

**ENVIRONMENTAL HEALTH FOUNDATION  
November 23, 2009 Teleconference Meeting**

13:00 to 14:00 hours

**MINUTES**

(As approved at the teleconference meeting of 23 February, 2010)

**Item 01: Roll Call**

The Trustees participating in the Teleconference Call Meeting were Shendra Brisdon Ron de Burger Duncan Ellison, Michael Florian, Len Gallant, Tim Roark, Peter Rogers, Ralph Stanley, Klaus Seeger, and Rick Sokolowski. Jacqueline Schnider

Apologies were received from Marilyn Lee and Pam Scharfe.

A quorum was declared present.

**Item 02: Adoption of Agenda**

Michael Florian asked if there were any proposed amendments to the Agenda. Tim Roark requested that the Sewage Video be added to other business. Klaus Seeger requested that Wikipedia be added to other business.

Tim Roark moved and Klaus Seeger seconded a motion to adopt the Agenda as amended.

**Adopted**

**Item 03:**

**Item 3.1 Minutes of the Business Meeting of May 3, 2009**

Rick Sokolowski noted that his name was spelt with an “i” not a “y”. Duncan Ellison stated that he would correct the minutes accordingly. Rick Sokolowski moved and Ralph Stanley seconded a motion to adopt the minutes as corrected. There were no further comments; the Motion was adopted.

**Adopted**

**Item 3.2 Minutes of the Annual General Meeting of May 3, 2009**

Rick Sokolowski noted that his name was spelt with an “i” not a “y”. Duncan Ellison stated that he would correct the minutes accordingly. Tim Roark moved and Len Gallant seconded a motion to adopt the minutes as corrected. There were no further comments; the Motion was adopted.

**Adopted**

**Item 04: Action Items from the Minutes**

The action items from the previous Meetings were reviewed with the following annotations.

*Klaus Seeger*

Klaus advised that the letter to Branch Managers had been revised and was now ready for dispatch along with samples of materials, such as the food safety thermometer.

Duncan Ellison noted this and stated that he would arrange the mailing of these before the end of the year.

**Action: Duncan Ellison**

Klaus advised that the donations letter had also been revised and was ready for dispatch. Tim Roark suggested that the Communications Committee should review this. It was noted that discussions by individuals had not been discussed, and that the Newsletter did contain a solicitation for individual donations. This is now being sent out on the CIPHI List Serve. A solicitation will be prepared for the Spring Environmental Health Review which will be a one-page letter and an enclosed envelope. The one-pager will need to be drafted by Pam Scharfe and the committee and delivered to Debbie Losito for production.

**Action: Pam Scharfe and the Communications Committee**

*Len Gallant*

Len Gallant wondered where this action item came from? Tim Roark recalled that they had commented in the Business Meeting on a proposal made by him that funds should be invested in the West Coast Railway Association not-for-profit organization seeking funding to build a new round-house for their railway park. All the recommendations were strong for this, and it would pay 6%. (See also point 6 of Item 5 the Financial Report.) Trustees were in general agreement with the proposal and some discussion took place as to the amount to be invested. Finally, Tim Roark moved and Ron de Burger seconded a motion to invest all the available \$20,000 in the fund. After further discussion, it was agreed it would not be prudent to put all the funds available into this investment. Ron de Burger proposed a friendly amendment to the motion and that Shendra Brisdon seconded, to reduce the amount to \$15,000. All agreed.

**Adopted: Action Tim Roark**

*Tim Roark has subsequently reported that the funds have been invested, and forwarded a transfer voucher as proof. (Attached)*

**Action Completed**

*Tim Roark*

Tim Roark reported that following the Business meeting in Kananaskis, he had moved the interest accumulated to the endowment funds as was proposed and approved.

**Completed**

**Item 05: Treasurer's Report**

The report was reviewed and found comprehensive and complete.

Tim Roark pointed out that point 7 of his report (addressing the question of a special bursary for students attending the IFCH 2010 Conference) required a separate motion. Several options were advanced by Tim in his Financial Report. Concerns were expressed as to how this would be disbursed, by the schools or by the Foundation; whether or not the funding should be pro-rated according to the distance students would have to travel (i.e., Atlantic College students receiving more than BC College students) to compensate for higher travel costs. At the end of the discussion it was decided to allocate \$5,000 to support students travelling or registering for the IFCH 2010 Conference with a limit of \$1,000 per school.

**Decided**

Rick Sokolowski agreed to help Tim Roark draft the announcement.

**Action: Rick Sokolowski and Tim Roark**

Tim Roark moved and Ralph Stanley seconded a motion to adopt the remainder of the Financial Report.

