

Canadian Institute of Public Health Inspectors
Meeting Minutes March 13, 1999
Teleconference

Agenda item	Discussion	Action
Roll Call	R. Bradbury, C. Young, D Semail, D. Richen, R. Bader, T. Ness, M. Minor, S. MacLean, G. Thibault	
Approval of Agenda	Items to be added. National conference bid, Infonex conference	
Motion	to approve agenda as amended. Richen, Semail. Carried	
Approval of Nov 98 Minutes	All executive have not received the minutes to date. Approval to be made in Saskatoon	
Motion	to table. MacLean, Semail. Carried	
Motion	to deal with New Business. Semail, Richen. Carried	
Ontario Branch Suspension	Mike Minor gave background on suspension and entertained questions. The letter from the ON Branch to R Bradbury was read. Discussion held. Changes were recommended to the constitution on suspensions and appeals of members	
Motion	that the National Executive Council request all Branches to amend the Branch constitutions requiring a vote of the membership on expulsions or suspensions of members. Richen, Semail. Bader and Minor Opposed. Motion Carried	Bradbury
Motion	that National constitution be amended to provide a process on suspensions and appeals to provide another avenue. Richen, Bader. Carried	Bradbury
	Committee to be asked to address changes to include Tim Roark as chair, Mike Bragg, Dean Sargent, Alan Ross. Constitutional change to be drafted to restructure Bylaw 4 section 14 and 15 as well as other constitutional matters identified.	Bradbury
motion	Issue of second year suspension of Mr. Ried was discussed. to refer the recommendation contained in the Jan 29th letter from the ON Branch regarding the 2nd year suspension to the AGM. Young, Ness. Richen opposed. Carried	Bradbury
Appointment of immediate past President		

Motion	to appoint Charles Young as the Past President of the Canadian Institute of Public Health Inspectors. Richen, Semail. Carried.	
Interim Restructuring	The contract with the executive directors has been terminated as of April 15/99 for financial reasons. The institute needs to increase revenues by leaving the position of Exec. Director vacant and utilizing executive support paid on an hourly basis with a cap on the amount to spend. Preliminary discussion has been held with Debra Losito on providing the support based on a suggested \$15/hour. Activities will need to be prioritized	
Motion	For the President to offer Debra Losito a contract from April 16 to December 31/99 not to exceed twelve thousand dollars subject to billing hours. Young, MacLean. Carried.	Bradbury
Motion	Secretary to the Board of Certification will be appointed from the Board to provide continuity. for President to be appointed as the Executive Secretary Treasurer. Semail, Young. Unanimous concern noted over President having both functions. Not felt to be a concern.	
Interim Financing		
Motion	Charles Young to be added on bank accounts as having signing authority. Richen, Minor. Carried	Exec Dir.
Toll Free Phone/fax	To be directed to Debra Losito	Exec Director
Interim Secretary to Board of Certification	Board of Certification to appoint someone internally for continuity	MacLean
Communication Strategy	President to include article in the next Environmental Health Review on changes with the Executive Director duties, suspension, and the past president appointment.	Bradbury
Contract Obligations	Money is present to pay the contracted services. Web, Environmental Health Review, Executive Director.	
Conference registration and accommodations	Bader to deal with the accommodations and registrations packages. Meeting room will also be arranged. Bader to contact Executive.	Bader
Pre and Post conference Meeting dates	Executive to fly in Friday night Preconference - Saturday 8:30am AGM Tuesday afternoon. President Banquet Tuesday night.	

