<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action</th>
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<tbody>
<tr>
<td>Call to Order Roll Call</td>
<td>August 25, 1998 3:10 pm</td>
<td></td>
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<tr>
<td>Approval of Pre conference</td>
<td>Motion to Table. Moved by T. Ness, Second S. MacLean. Carried</td>
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<tr>
<td>Minutes President Report</td>
<td>President Bradbury reviewed his expectations with the National Executive Council. Emphasis was placed on forming partnerships, and pulling from the experience at the table to move the Institute forward.</td>
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<td>Liability Insurance</td>
<td>R Bradbury will check with Guardian to see if the Institute can join onto or piggy back BC Branches policy. Discussion held on the branches sharing the cost of the policy. Cost sharing would be based on membership numbers from the previous year. NFLD, NS/PEI, NB, MB, SK, AB, BC, all indicated support based on membership numbers. It was also suggested that we look for a sponsor to fund the policy.</td>
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<tr>
<td>Motion</td>
<td>That we proceed with liability insurance and split the cost of the policy with the branches based on the previous membership year percentage. Moved T Ness, second R Bader. Carried</td>
<td>R Bradbury</td>
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<tr>
<td>Conference 98</td>
<td>Toni Dettore provided an overview. 142 delegates, 33 speakers, 18 exhibitors (16 paid, 2 free) with an initial estimate of $34000 in profits to be split.</td>
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<td>Facilitator</td>
<td>If the meeting is held in Calgary the cost could be under $500. Concern was raised that time is needed to preplan for the session. If the meeting is held outside of Calgary the cost would go up as expenses and salary would be incurred with the facilitator.</td>
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<tr>
<td>Motion</td>
<td>To Defer to the 1999 budget. Move by A Ross, second S MacLean. Carried</td>
<td>Exec Director/ D Semail</td>
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</table>
Felt that we need to rejoin the IFEH. That the Canadian Institute of Public Health Inspectors rejoin the International Federation of Environmental Health. Moved by A Ross, second T Ness.

Discussion that a list of benefits be reviewed before joining and that we look at how much money it will cost.

That the fees not exceed $1000.00 dollars. Moved by T Ness, second A Ross. Carried. Mike Minor Opposed.

Motion as amended, Carried. Mike Minor Opposed.

Suggested that the President Write a letter to the IFEH to inform them of the new executive and outline some of our concerns with rejoining and the costs associated.

The presentation by Duncan Ellison is to be responded to and we look at the possibility of a joint membership. It was suggested that we look at all organizations and the possibility of joint affiliations. Charlie Young has notified Mr. Ellison verbally that the resolution was passed.

It was felt that we need the NFLD Branch at the table but a decision had to be made with their sustainability. P Murray reported the branch to not being self sustaining at this time. The executive are currently interchanging positions. A recent branch survey indicated support for an affiliation another Branch.

Discussion shifted to membership issues- education in conjunction with certification. R Elliot reported that the Board is looking at issues surrounding certification (education credits, time limited certificates, discipline and professional behavior). T Ness expressed concern that Registration needs to be organized nationally into a package which the branches may implement.

NB & NS/PEI will forward letters of invite to the NFLD Branch. President will also forward a letter to NFLD to address the issue and request a decision be made. The letter will express support for the Branch however they decide.

Sabbatical M Reid and C Young met with George Kupfer -
Underwriters Laboratories Inc. and will also meet with Harry Grenawitzke - NSF International. Currently Underwriters Laboratories Inc. has correspondence dating back to President Belliveau’s term and Dean Sargeant. The exchange was supported between National Environmental Health Association and the Institute if NSF International funds it. President will contact Dianne Evans and advise her that the Canadian Institute of Public Health Inspectors and California can not find support for the current proposed exchange.

**Motion**

To table to Aug 26/98. Moved by D Semail, Second A Ross. Carried

**CMHC/IAQ course**

Discussion held on proposed partnership agreement with CMHC IAQ course.