**Adopted**

**Item 06: Review of Board's Committees/Projects (Consent Agenda)**

Shendra Brisdon proposed and Peter Rogers seconded a motion that the Consent Agenda Items be adopted.

**Adopted**

**Item 07: Other Business**

*Sewage Video - Tim Roark*

Tim Roark reported that the Guelph School has been contracted by Health Canada to produce a sewage video for Inuit applications and would like to incorporate part of the EHFC Sewage video material. After discussion of the options, Tim Roark moved and Shendra Brisdon seconded a motion to authorize the sharing of information and materials, for consideration (a contribution to the Foundation) and acknowledgement of credit.

**Adopted**

**Action: Tim Roark**

*Wikipedia - Klaus Seeger*

Klaus reminded Trustees that an earlier attempt to have an entry in Wikipedia was rejected, but he felt it worth a second attempt with slightly modified wording drawn from the EHFC Web Site.

There was general agreement that this should be done, and Klaus volunteered to review the language and undertake the approach.

**Action: Klaus Seeger**

Michael Florian asked if there were any other items of Other Business.

*Appointment of New Trustees – Tim Roark*

Tim Roark noted that two trustees had joined the Foundation and although individual ballots had been taken and were successful, he expressed the view that this should be recorded in the form of a motion.

Tim Roark moved and Michael Florian seconded a motion to approve the appointments of Jacqueline Schnider and Ralph Stanley as Trustees with a commencement year of 2009.

**Adopted**

**Item 08: Next Meeting**

Discussion occurred as to the date of the next meeting. Noting that the AGM would take place in September, it was proposed that a future meeting should take place in the first week of May to approve the financial statements, however, it was also noted that other items may come up and require decision before then.

It was proposed simply that the date of the next meeting should be at the call of the chair.

**Agreed**

**Item 09: Closure**

Shendra Brisdon moved and Tim Roark seconded a motion to close the meeting.

**Adopted**

**Action Items**

**Letter and materials re: Food Safety**

Duncan Ellison noted this and stated that he would arrange the mailing of these to Branch Directors before the end of the year.

**Action: Duncan Ellison**

**EHFC Donation Request in EH Review**

A one-page letter and an enclosed envelope will need be drafted by Pam Scharfe and the Communications Committee and delivered to Debbie Losito for production.

**Action: Pam Scharfe and the Communications Committee**

**Terms of Reference for Travel Bursary to the ILEF Conference**

Rick Sokolowski agreed to help Tim Roark draft the announcement.

**Action: Rick Sokolowski and Tim Roark**

**Sewage Video Sharing with Guelph College**

Tim Roark is authorized to negotiate a sharing agreement between EHFC and the Guelph Collage of information and materials, for some consideration (a contribution to the Foundation) and acknowledgement of credit.

**Action: Tim Roark**

**Wikipedia**

Klaus Seeger to prepare a proposed entry on the EHFC to be submitted to Wikipedia.  
Others to comment.

**Action: Klaus Seeger**

**COPY**

**WEST COAST RAILWAY ASSOCIATION**

PO BOX 2790 STN TERM, VANCOUVER, BC, V6B 3X2

**APPLICATION FOR 2009 SERIES DEBENTURES  
SPECIAL ROUNDHOUSE COMPLETION SERIES**

**(a) Two Year term, 6% per annum interest**

Name: **Environmental Health Foundation of Canada** Phone: **(778) 574-1188**

Street: **3301 – 164 A Street**

City: **Surrey** Province: **B.C.** Postal Code: **V3S 0G5**

Social Insurance Number       N/A       (personal debentures)

Or

**Charitable** Business Number **87096 8377 RR0001** (corporate debentures)

\$ **15,000.00** Debenture Amount

(Minimum \$10,000, multiples of \$5,000.00 only)

**I prefer an issue date of:**

(Please tick)

      **YES**       01 December 2009

**Options:** (please tick)

      **YES**       1. Please mail my annual interest cheque to the above address.

      **YES**       2. Please issue me with a **BUSINESS** receipt. **(Not a charitable receipt)**

A WCRA membership is required for debenture holdings, and is included (complimentary) for the term of this debenture, either as a Family Membership (personal debentures) or a Corporate Membership (company debentures).

**In all cases above Canada Revenue Agency information slip (T5) will be issued which must bear the recipient's Social Insurance Number or Business Number.**

Signature       **TDRoark**       Date **November 23, 2009**

**Treasurer**

Please enclose your cheque made to West Coast Railway Association or advise preferred payment method (VISA / MasterCard etc.)