August 23/85

Steve :   RE EDF

I have attached the devleopment proposal ~~xad~~ and minutes from the last two meetings. WE are told ~~th~~ by Brian Iler that Revenue Canada has ~~xxad w~~ said that we~~x~~ are likely to get charitable status and that it should happen fairly soon.

We now have June Callwood, Farley Mowat, David Su~~x~~zuki and Jack McClelland committed for the Honoury ~~Raxx~~ Board.

Our hope is to go public and kick off the direct mail fundraising in October.

There is a meeting scheduled for Tuesday, August 27, in ~~txs~~ this office, at ~~5k~~ 5:00 pm, ~~txx~~which you should feel free to attend if you ~~x~~ wish. Our biggest job right now is to find a part-time staff person to carry ~~oxx~~ us through to the kick-off.

I will be away on ~~ox~~ holidays next week but will come in~~x~~ for that meeting.

Doug

MINUTES

Meeting of the Board of Directors of the Environmental Defence Fund - July 30, 1985

Present: Roger Cotton, Bob Fishlock, Doug Macdonald, John Swaigen

Staff: Don Huff

1. Minutes

On a motion by Bob Fishlock, seconded by Roger Cotton, the minutes of the meeting of June 29. 1985 were adopted as written.

2. Financial Statement

The financial statement provided by the Treasurer was reviewed. It was determined that approximately $4,000 was available and that of this $3,000 could be spent on staff salaries and $1,000 on other expenses. At a salary rate of $250 a week for three days a week $3,000 would provide staffing for 12 weeks which would cover the period September, October and November.

Roger Cotton reported that Brian Iler had not yet been able to determine whether or when charitable status would be granted.

Doug Macdonald moved that immediate efforts be made to hire a staff person to begin work at the beginning of September. This was discussed at some length. It was decided to defer a decision on this motion until the status of the charitable status application was known.

3. Advisory Committee Role

The document describing the role of the Advisory Committee with respect to case selection was approved as written.

4. Advisory Committee Membership

Don Huff reported that he had not yet issued invitations to those people identified at the June 29. 1985, meeting because he wished to discuss this with the Board. It was decided that invitations would be issued to Lafore, Edwards, MacPherson and Brown. Don Huff will send these invitations.

5. Honourary Board Membership

Roger Cotton will contact David Suzuki. Elizabeth May will contact Farley Mowat. June Callwood has agreed to serve. Don Huff will contact her. Elizabeth May will contact Norman Cousins. Bob Fishlock has talked to David Estrin. Don Huff will contact board members respecting their search for Honourary Board Members.

6. Charitable Status

Roger Cotton will stay in touch with Brian Iler.

7. Foundation Fund Raising

This item was deferred.

8. Criteria for Case Selection

Don Huff will prepare a draft of the criteria for review by the Board.

9. Three Cases

John Swaigen expressed reservations respecting Meares Island. John will contact John Martin respecting a Pottersberg Creek case on PCBs.

The remaining items on the agenda were deferred.

Dave

CANADIAN ENVIRONMENTAL DEFENCE FUND

Tuesday, July 30, 1985, 5:00 p.m.
CELA Office - 243 Queen St. W., 4th Floor

A G E N D A

1. Minutes (see attached);
2. Financial Statement (see attached);
3. Advisory Committee role (see attached);
4. Advisory Committee membership;
5. Honourary Board membership;
6. Status of charitable application;
7. Foundation fund-raising: report on applications submitted;
8. Criteria for case selection;
9. Report on status of three cases: Meares Island (Huff)
   New Brunswick
   Ontario PCB (Grace)
10. Direct mail (see attached);
11. Launch date (Sept. 15 or Oct. 15);
12. Plans for launch.

MINUTES

Meeting of the Board of Directors of
The Environmental Defence Fund

June 29, 1985

Present: Roger Cotton, Bob Fishlock, Grace Patterson, Doug Macdonald, Sarah Miller, John Swaigen

Staff: Don Huff

Guest: Elizabeth May

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1. Fund-Raising

Of the initial four foundation applications for $5,000.00 each, two have been rejected. Applications have been prepared for another eighteen foundations, but will not be mailed until charitable status is received.

Don Huff is investigating definite employment programmes.

2. Financial Status

A report on current financial status will be distributed with the Minutes of the meeting.

3. Role and Membership of the Advisory Committee

It was agreed that recommendations of the Advisory Committee respecting case selection will be followed by the Board of Directors. Don Huff will draft a description of the case selection process and distribute it to prospective Advisory Committee members.