**Motion**

To have the Executive director reach an agreement with CMHC on present concerns. Where agreement can not be reached by October 1/98 the partnership is to be dissolved. Moved T Ness, second A Ross. Carried

**Historian**

**Motion**

That M Reid and S MacLean assist Tim Roark as the Historian. Moved R Bader, second M Reid. Carried

**Environmental Health Foundation**

**Motion**

That P Murray, T Roark, C Young, and R Bradbury be the Institutes representatives to the Environmental Health Foundation. Moved A Ross, second V Mah. Carried

**Motion**

to adjourn to August 26/98 9:30 am. Moved by T Ness, Carried

**August 26/98 Call to Order Roll Call**

D Semail, V Mah, R Bader, T Ness, M Minor, S MacLean, A Ross, P Murray, R Bradbury, G Thibault, R Elliot. Guest C Young.

**Motion**

To Return to NFLD issue. Moved by T Ness, second D Semail. Carried

NS/PEI has forwarded a letter of invite to join the NS/PEI Branch. NB will also be forwarding a letter of invite. A regional conference was discussed utilizing the University College of Cape Breton as a partner.
Thanks were extended from NFLD. A National conference could also be investigated utilizing the resources of the Maritimes and sharing the profits among the respective Branches.

**Appointments**

**Board of Certification**

Peter Moccio ON Branch has been forwarded as an National Executive Council appointment to the Board. A Ross was the executive appointment but has recently changed jobs. S MacLean has also stated an interest in the Board. Discussion held.

**Motion**

That Peter Moccio be appointed as the National Executive Council representative to the Board of Certification. Moved P Murray, second R Bader. Carried.

Vote by secret ballot called by the President for the Executive appointment. S MacLean and A Ross Nominees.

S MacLean declared appointed.

**Motion**

to destroy the ballots. Moved M Reid, second V Mah. Carried.

**Finance**

President recommends D Semail chair T Ness and P Murray.

**Motion**

That the finance committee consist of D Semail (chair), T Ness and P Murray. Moved S MacLean, second M Reid. Carried

**Membership**

President recommends T Ness chair M Minor and S MacLean.

**Motion**

That the membership committee consist of T Ness (Chair) M Minor and S MacLean. Moved V Mah, second D Semail. Carried

**NSF International**

**Motion**

That the President be the liaison with NSF International. Moved S MacLean, second T Ness. Carried

**Public Policy**

President recommends P Murray

**Motion**

That P Murray be the Public Policy committee. Moved T Ness, second M Reid. Carried

**Constitution Resolutions**

President recommends A Ross chair R Bader

**Motion**

That the constitution and Resolution committee consist of A Ross (Chair) and R Bader. Moved T Ness, second S MacLean. Carried

**Advisory Committees**
Motion
That the BC Branch President be the British Columbia Institute of Technology advisory committee representative. Moved M Reid, second T Ness. Carried.

Motion
That the Ontario Branch President be the Ryerson Polytechnic University advisory committee representative. Moved T Ness, second S MacLean. Carried

Motion
That the AB Branch President be the Concordia University College Advisory committee representative. Moved T Ness, second D Semail. Carried

Motion
That the NS/PEI Branch President be the University College of Cape Breton advisory committee representative. Moved S MacLean, second P Murray. Carried

Motion
That the President be the liaison with Underwriters Laboratories Inc. Moved T Ness, second M Reid. Carried

Motion
That Dan Richen update the conference guidelines. Moved P Murray, second D Semail. Carried.

Environmental Health Review Liaison
The role is to help expand and enhance the Environmental Health Review through contacting the membership for article submission and act as the contractual liaison.

Motion
That the host Branch President be the Environmental Health Review liaison to the National Executive Council and come up with terms of reference for the committee. Moved T Ness, second D Semail. Carried

Environmental Health Review terms of reference to be drafted in consultation with past editors. Draft terms to be reported on at the next executive meeting.

