1999 May 8, 1999 – 8:30 AM Pre-conference Minutes
Radisson Hotel, Saskatoon

Roll Call
Alberta - Dan Richen
BC - Denis Semail
Saskatchewan - Rich Bader
Manitoba - Tim Ness
Ontario - Mike Minor
New Brunswick – Scott MacLean
National President - Rob Bradbury
Past President – Charlie Young – Regrets he can not attend
NFLD President – Pat Murray – Sends his regrets
Nova Scotia – PEI – Allan Ross – Sends his regrets
Tim Roark – Historian (Guest)
Bernie Chrisp – BOC Chair (Guest)
Klaus Seeger – EHF Chair (Guest)

1) Motion to approve the agenda, moved by Scott MacLean, seconded by Tim Ness
   *All in favour

2) Motion to approve the November teleconference meeting minutes, moved by Dan Richen, seconded by Rob Bradbury.
   *All in favour

3) Amendment to the Adhoc Constitution Committee to include Dean Sargeant, Tim Roark and Mike Bragg, deletion of “Alan Ross”
   Motion to approve the minutes as amended of 1999 March teleconference meeting Minutes, moved by Rich Bader, seconded by Scott MacLean.
   *All in favour of the revised motion.

4) Business Arising

a) Financial Report (Denis Semail). Situation is as follows. We have approximately $14,000 in the bank. BC’s dues should offset the Manitoba rebate should it not have already been returned. Mail is still to be sorted out - additional bills may be forthcoming. Conference revenues are unknown at this point. Phone cost savings, administrative savings etc. should result in sound financial footing by the end of 1999. A new accounting package will be used, such as simply accounting. Quick Books does not appear to be the appropriate program. Policy of using branch rebates to finance national has stopped.

   Discussion occurred regarding the portion of revenue, which is tied to the NEC and BOC.
   Discussion regarding room arrangements for National President at AGM’s

b) Rebates and Membership Payments (Robert Bradbury). Dues have been forwarded to all branches. Statement regarding when this is to be done should be withdrawn from the constitution. Receipts have been forwarded to members after the transfer. Rebates will no longer be held to run national. Direction has been given administrative support. Rebate cheques discussed as they were listed off the previous bank statements. Cheques should perhaps be given out quarterly. A better software package would help. 16 cheques for 13.71$ were rebated, perhaps a lump sum to the branch would be in order. Basic housekeeping measures. Saskatchewan would consider collecting its own funds as is done in BC. Alberta and Ontario also discussed this in the past. Constitution would negate this option. Membership lists will be complete so this concern may not be a problem in the future.
c) Corporate and Affiliate Membership (Robert Bradbury). We now have 16, 8 Corp and 8 Affiliate. We had four last year. Clarification on the nature of both categories discussed. Finder's fees of 25% discussed. To date, no finder's fees have been remitted. In the future, each year reminders will be sent. Applications will not be sent out each year.

d) Budget 1999 (Denis Semal). None yet on paper. Too early in the process to get a budget done. We must get a buffer in the form of savings. Separate budgets for BOC an option. Strategic Planning needed. We need to move forward. Liability insurance for CIPII will be a priority now that we will have a balanced budget. Professionally audited statements will be a necessity in the near future. We can look into this a year down the road. The executive is committed to getting an audit in the year 2000.

**Motion:** A team of members, minimum of three, to audit the books for 1999, by the end of February 2000. Moved by Tim Ness, seconded by Dan Richen. Discussion, Alberta would like to send a representative to BC to go over the information. Anomalies must be sought out.

**QUESTION**
* All in attendance in favour

**CARRIED**

**Motion:** By the end of February 2001, the books for the year 2000 will be professionally audited, finances permitting. Moved by Tim Ness, seconded Dan Richen.

Discussion. Operational issues must be looked at in the constitution, specifics are causing issues. Professional auditing could be done by a CGA, CMA, CA etc.

**QUESTION**
* All in attendance in favour

**CARRIED**

e) Executive Director Report (RobBradbury). Greg Thibault was requested to submit a report. No report received. Executive Limitations being drawn up, mostly done. Communication must be better. Website has improved communication. Administrative support is responding to calls in a timely manner. The NEC knew there were problems in '94 and '95. Checks and balances were not in place.

f) Membership Committee (Ness/Bradbury). We have approximately 800 members. Membership committee to follow up on the missing members (several life members names absent) not on the membership list.

**Motion:** Branches to be updated quarterly on their membership status (list) by national effective June 1, 1999. Moved by Dan Richen, seconded by Rich Bader.

Discussion: each branch must provide an appropriate Email contact for administrative support to send the document to. EHO's working for the Federal Service and Tribal Councils may wish to have their own voice. Branches may not meet their needs.

