

ENVIRONMENTAL HEALTH FOUNDATION of CANADA

RR #3, Auburn, Ontario, N0M 1E0 tel: (519)482-3416 fax: (519)482-7820

Minutes of Annual Meeting
July 28, 2002

1.0 Roll Call

Meeting commenced at 16:30 Atlantic Time

Robert Bradbury	Klaus Seeger	Tim Roark
Keith Smith	Marilyn Lee	Paul Medeiros
Duncan Ellison	Dean Sargeant	

Regrets:

Peter Rogers	Ron de Burger	Shendra Brisdon
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1.1 Errors and Omissions EHFC Minutes April 21, 2002

None noted.

1.2 Approval of EHFC Minutes of April 21, 2002

Moved by Duncan Ellison and seconded by Robert Bradbury that:

"The minutes of the EHFC meeting from April 21, 2002 be accepted."

CARRIED

1.3 Additions to the Agenda

The following agenda items were added:

- EHFC Official Seal (4.3.b)
- Fund Raising (4.3.c)
- Trustee Photographs (4.3.d)
- Beaurau de Normalisation du Quebec (BNQ) standards (4.3.e)

Moved by Robert Bradbury and seconded by Dean Sargeant that:

"The Agenda be accepted as amended"

CARRIED

2.0 FINIANCIAL UPDATE

2.1 2001 Annual Report

Tim Roark reviewed the EHFC Annual Treasurer's Report. Copies were distributed to committee members.

Moved by Duncan Ellison and seconded by Robert Bradbury that:

"In continuance with past practice, the 2001 EHFC Treasurer's Annual Report be accepted as presented."

CARRIED

2.2 Current Financial Status

Tim Roark reviewed the financial statements for the period January 1, 2002 to July 10, 2002. Tim Roark noted that greater emphasis is required with the solicitation of industry donations. To this end, a formal strategy should be developed.

Moved by Tim Roark and seconded by Robert Bradbury that:

"The financial statement and current status for the period January 1, 2002 to July 10, 2002 be accepted as presented"

CARRIED

2.3 Approval of Financial Reviewers

Three resumes were reviewed.

Robert Bradbury noted that the title of 'auditor' is not correct with reference to the people traditionally responsible for auditing of the EHFC financial statements. Unless such a person has a professional accounting designation, we should refer to them under another title. The trustees agreed to utilize the term 'financial reviewer'.

Further discussion lead to agreement that the EHFC would be better served if the financial reviewer did indeed possess a professional accounting designation. In this case, the title of 'auditor' could legitimately be used.

Moved by Tim Roark and seconded by Robert Bradbury that:

"Michelle Bouchard be approved as EHFC auditor for 2002."

CARRIED

2.4 Bookkeeper Formal Approval

It was noted by Duncan Ellison that the EHFC auditor might be in a position to advise the foundation on the best manner in which to structure its bookkeeping program, including the appointment of a bookkeeper.

Moved by Duncan Ellison and seconded by Keith Smith that:

"Tim Roark be authorized to discuss with the auditor, the provision of bookkeeping services. These services are not to exceed \$750.00 for the year."

CARRIED

2.5 Computer System for Treasurer

Moved by Robert Bradbury and seconded by Duncan Ellison that:

"This particular item be tabled until the next regular EHFC meeting"

CARRIED

3.0 BUSINESS ARISING

3.1 EHFC Logo / Banner / Letterhead

Paul Medeiros advised the trustees that the banner had been completed.

Tim Roark notified the trustees that EHFC logo'd letterhead is also available.

3.2 CIPHI/EHFC Scholarship Fund

Klaus Seeger and Robert Bradbury updated the trustees on recent developments concerning the scholarship fund: At its last meeting, the EHFC approved the use of \$1000.00 to commence the scholarship fund. It sought matching funds from CIPHI's NEC. The NEC raised the amount to \$2,500.00. The EHFC has now been asked to match this amount. Further, Robert Bradbury personally donated an additional \$700.00 and the NEC has agreed to add an additional \$4,300.00. Provided the EHFC can match NEC's original \$2,500.00 amount, the grand total available to the scholarship fund will equal \$10,000.00.

Moved by Robert Bradbury and seconded by Marilyn Lee:

"The amount of \$2,500.00 be placed into CIPHI/EHFC Scholarship Fund."

CARRIED

Details outlining the exact use of the Scholarship Fund will be developed.

3.3 TempSafe Symbol Cost/Revenue Clarification

At the request of the trustees during the previous EHFC meeting, Tim Roark reviewed the 2001 financial statements in order to clarify the negative balance on the sale of the TempSafe fridge magnets.

Tim Roark explained that costs had been associated with trade marking, design, promotion and other related activities. This met with the approval of the trustees.