Motion
That the President be the National Environmental Health Association liaison. Moved T Ness, second S
MacLean. Carried
Suggested that National Environmental Health
Association be contacted to introduce new President
and extend an invite to the next National Conference.
Letters of invite to be included in conference
guidelines. (IFEH, National Environmental Health
Association, IAMFES)

IFEH
Motion
That the president be the liaison With the IFEH.
Moved T Ness, second V Mah. Carried
Operational
Performance
Review
Motion
That the Operational Review ad Hoc Committee
consist of M Reid (Chair), M Minor and T Ness.
Moved R Bader, second V Mah. Carried
Executive Director and C Young to look for past
Executive Director review and forward a copy to all
the Executive. Copy of contract also to be forwarded.
The review will be structured by Dec 1/98 to allow a
review to be done and discussed with the executive
directors by March 1/98.

Discussion held on reviewing other contracts,
developing executive director boundaries, and
National Executive accountability.

Motion
to revisit Sabbatical Exchange. Moved M Reid, V
Mah. Carried
Sabbatical
Exchange
Meeting with NSF International was held. NSF
International would like us to approach and work with
National Environmental Health Association and gave
a suggestion on information to include in the
proposal. The protocol should include a letter from
the Institute President to the president of NSF
International to solicit financial sponsorship.

Motion
That National President approach National
Environmental Health Association to support a 2
week US/Canada sabbatical exchange with the
funding vehicle through NSF International. Moved
M Reid, second T Ness. Carried.

Motion
To write the California Environmental Health
Association to state the funding partners would
support a broadened exchange rather than a
specific state. Moved M Reid, second R Bader.
Carried
Discussion held on the mechanism of informing the members of the opportunity. Suggested that the National Executive Council not be eligible for the exchange and the academic community also be excluded.

Underwriters Laboratories Inc. has a global or international view and has suggested Australia or partner with.

**Motion**

That a letter be forwarded to the president of Underwriters Laboratories Inc. to explore the intent of a sabbatical exchange with Underwriters Laboratories Inc. as the financial sponsor. Moved M Reid, second D Semail.

*R Bradbury*

**Canadian Food Inspection System**

C Young to attend a meeting of the Canadian Food Inspection System food code. Confirmed that the Institute was still maintaining the minimum requirement of a CPHI(C) for inspectors.

**Motion**

To adjourn to 1:45 pm

**Motion**

To reconvene. Moved P Murray, second V Mah.

Carried

**Environmental Health Foundation**

**Motion**

that R Bader liaise with the Environmental Health Foundation on aspects of the Sewage Video. Moved T Ness, second S MacLean. Carried.

*Web Site Motion*  

That the host branch of the webmaster be the liaison with the webmaster. Moved P Murray, second T Ness. Carried.

*Membership*  

Projections are required for 1999 for membership in order to accurately budget. T Ness to organize projections to be sent to D Semail. Membership list to be forwarded to T Ness.

*Public Policy*

Issues have been dormant. Area needs to move forward.

*Constitution*

Board of Certification terms of office need to be properly worded to ensure a mix of new and experienced members are on the Board. A Ross to notify the amendment submitters of results and the ability to resubmit if desired.

*Environmental Health Foundation*  

Need support for the foundation to ensure the financial stability and increase the help available. Foundation needs to be promoted and have its visibility raised. Suggested that the mission statement...
Environmental Health Review

May be looking at including Branch Reports in the publications. M Reid will be responsible for preparing the “Inside our Institute” column.

Underwriters Laboratories Inc.

Revisit the issue of the sabbatical exchange as Underwriters Laboratories Inc. does not have an office in Australia or N.Z.. R Bradbury will discuss the sabbatical exchange with Underwriters Laboratories Inc. further.

Discussion also held on promoting a package deal with corporate sponsors on advertising, conference booths, conference presenters, Environmental Health Review advertising etc. where they would pay in one check and the institute would administer the various monies.

Motion

**That R Bradbury continue to investigate and promote a package price for corporate sponsors.**

**Moved T Ness, second D Semal. Carried**

Finance Committee can investigate the package and how to implement the function.

Discounts are to be included in the conference guidelines.