**(ACTION ITEM – Rob Bradbury to check into the GST status)**

**QUESTION**
* All in attendance in favour

**CARRIED**

**Membership Report** read by Tim Ness

**Motion** to accept the report as read – Tim Ness, seconded by Scott MacLean.

**QUESTION**
* All in attendance in favour

**CARRIED**
ACTION ITEM

Motion: That the national president send a letter to each branch president requesting that each member sign and submit a code of ethics back to national by the year 2000. Moved by Tim Ness, seconded by Scott MacLean.

Discussion: Storage space discussed. BC does this each year. The bottom line is that each member must have signed and submitted once.

QUESTION
*All in attendance in favour
CARRIED

g) Constitution Committee. No report as Mr. Ross has been unavailable. Ad hoc committee struck, Tim Roark, Mike Bragg and Dean Sargeant. National has requested that all branches review their respective constitutions regarding suspension of members. Options discussed in Alberta. Branch executive to review all suspension requests. First right to appeal at the branch level. Last right would be at national. Dan Richen to submit a proposal in writing.

h) Public Policy Committee – Pat Murray
Report Moved by Tim Ness, seconded by Rich Bader.

QUESTION
*All in attendance in favour
CARRIED

i) Awards Committee & Nominations (Life, Honourary, EHR, Alex Cross Awards) – Dan Richen, moved by Dan Richen seconded by Rich Bader.

Life member nomination motion read – Gordon Button

QUESTION
*All in attendance in favour
CARRIED

Alex Cross Award motion read – Klaus Seeger

QUESTION
*All in attendance in favour
CARRIED

Environmental Health Review Award – Mike LeBlanc

QUESTION
*All in attendance in favour
CARRIED

Honorary Membership – Ginger Gist

QUESTION
*All in attendance in favour
CARRIED

Motion, from Dan Richen “The nomination criteria and forms be included on the national website and the first copy of the year (winter edition) of the Environmental Health Review” seconded by Denis Semal

QUESTION
*All in attendance in favour
CARRIED

j) Conference Guidelines – Dan Richen
Moved and Tabled to post conference meeting

k) Website Report – Scott MacLean
Mike would like all branches to post on the net, even if this is only an executive list. 6,700 hits since June of last year. Logos of corporate members to be added to the site.

**ACTION ITEM.**
Debra Losito to approach existing corporate members regarding provision of logos.
Report moved by Scott MacLean, seconded by Dan Richen.

**QUESTION**
*All in attendance in favour
CARRIED

At this time we charge 25$ to post an employment add on the site. Is this adequate? Increase to 50$ and have monies directed to our administrative assistant. Add to stay on for three months. Renewal for a continuance of 3 months being $25.

**Motion:** Tim Ness, seconded by Scott MacLean,
**QUESTION**
*All in attendance in favour
CARRIED

**Motion** to Adjourn for lunch
Moved Rich Bader, seconded Tim Ness
**QUESTION**
*All in attendance in favour
CARRIED

1) **EHR Report** – Losito/Semail
   **Tabled to post conference meeting,** moved by Rich Bader, seconded by Denis Semail
   **QUESTION**
   *All in attendance in favour
   CARRIED

m) **Branch Presidents Reports**

   **Newfoundland & Labrador** – Pat Murray, moved by Tim Ness, seconded by Dan Richen
   **New Brunswick** – Scott MacLean, moved by Scott MacLean, seconded by Rich Bader
   **Nova Scotia & PEI** – None submitted
   **Ontario** – Mike Minor, moved by Mike Minor, seconded by Scott MacLean
   **Manitoba** – Tim Ness, moved by Tim Ness, seconded by Scott MacLean
   **Saskatchewan** – Rich Bader, moved by Rich Bader, seconded by Denis Semail
   **Alberta** – Dan Richen, moved by Dan Richen, seconded by Tim Ness
   **British Columbia** – Denis Semail, moved by Denis Semail, seconded by Tim Ness

   **President’s Report** – Rob Bradbury, moved by Rich Bader, seconded by Scott MacLean

   All reports put to question and carried unanimously.

n) **Motion**
   **Tabled to post conference meeting,** moved by Rich Bader, seconded by Tim Ness,
   **QUESTION**
   *All in attendance in favour
   CARRIED

r) **IFEH Update**
Hong Kong Conference coming up. Likely to get back in we will need to put up money towards arrears.
Based on 87 cents per member CIPHI will likely be asked for 700$ per year.
ACTION ITEM - Rob Bradbury to confirm a dollar amount from IFEH. Marketing our conferences worldwide may be possible if we re-join. We must know exactly what we get for the membership.

s) BOC Proposed Changes – discussions occurred this afternoon with Bernie Chrisp, Alex Mackenzie, Peter Moccio, Al Raven. Common administrative support discussed. Package distributed for comment, due to cancelled face to face meeting progress has stalled.