3.4 Donor Recognition Program

Moved by Tim Roark and seconded by Paul Medeiros that:

"The Donor Recognition Program be accepted as presented"

CARRIED

3.5 Food Safety – TempSafe Symbols in national publications – French Trademark Finalized

Klaus Seeger updated the trustees on the continuing progress being made with the distribution and promotion of the TempSafe symbols: Kraft Canada became affiliated with the production of the ‘**Food Safety** at Home – You’re in **Control**’ booklet. A copy of the booklet (which contains the ‘Safety is Cold’ symbol) was included in each of Kraft’s ‘What’s Cooking’ magazine. The ‘What’s Cooking’ magazine is distributed extensively throughout Canada (available in English and French).

Klaus Seeger also noted that the ‘Chill Out’ booklet has been reprinted and includes the EHFC logo on the back cover. Approximately 60,000 booklets are available through the *Canadian Partnership for Consumer Food Safety Education*. These are available in English and in French. Orders can be placed through the *Partnership* office.

Klaus Seeger also updated the trustees on the following items related to the Canadian Partnership for Consumer Food Safety Education:

- “Food Safety For Older Adults” – Published in English and French
- Campaign to target University aged students is being developed
- The EHFC has contributed \$6,500.00 in kind contributions to the Canadian Partnership for Consumer Food Safety Education

Duncan Ellison noted that an opportunity existed to expand the use of the TempSafe symbols to include drinking water safety. A discussion ensued concerning the best use these symbols in educating the public concerning drinking water safety. It was felt that greater discussion is required to ensure the symbols effectively target the appropriate drinking water risks. This particular item was tabled for further discussion.

3.6 Sewage Video / Groundwater Video / Flemming Fund Updates

Tim Roark informed the trustees that the sewage video continues to sell well in B.C.. Both the video and the accompanying brochure can be customized to suit the purchaser’s needs. Sales are also continuing with the groundwater video.

Klaus Seeger noted that the Ontario Ministry of the Environment has released a well maintenance video. All new well owners will receive a free copy of the video. The video will also be distributed via public health units. Klaus Seeger suggested that the EHFC could play a role with distribution of the video. Duncan Ellison has agreed to explore ways to circulate the Sewage video with the ground water video.

4.0 NEW BUSINESS

4.1 Quorum Motion

Moved by Tim Roark and seconded by Robert Bradbury that:

“The resolution to amend the Quorum requirements of the EHFC be accepted as submitted.”

CARRIED

4.2 Re-appointment/Election of Board

4.2.a Trustees

Moved by Robert Bradbury and seconded by Keith Smith that:

“ Klaus Seeger and Ron de Burger be re-appointed as trustees.”

CARRIED

4.2.b Chair

Moved by Robert Bradbury and Duncan Ellison that:

“Klaus Seeger be re-appointed as chair.”

CARRIED

Klaus Seeger advised the trustees that this would be his last year serving as chair.

4.2.c Vice-Chair

Moved by Tim Roark and seconded by Keith Smith that:

“Duncan Ellison be re-appointed as vice-chair.”

CARRIED

4.2.d Treasurer

Moved by Duncan Ellison and Robert Bradbury that:

“Tim Roark be re-appointed as treasurer.”

CARRIED

4.2.e Secretary

Moved by Paul Medeiros and seconded by Robert Bradbury that:

“Peter Rogers be re-appointed as secretary.”

CARRIED

4.3 Other Items

4.3.a Payment of Accounts Associated with Meeting of July 28, 2002

Moved by Robert Bradbury and seconded by Keith Smith that:

"All accounts associated with the meeting be paid."

CARRIED

4.3.b EHFC Official Seal

Tim Roark described his vision of providing a certificate or plaque to donors under the Donor Recognition Program. It would be appropriate to have an official EHFC seal for use on such a certificate or plaque.

Action Item: Tim Roark will investigate costs associated with development of a seal and will report to trustees at the next meeting.

4.3.c Fund Raising

Tim Roark noted that a need exists to formalize the EHFC fund raising strategy.

Duncan Ellison added that one potential source of funds/exposure could be the agreement of a refrigerator/microwave manufacturer to begin to include TempSafe symbols with their appliances.

Tim Roark distributed a fundraising brochure from another organization. It was agreed that the use of a brochure would be included when developing a formal EHFC fundraising strategy.

4.3.d Trustee Photographs

Tim Roark suggested that it would be a good idea to include pictures of trustees on the EHFC website. Trustees agreed.

Action Item: Trustees are to email a photo of themselves to Tim Roark.

4.3.e Beaurau de Normalisation du Quebec (BNQ) Standards

Duncan Ellison presented a copy of the Quebec (BNQ) standards for "Stand Alone Wastewater Treatment Systems for Isolated Dwellings". This standard is available in English and French. Further, Duncan Ellison noted that this standard could be made national provided a technical committee, with national representation, were to take it on as a project.

Action Item: Duncan Ellison will explore the possibility of EHFC involvement with such a project. For example: Lobby Ministry of Environment, partner with BNQ, etc...

4.3.f Date and Time of Next Meeting

Next meeting to be held on Sunday, October 20, 12:00 EST