National Environmental Health Association

R Bradbury will revisit the reciprocal benefits with National Environmental Health Association.

CWWA

Discussion held on possibly aligning with the CWWA. R Bradbury will investigate.

VP Reports

NB

Would like mandatory membership as well as education credits tied to the membership.

MB

Nothing to report

BC

Extends conference assistance to SK.

SK

Concerned about continuing education and the lack of a process with continuing education courses

AB

Nothing to report

NS/PEI

Nothing to report.

NFLD

Nothing further to report.

New Business Internet

V Mah completed the resource list and sent it back to MB a while back. Nothing has been done with the information since Victoria. A few requests trickle in. It was suggested the resources be listed by each Branch on resources available and the list sent to

R Bradbury

Finance Committee

D Richen

R Bradbury

R Bradbury

R Bradbury

All Branches
National. The information could then be considered for posting on the internet. If the information is made available with the source it may get more use.

Scott MacLean is to contact Mike Leblanc on formalizing a written contract with the Institute. BC and AB will also be contacted to discuss the issues with the Institute webmaster contract.

The policy on advertising needs to be enhanced to include costs, dates of publications, example submissions etc. A two tier charge may need to be investigated as postings may not line up with Environmental Health Review printings.

Discussion held on whether the position place should be a member benefit or a revenue generator.

Motion

That Mike LeBlanc, Dan Richen, Domenic Losito, and Scott MacLean discuss the issue of advertising and recommended a solution to the executive. Moved S MacLean, second D Semail. Carried

Finance - Signing Authority

President recommended that D Semail, R Bradbury, G Thibault, and R Elliot be named as having signing authority on the Institutes accounts.

Currently executive director contract checks are signed by the two executive directors. Suggested that Post dated checks be signed by R Bradbury or D Semail and forwarded to G Thibault for distribution. General Agreement from all.

Motion
to add CRFA to agenda. Moved M Reid, second D Semail. Carried

CRFA

Discussion on revisiting the partnership proposal with the Canadian Restaurant and Food Association. The proposal of maintaining a national data base of certified food handlers has not been followed up on recently. Suggested that we check on the status of the proposal with CFRA.

Motion
to add Credit Cards, Certification, publications, Executive limitations, Conference 2002 to the agenda. Moved by M Reid, second S MacLean. Carried

Credit Cards

Diners club is not accepted at all facilities. Discussion on finding another credit card.

Motion

That the executive director investigate other credit cards. Moved by M Reid, second A Ross. Carried

Certification

Discussion on offering specialized certifications as other associations.

Motion

to establish an adhoc committee on establishing a
pool course, IAQ course, Food course etc. consisting of S MacLean, D Semail, R Bader. Moved by R Bader, second V Mah.

Concern noted over existing items on the agenda for completion. A Feasibility study will be established and brought to the next meeting. Carried

Publications Discussion on looking at various publications which could be resold for a profit. All to consider items for the next meeting. All Exec

Executive limitations Executive limitations need to be established as per the operational review to outline the function and duties of the executive directors. R Bradbury will contact M Reid on the issue. R Bradbury

Conference 2002 New Brunswick bid on the 2002 conference with a proposed location of Fredericton. Bid to be forwarded to the AGM in Saskatoon 1999. M Reid

Approval of 1998 Pre conference Motion to approve 1998 pre conference meeting minutes. Moved by M Reid, Second D Semail. Carried

Minutes

Motion To Pay the Bills. Moved by T Ness, second by R Bader. Carried.
Discussion held that the president should not have to share a room or pay for half if he brings a spouse.

Motion That the presidents portion of room costs not be paid by the president but be paid by the Institute. Moved by T Ness, second R Bader.
Discussion. M Reid indicated that the amount for the current meetings would amount to about $180. The motion includes the current President and future Presidents. Carried

Next Meeting November 25 or Dec 2, 1998. Time Zones for the meeting will be listed. (Call of the Chair)

Motion to Adjourn. Moved T Ness. Carried.