Tabled to post conference meeting, moved Denis Semail, seconded Tim Ness
QUESTION
*all present in favour
CARRIED

1) BOC Report – moved by Scott MacLean, seconded Tim Ness
QUESTION
*all present in favour
CARRIED

BOC Chair Report – moved by Tim Ness, seconded by Scott MacLean
QUESTION
*all present in favour
CARRIED

u) Tanzania Appeal
Moneys have been collected by Charlie Young, forwarded to EHF, approximately 600$ was raised. Report presented by Klaus Seeger. The appeal will conclude June 30th and monies subsequently forwarded to the Chartered Institute of Environmental Health

v) Correspondence

w) & y) Suspension by Ontario Branch. Consistent approach for suspensions discussed. The majority of the NEC feels appeals should be made at the branch level however the existing constitutions do not allow it. The ad hoc committee looking at the constitution issue must provide direction to the individual branches.

x) Sewage Video – Bader / Roark
Tim Roark discussed target audience, distribution, promotion etc. 60/40 NEC/EHF split on revenues. Ample stock available. Ministry of health is a regular purchaser.

ACTION ITEM – Each Branch to provide Tim Roark the name of a branch contact who will champion the distribution of the Video. Tim can be contacted at (604) 927-2030 or faxed to at (604) 927-2033

z) & aa) aaa) bb) cc) Tabled to the post conference meeting, moved Dan Richen, seconded Tim Ness.
QUESTION
*all present in favour
CARRIED

dd) NEHA Meeting – Nashville, July 1999. The BC branch has offered to front money to enable our National President to attend. The branch would request that seed money provided up to a $2,000 figure be withheld from Nationals portion of the Conference 2000 proceeds. The rationale for the visit will be to market CIPHI, work on sabbatical exchanges, promote CIPHI 2000, booths, and solicit Corporate and Affiliate memberships. The BC Branch, along with provincial employers, are carrying all costs to promote the National 2000 conference in California, Washington, Oregon and Colorado.

Motion
National to expect a reduction in CIPHI 2000 proceeds to an amount of up to 2000$, in order to refund the BC Branch seed money used to send our National President to NEHA in Nashville.
Motion: by Denis Semail, seconded by Rich Bader,
Question
All in favour except Alberta President Dan Richen and Robert Bradbury – abstained.
Motion Passed.

ce) EHFC and Health Canada Business Opportunity
No update. President Bradbury to initiate contact.

5. New Business

a) In Memoriam
Deceased Members since the August AMG

AB – ED NADZJEK
BC – STUART BAYNTON, ART KEENAN, DAVE MORGAN
SK – N/A
MB – N/A
ONT – N/A
NB – N/A
NS/PEI – N/A
NLFD – N/A

Motion to adjourn
Motion to Reconvene

b) Tobacco Bill – Bader – a Senate Bill to help reduce Tobacco use. Branches will receive info.

c) CPHA – Bader - CPHI should link with CPHA. CPHA was impressed with EHO/PHI presentations in Montreal this year.

d) Conference Planning Guidelines – Table to Post Conference meeting

e) Interim Finance Chair – Claudia Kurzak, B.C. Branch President Elect, appointed.

f) Sharing of Meeting Expenses – For consideration at the Post Conference meeting. Is there a better way to split costs between the Branches and National, fairly and equitably to ensure all members are represented at the NEC?

g) AGM Appointments – Parliamentarian – Tim Roark; Sergeant-of-Arms – Klaus Seeger; Recorder – Denis Semail.

h) Mandatory Memberships – not an NEC issue

i) NEHA request for CPHI Membership List –
Motion – Dan Richen, Seconded by Scott MacLean To provide CPHI’s electronic membership list to NEHA, provided that CPHI receives a NEHA list, a hyperlink between the 2 membership site be established; and that the list only be used for NEHA activities and not sold or distributed to 3rd parties. CARRIED

j) Clean Air Coalition of BC – OK to use National focus.

k) Conference 2002 Bid – The New Brunswick Branch bids for the Conference in Fredericton probably in the Summer. Motion to Recommend the Bid.
Motion:– MacLean; Seconded – Ness; CARRIED. Conference 2003 – The Alberta Branch will be placing a bid for the 2003 Conference.
l) **Groundwater Video** – Tim Roark - Will play at the EHFC Booth.

m) **Historian’s Report** – *Motion*: Ness; Seconded - MacLean. To Accept the Historian’s Report. Moved CARRIED

n) **CHICA – Canada** – *Tabled to Post Conference meeting*

o) **Membership Initiative** – *Tabled to Post Conference meeting*

p) **Administrative Support** – *Tabled to Post Conference meeting*

q) **Pictogram Symbols for Hand Washing** – for circulation to the NEC

r) **EHFC Report** – Klaus Seeger presented his report as Chair of the EHFC. *Motion*: Ness; Seconded - Richen. To Accept the Report. CARRIED.

s) *Motion* to adjourn. The meeting adjourned at 2010 hours.