Members of the Advisory Committee and Honourary Board will be members of the Corporation.

The following have agreed to serve as members of the Advisory Committee:

Tom Hutchinson, Elizabeth May, Hajo Versteeg, David Shindler, Marilyn Kansky.

Linda Duncan has been invited but has not yet decided to join the Committee.

Invitations will be issued to the following:

Mary ~~Marty~~ Rankin, Arnie Peltz, Norm Zlotkin, Danie~~l~~le Green, Gordon Edwards, Jules Lafore, Janice Brown, Stephen Mills, Nancy MacPherson.

4. Honourary Board

Board members will submit names of potential Honourary Board members.

5. Board of Directors

The composition of the Board of Directors will not be changed at this time.

6. Criteria for Case Selection

It was agreed that a broad definition of the word "environment" would be used. Test cases applicable on a national basis will be given priority. Other cases involving such things as appeals to higher courts, standing issues, intervenor cost issues, judicial review and cases involving a clear public interest will be given priority.

Both legal and political objectives will be considered in making case selection.

Funding will be limited to cases which have already been developed.

7. Launch

It was agreed that the EDF would be publicly launched in mid-September, on the anniversary of the Cape Breton case or in mid-October at the latest.

The launch will consist of fund-raising for three possible cases: New Brunswick spray case, Ontario PCB case and B.C. logging case.

Don will investigate direct mail fund-raising and prepare a memo setting forth costs of contracting direct mail out and of doing it internally.

8. Next Meeting

The next meeting will be held in the CELA office on July 18, 6:30 p.m. The agenda for that meeting will be as follows:

(1) Minutes
(2) Financial Report
(3) Advisory Committee Case Selection Method (for information)
(4) Advisory Committee Membership
(5) Honourary Board Membership
(6) Report on Charitable Status
(7) Report on Foundation Fund-Raising
(8) Case Selection Criteria
(9) Report on Initial Three Cases
(10) Direct Mail Fund-Raising
(11) Launch Date and Plans for Launch

FINANCIAL REPORT

Canadian Environmental Defence Fund

Bank

		$ 25.00	
from Swaigen		2,418.33	
		$ 2,506.33	$ 2,506.33

Expenditures

Bobolink	$ 324.68		
CELRF print	85.60		
Sarah Miller	25.00		
CELA stationary	81.32		
Don Huff	250.00		
"	250.00		
"	750.00		
Bank charges	2.44		
Total	$ 1,769.04		1,769.04
BANK BALANCE as at July 15, 1985			$ 737.29
Term Deposit	$ 5,000.00		
Maturity date - July 29,1985 interest	99.73		
	$ 5,099.73		5,099.73
TOTAL ASSETS as at July 29, 1985			$ 5,837.02

July 30/85 – Don paid $1,250
– will be paid
further $1,000

– Elen – June

$4,000 available – $3000 staff = 3 mths
250 week – Sept/Oct/Nov.
– 1000 expenses

CANADIAN ENVIRONMENTAL DEFENCE FUND

Organizational Structure

Case Selection and Approval Process

The organizational structure which the Canadian Environmental Defence Fund (CEDF) chooses to employ must recognize a number of inherent responsibilities. A primary responsibility is to the donors who have entrusted the CEDF to make the most appropriate use of funds. In addition, there is an equally important responsibility to the community as a whole, to ensure that from a national perspective the greatest public good is accomplished.

As well, the CEDF selection process for cases must also incorporate a sense of economy and efficiency which will allow decisions to be made swiftly and in a manner that will ensure that CEDF resources are utilized where they will be of greatest effect. We all recognize that this balance between efficiency and accountability is a difficult question and one that requires a positive spirit of compromise.

The following proposed decision-making process is adapted from the discussion at the CEDF meeting on June 29, 1985 and, hopefully, incorporates all of the above-mentioned considerations.

Step 8 - If agreement between the Board and the Advisory Board has not occurred, a single opportunity exists for the Board to re-tender the case, with further materials if necessary. This action will also be subject to predetermined deadlines.

Step 9 - If the decision to re-tender is made, the second decision of the Advisory Board is final.

Step 10 - Notification of the case proponent of the decision will be made within x days of case approval or rejection.

Fundraising

The National Advisory Board will receive prior notice of all fundraising programs. Concerns regarding competing fundraising activities, etc. should be brought to the attention of the Board of Directors and will be dealt with on a case-by-case basis.

Liason

Wherever possible, the CEDF will support and fund existing local or regional initiatives, organizations and counsel.

Prepared for discussion by Don Huff, July 3, 1985.