cape Breton – French speaking – have combo French and English – bilingual
- Shendra should also look at other profession videos to see what they are doing

8.3 Chronology of Meeting – for information

Date	Event and Location	AGM Number
July 13, 1989	AGM - Ottawa	1 st
October 13, 1990	AGM - Teleconference	2 nd
December 30, 1991	AGM - Teleconference	3 rd
May 4, 1992	Teleconference Call	
July 15, 1992	AGM - Winnipeg	4 th
July 21, 1993	AGM - London	5 th
July 12, 1994	AGM - Halifax	6 th
January 14, 1995	Teleconference Call	
September 27, 1995	AGM - Victoria (no quorum)	7 th
May 5, 1996	Teleconference Call	
July 2, 1996	AGM - Chicago	8 th
September 22, 1996	Teleconference Call	
December 1, 1996	Teleconference Call	
March 2, 1997	Teleconference Call	
April 28, 1997	AGM - Banff	9 th
September 28, 1997	Teleconference Call	
February 22, 1998	Teleconference Call	
May 3, 1998	Teleconference Call	
August 23, 1998	AGM - Ottawa	10 th
November 22, 1998	Teleconference Call	
February, 7, 1999	Teleconference Call	
May 9, 1999	AGM - Saskatoon	11 th
November 28, 1999	Teleconference Call	
January 30, 2000	Teleconference Call	
April 9, 2000	Teleconference Call	
September 17, 2000	Teleconference Call	
March 4, 2001	Teleconference Call	
June 10, 2001	AGM - Winnipeg	12 th
September 30, 2001	Teleconference Call	
January 22, 2002	Teleconference Call	
April 21, 2002	Teleconference Call	
July 28, 2002	AGM - Fredericton	13 th
October 20, 2002	Teleconference Call	
February 16, 2003	Teleconference Call	
June 23, 2003	AGM - Edmonton	14 th
October 26, 2003	Teleconference Call	
June 20, 2004	Teleconference Call	
June 27, 2004	AGM - Charlottetown	15 th
June 26, 2005	Teleconference Call	
September 25, 2005	AGM - Toronto	16 th
May 13, 2006	Teleconference Call	
June 25, 2006	AGM - Regina	17 th
November 19, 2006	Teleconference Call	
April 22, 2007	Teleconference Call	
June 17, 2007	AGM - Kelowna	18 th

8.4 Strategic Plan 2005 to 2010

The Strategic Plan was last reviewed in 2005. If there is time, the Trustees should consider the Plan and approve or make changes.

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.

Michael moved adoption of report, 2nd by Shendra. **Adopted**

Discussion:

- Rob Bradbury questioned the increase in the number of trustees
- Every member of the CIPHI is a member of EHFC – how do we tap in to this
- Tim said our accountant said we are missing out on lottery donations because we are a national charity
- How to do this – Tim expand the foundation system – create branches – why create branches – work through a system that the branch of CIPHI is a branch of the foundation – go to their province
- provincial government to get lottery grants – get more people involved and get more
- dovetails with membership
- how to make it a functional board that we can afford to include all of the branches and have active membership is the key

- who would be the liaison person with the Branches
- EHFC was to set up to have representation from government and industry How do we evolve
- Duncan asked what if Ontario lottery will allow money to be spent in Ontario lottery corporations not auditing on the use of the money – problem registering as a charitable organization in each jurisdiction
- Ken suggested utilizing Branch newsletter for advocating Foundation projects
- this also ties into how we discipline ourselves and Duncan is chair of the Governance Committee
- current structure: NEC rep, two CIPHI reps, and members at large, Friends of the Foundation, liaison, corresponding members
- key is active participation – don't expand board structure – have CIPHI members to get the work done

Action: Duncan will discuss at post conference meeting with NEC to explore how to build stronger bridges with the Branches.

8.5 Teacher's Package

- developed including ground water video
- donated for the CIPHI silent auction

Motion: moved by Michael, 2nd by Ken. **Adopted**

8.6 Records Management

- Tim raised issue of problem keeping all the document on record
- Foundation has all of the annual reports, minutes and financial from day one
- recommend that we incorporate into our policy – that for change of position that chair, chairs of committee turn over within 30 days, minimum of 1 hard copy of all materials, patent letter and stamp kept in safety deposit box, CD of all electronic copies, etc.
- those transferring materials be required to sign off that they adhered to policy

Motion: moved by Ken, 2nd by Michael. **Adopted**

8.7 Promotional Materials

8.7.1 EHFC Display

- Klaus, Pam and Rhea Seeger developed display which is being used at this conference
- Portable and light weight
- No cost as Rhea not only generously donated her time and talent but will cover the cost

8.7.2 EHFC Brochure

- Klaus, Pam and Rhea are developing a brochure that will compliment the display

8.7.3 EHFC Letterhead

- Tim previously forwarded letterhead design

8.7.4 EHFC Business cards

- template developed so that Trustees can print off their own business cards

9.0 ELECTION / APPOINTMENT OF TRUSTEES 2006-2007

There are 15 Voting Trustees and 1 Honorary Trustee as follows. It is proposed that 2 additional Trustees could be appointed, if the motion to amend the Regulations is approved at the CIPHI AGM.

Note: appointments other than NEC and the Honorary status, are for a 2 year period, e.g., 2005-2007 is for the two years 2005/2006 and 2006/2007, and 2006-2008 is for the two years 2006/2007 and 2007/2008. The number of terms of appointment are shown in brackets following the term of office.

Trustee	Term of Office	Expires In Kelowna	Province	Function	
				2006-2007	2007-2008
Duncan Ellison	2005 - 2007 (3 rd)	†	ON	Chair	
Michael Florian	NEC		NS	Vice-Chair	
Klaus Seeger	2006 – 2008 (4 th)		ON	Past Chair	
Tim Roark	NEC		BC	Treasurer	
Pam Scharfe	2006 – 2008 (1 st)		ON	Secretary	
Claudia Kurzac	NEC		BC		
Shendra Brisdon	2006 – 2008 (3 rd)		BC		
Peter Rogers	2005 - 2007 (3 rd)	†	MB		
Dean Sargeant	2005 - 2007 (3 rd)	†	MB		
Ken Cross	NEC		SK		
Paul Medeiros	2005 - 2007 (3 rd)	†	ON		
Ron de Burger	2006 – 2008 (3 rd)		ON		
Marilyn Lee	2005 - 2007 (3 rd)	†	ON		
Keith Smith	2005 – 2007 (1 st)	†	ON		
Len Gallant	2006 – 2008 (1 st)		PE		
Dr. John Blatherwick	2004 – 2007 (2 nd)	†	BC	Honorary Chair	

Tim moved adoption of report, 2nd by Shendra. **Adopted**

Discussion:

- The Foundation bylaws and regulations state that if a Trustee misses four consecutive meetings that will he or she be asked to resign

Action: Duncan will assume responsibility to follow-up with Trustees who miss four consecutive meetings.
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- Duncan likes the idea of rotating positions
- Current Chair: Duncan will not be available between Nov. '07 and Jan. '08
- Secretary: Shendra

Motion: Duncan as Chair and Shendra as Secretary – moved by Ken, 2nd by Klaus. **Adopted**

10. APPROVAL OF THE REPORT TO THE CIPHI AGM:

Moved by Claudia, 2nd by Klaus. **Adopted**

11. MEETING CLOSURE:

Meeting adjourned at 5:00 pm. Moved by Pam, 2nd by Duncan. **Adopted**