

**CIPHI
Environmental Health Foundation of Canada
October 17, 2017
Teleconference Meeting Minutes
Board of Trustees
(Approved November 11, 2017)**

Present: Pamela Scharfe, Klaus Seeger, Tim Roark, Melissa MacDonald, Duncan Ellison, ralph

Regrets: Tim Roark, Jacqueline Schnider, Dr. David Jones

Guests: Lena Parker, Laurie Pike, Fran Gelder, Mamoud Shoblaq

1.0 The Roll Call was conducted by Pamela Scharfe, the Chair welcomed the Board Trustees and the guest perspective Board Trustees.

2.0 Adoption of Agenda:

Motion No. 1...That the Agenda be adopted

Moved by: Pamela Scharfe

Seconded by: Ralph Stanley

Carried

3.0 Approval of Minutes of April 27, 2017meeting:

Motion No. 2...That the minutes of the April 27, 2017 meeting be approved as distributed.

Moved by: Pamela Scharfe

Seconded by: Duncan Ellison

Carried

4.0 Business Arising:

4.1 Update on 2017 Awards

- The Chair thanked Duncan and Melissa for participating on the Awards Committee review of the 2017 award nominations.
- The Chair provided the following overview of the nominations received:
 - 8 awards in total
 - 2 applications for Continuing Education
 - 16 nominations for the other 7 awards
 - 14 nominators
 - 1 person nominated for 5 awards by the same person

- 4 of 18 did not meet the CIPHI membership criteria (2 AB-2 ON)
- 16 nominees from ON-1 BC-3 AB
- 2 nominees were repeats from previous year
- 1st time to receive a nomination in French
- 3 notices sent out advertising awards
- no NSF award nominations after 2 notices, received 4 nominations after 3rd notice but two were not CIPHI members
- Van Alstyne & NSF Award recommended to award funders to either split the award between 2 very worthy nominees or help us with choosing the top person. As of writing NSF have agreed to split between two people.

4.2 2017 ON Branch Golf Tournament:

- Ralph and Klaus updated the Board on another very successful fund raiser.
- Golfers were given the opportunity to purchase raffle tickets to win their golf tournament fee back.
- Ralph also organized another “putt off” contest to honour the memory of past Trustee and Chair Ron de Burger. Ron’s wife and son both attended and provided a beautiful trophy to present to the winner of the contest. Ralph also arranged to have printed a large poster with photos of Ron doing what he loved best – golfing.
- Klaus commented on how well organized the tournament was and how much fun everyone had.
- Fran commented that it was such a nice way to honour Ron who had such a tremendous impact on public health in Canada.

4.3 CIPHI AGM Report

- The Chair advised that the report was finalized and sent onto the CIPHI office to include in the CIPHI AGM binder for the upcoming meeting in November.

4.5 Correspondence from Canada Revenue Agency

- The Chair advised that CRA requested additional documentation from the Foundation as this was the first time we had tracked (by the CIPHI Office) HST/GST and they wanted to establish a non-profit business account. Awaiting on a positive response from the CRA.

4.6 Website

- The Chair updated the Board that the new website is almost completed and she is working on the mobile version of the website. The goal is to have the website converted over to the new platform in time for the national AEC in November.

5.0 New Business:

5.1 Potential New Trustees:

- The Chair provided a brief introduction for each of the guest participants on the call: Lena Parker (AB), Fran Gelder (ON), Laurie (Hearn) Pike (NS), and Mahmoud Shoblaq (ON)

Action: the perspective Trustees were asked to provide the Chair with an updated resume and a letter of introduction if they decide to join the Board. Nominations will be held at the Nov. 5, 2017 AGM.

5.2 CIPHI Honourary Membership:

- The Board discussed nominating one of the Foundation's award partners for the 2018 CIPHI Honourary Membership award.
- Discussed clarification if the award is for an organization or a person and the Chair reviewed the award criteria on the CIPHI website and advised that it is for an individual. The deadline for nominations is 90 days in advance of the AGM so the deadline has past.
- Duncan proposed the idea of creating an EHFC "Friend of the Foundation" annual award and that we present it to the person we have in mind at this year's awards luncheon.

Motion No. 3...That the Board of Trustees create a "Friend of the Foundation" award to be presented on an annual basis and that the 2017 and first recipient be long time support Stan Hazan, NSF.

Moved by: Duncan Ellison
Seconded by: Ralph Stanley
Carried

Action: The Chair will confirm with the National Awards Committee Chair whether or not there was any nominations for this award in 2017, and if not is there a possibility to nominate the person we have in mind. The Chair will also create an award template.

5.3 New EHFC Display Banner

- The Chair suggested purchasing a new display banner that would compliment the new brochure and bookmark and that she would purchase it for a tax receipt. There is a need for a lighter and more portable model. The Chair discussed this idea with the Executive members Jacqueline and Klaus who were agreement to proceed. Klaus offered the graphic services of his wife Rhea to come up with a new banner so it will be ready for the national conference in Richmond in November.

5.4 2017 EHFC AGM November 5, 2017 Draft Agenda

- The Board reviewed and commented on the “draft” agenda provided in the Board package.
- Klaus has the polycom and will pass onto Pam
- Klaus and Melissa confirmed that they will phone in; Duncan advised he will probably travelling and not able to participate.
- Let Jacquie/Pamela know if you will phone in or attend in person

5.5 Trustee Term

- The Board members reviewed the list provided of those Trustees who two-year term is up as of this AGM – Tim Roark, Jacqueline Schnider, and Ralph Stanley

5.6 2018 Golf Tournament

- The Board discussed continued support of a national pre-conference golf tournament but as of this date no Branch has come forward to host.
- Ralph and Pam advised that Middlesex-London Health Unit is hosting next years Ontario Branch conference and are planning a golf tournament, so they will speak to the organizers to see if we can carry out fund raising.

5.7 CIPHI Exhibit Booth

- The Chair advised that we were offered a free of charge booth at the national AEC but a last-minute exhibitor asked for a booth so we were asked if we could share the CIPHI NEC booth.

The meeting was adjourned at 17:30 MST

Motion to adjourn the meeting:

Moved by: Pamela Scharfe

6.0 Next Meeting Dates:

November 5, 2017 9:00 am PST

ACTION ITEMS

Item	Action	Who	Status
September 25, 2017			
6.1	Website	Scharfe/LeBlanc	Ongoing
6.2	Annual bursary for students to attend CIPHI AEC	Scharfe	Governance Committee
6.3	Grant Advance Solutions	Scharfe	Advancement Committee
6.5	Canada Helps Donations	Scharfe	Ongoing
6.8	Updating the EHFC Sewage Maintenance Brochure	Roark	Advancement Committee
August 24, 2016			
6.1	EHFC Brochure Update	All	Ongoing