	Awards lunch Wednesday.	
	Post conference - Wednesday 8:30 am	
	Executive to stay over Wednesday night if needed.	
Profit Projection	10K to be split between Branch and National	
1999 AGM	Tuesday afternoon 1 - 4 pm	
AGM Reports	Reports to be sent in advance (by end of April 99) to	All
	R Bader to be included in the delegates package	
	National Executive Council to be updated on	Exec Dir.
	portfolios	
National	July long weekend in Nashville. President has been	
Environmental	invited with a free registration. Will have to pay air,	
Health	accoms, and per diems. President feels our presence	
Association	is needed with current issues on the table.	
meeting	Consideration to be given pending expenses (\$2000)	
Environmental	Reviewing the possibility of a contract with the	
Health	retail council and Health Canada - Microbial	
Foundation &	Hazards to increase the institutes profile and	
Health Canada	increase outside revenues.	
Project		
Motion	to pursue the contract and authorize the	Bradbury
	President to collaborate with the Environmental	
	Health Foundation with the initiative on the	
	Foodhandler education and to work out details of	
	the contract. Ness, MacLean. Carried	
Infonex	Offer was forwarded to Executive Director to talk at	
	a conference on food Safety in Ontario sponsored by	
	infonex. Klaus Seeger and Janice Pronk have agreed	
	to represent and promote the Institute at the	
	Conference. Expenses are at the cost of the sponsor.	
National	Alberta Branch will bid on the 2003 Conference in	Richen,
Conference Bid	Alberta. Bids for the 2002 will be from NB.	MacLean
Agenda Addition		
Environmental	Concern was expressed that the Board of	
Health	Certification and the Environmental Health	
Foundation	Foundation are self sustaining but the National	
	Executive Council is not. Felt the others should help	
	out with the finances. Response stated that it was	
	not the initial intent to have the Foundation or the	
	Board support the institute but to give them separate	
	functions and have them self sustaining.	
Environmental		
Health		
Foundation		
appointments		
Motion	to approve the appointment to the Environmental	Bradbury

Health Foundation. List to be forwarded to the
Exec Director.

Business Arising: Finance	Overview of finances given. Current membership renewals are arriving which is providing cash flow. Accounts payable are up to date. Accounts receivable are at approximately 7K with branch rebates at a similar amount.	
Rebates and membership payments.	All member claims have been paid. Rebates are being paid as money comes in.	
Corporate and affiliate Membership 99 Budget	Mailout in December has received a few responses only. President asked that all executive ask their employers to join as affiliate members. Semail having problems loading quickbooks files from e-mail. Thus unable to prepare budget. Exec Director to forward information on Disk.	Exec Dir.
Membership Committee Constitution Committee	Branch numbers to be forwarded to Ness. Drives have been initiated by all branches. Reminders were Forwarded to Ross. Changes were not made and sent to Exec Director for distribution to members. No Constitution Changes to be made at 99 AGM	
Awards and Nominations Conference Guidelines	Richen to Chair Awards Committee. Nomination for Life member has been received from Sask Branch. Guidelines have been received from Mr. Kielly. Richen to bring to Saskatoon and forward a copy to Ness. Discussion on changing the bid process.	Richen
Web Site	Getting many calls on conference. Disappointed the information took so long to be forwarded for posting. Have not received any corporate advertising. NB has a scanner and is using it for the web site. No Branches have contacted Mike LeBlanc to set up Branch pages.	pre conference agenda
Environmental Health Review Sabbatical Exchange	Articles are needed. Branches to forward any branch pages or articles to D. Losito. Underwriters Laboratories Inc. is interested in the proposals. Need to get a contract with National Environmental Health Association approved.	All
NSF International	is still interested in the exchange and is also looking at funding options for the one stop shopping. Names for the committees were forwarded but the	C Young

IFEH	candidates have not heard anything to date. C Young to check with NSF International. The Federation will have allow the institute back as a member in good standing with a one time donation in lieu of back dues, Approx \$1500 pending finances with the institute.	
Board of Certification proposed changes	Comments on the changes to the certification process should be sent to Bernie Chrisp.	All
Board of Certification report	Teleconference has been canceled. Alternate date being looked at.	
Tanzania Appeal	Requests have gone out to all the Branches about the appeal.	
Correspondence	Correspondence to Branches - 36. Correspondence received - 25. Available from Bradbury on request.	
Sewage Video	T Roark has not contacted R Bader to date. No report available. Semail to check with Roark.	Semail
Motion	To pay bills. Young, Semail. Carried Thanks forwarded to the Executive Directors for the work and support over the past three years.	
Motion	To Adjourn. Carried	