

**National Executive Council Meeting  
November 19/20, 1999**

Agenda Item	Action
<p>1. ROLL CALL: Robert Bradbury (National President/Exec. Sec. Treas.), Scott MacLean (NB), Dan Richen (AB), Michael Florians (NS/PEI), Rich Bader (SK), Tim Ness (MB), Claudia Kurzac (BC), Debra Losito (Exec. Asst.) Regrets: Mike Minor (ON), Cal Morgan (NF/LAB), Charlie Young (Imm. Past Pres.)</p>	
<p>2. APPROVAL OF AGENDA: <b>Motion to approve Agenda as presented. Moved by Rich Bader, second Tim Ness. All in favor, Carried.</b></p>	
<p>3. APPROVAL OF OCTOBER 1999 TELECONFERENCE MINUTES: Errors: Dan Richen opposed 51 <b>Motion to approve correction in minutes. Moved by Dan Richen, second Michael Florian. All in favor, Carried.</b></p> <p><b>Motion to approve minutes as amended. Moved by Claudia Kurzac, second Dan Richen, All in favor, Carried.</b></p>	
<p>4. BUSINESS ARISING:</p>	
<p>a) Executive Sec./Treas Report (Rob Bradbury): <b>Motion to approve Exec. Sec./Treas. Report. Moved by Claudia Kurzac, second Scott MacLean.</b> Financial report to be published in EHR. Discussed purpose of member lists is to keep track of members. <b>Call to question, All in favor, Carried.</b></p>	
<p>b) President's Report (Rob Bradbury): <b>Motion to approve President's Report. Moved by Michael Florian, second Dan Richen. Discussion:</b> Dan felt updates to Branch are very valuable from President. President is available and willing to participate by teleconference at any Branch meeting, if requested. Need to keep adding value to memberships. Partnerships i.e. CPHA. Need to think about where we want to take this organization. Make communications to membership visible. <b>All in favor, Carried.</b></p>	
<p>c) Immediate Past President's Report - not available at this time.</p>	
<p>d) Vice President's Reports: Michael Florian (NS/PEI) <b>Motion to accept report as presented. Moved by Michael Florian, second Claudia Kurzac, All in favor, Carried. Discussion:</b> Difficult to get support, Give "Code of Ethics" plaque to each member of the Branch. New members are very exuberant. Will be getting a website soon. Passing out a lot of memberships to everyone. Rob Bradbury discussed how everyone signed the Code of Ethics in the past. Should we recycle old Code of Ethics? Michael Florian to send "Code" used on plaque (Corel Draw) to Debra Losito. Will</p>	Michael Florian

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discuss later under membership 2000 initiatives. **Call to question. All in favor, Carried.**

Scott MacLean (NB)

**Motion to accept report as presented. Moved by Scott MacLean, second Michael Florian, Carried.** Successful Branch Conference. Trying to coordinate dates. Planning for 2002 Conference in Fredericton in the late Spring. Lost Mike LeBlanc to MB, need to train someone else for website. Completed second edition of branch newsletter. Province hired Regional Directors with no Public Health background. Membership slightly down. Branch healthy financially. Looking at 'Registration' for members but it is costly. Looking at what BC has done with Registration. Rob Bradbury asked "How do we assist with this." Discussed Registration process and how membership and Registration are linked. Need to support NB in this initiative. Timing is everything. Look for windows of opportunity when seeking support for this. Dan Richen discussed problems they have had in Alberta due to the Health Boards requiring members to apply to the board. Scott MacLean to raise item again under "Strategic Planning". **All in favor, Carried.**

Mike Minor (ON)

**Motion to accept report on Mike Minor's behalf as presented by Rich Bader, second Scott MacLean, Carried. All in favor, Carried.** Discussion on how Mike Minor has worked hard to 'repair' problems within the branch. Mike plans to step down as Branch President next year.

Tim Ness (MB)

**Motion to accept report as presented. Moved by Tim Ness, second Claudia Kurzac.** Course on Molds, \$80 per day. Book, has given a lot to members. Branch made 'quite a bit' on conference. Web page should be up in one month, Mike LeBlanc will not be looking for information – send items for website to him. "Why should I belong to the Canadian Institute of Public Health Inspectors" is an old document, \$50 membership was from the 1950s. Draft of the "Public Health Inspectors: A reliable Community Resource", can be used/shared with any of the branches. Questions: 2001, donating registration for silent auction? Will discuss during Strategy planning session. **All in favor, carried.**

Rich Bader (SK)

Verbal report: National Conference was a big strain on Branch resources, made \$17,000 gross. Branch rich, lots of money, concerns regarding money not in action. Do not want it sitting in account doing nothing (Is in GICs). Planning on doing workshops, continuing education, media to promote themselves, and their branch. Feel they have neglected themselves, due to lack of interest, lack of support. Plans to work with branch for the next 2 years. **Motion to receive verbal report by Rich Bader, second Tim Ness. All in favor, carried.**

Dan Richen (AB) - Verbal today, will provide written report tomorrow. Fall AGM in November, made more money than expected. Setting up partnerships,

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attracting Affiliate/Corporate memberships. National finances a concern with biggest concern lack of communications from the BOC. Would like an explanation of the link between BOC and NEC, who are the BOC at arms length to? Concern regarding whether financial accounts are separate or not. Concordia College: Discussed Bursary fund. Conference 2003 would like it in Edmonton but no support. Possibly in Canmore. Motion to hold a joint Conference in 2005 with SK. Cups given away to members with CIPHI Alberta Branch logo on it, shirts, Jim Hoskins: suggestion to submit name for LE Stewart Award. **Motion to receive verbal report by Dan Richen, Second Rich Bader.** Lack of interest and support from Calgary area at meetings. No financial support available. Health Region severely in debt. No support from management, states no money. **All in favor, carried.**

Claudia Kurzac (BC) - **Motion to accept report by Claudia, second by Tim, carried.** Still looking into mandatory membership. Union issues. Working towards establishing a College. Successful two-day conference. Will try to provide up to ten memberships for the Conference 2000. Branch's 75th Anniversary this year. Have letterhead with watermark logo and pins. Have already received first application for the Conference from Charlottetown, more than enough speakers with back ups if necessary. Problems with Editor of BC Page Newsletter who took over from previous Editor. Temporarily having Debra Losito produce till a new Editor is found. Note: All EHOs recognized as "Paramedical Professionals". Do not fit in scheme of different designations. Similar problem in Manitoba. Discussed waiting to see what happens in BC and use branch as an example. **Questions. All in favor, carried.**

e) Membership Committee (Ness) - **Motion by Tim Ness, second Rich Bader to table till tomorrow. All in favor, carried.**

f) Constitution Committee (Bader/Pres.) - **Motion to accept report as presented by Rich Bader, second Dan Richen.** Rob Bradbury states that Constitutional changes will meet the deadline, will vote on rebates, corporate memberships (from date of application) ... and present to membership. Finders fee for Corporate/Affiliate not in constitution. Suggestion to take membership 'dues', \$ amount, out of the constitution (and put in appendix). Bonding, everyone with signing authority should be bonded. Member should be certified to have voting privileges. Working on it and should have feedback shortly. **All in favor, carried.**

Rich Bader,  
Rob Bradbury

g) Nominations & Awards Committee (Richen) - Forms on website in both PDF and Word Format. President's award has never been approved. Work had previously been done by Jim Drew. Recommends it be part of our manual. **Moved receipt of verbal by Dan Richen, second Claudia Kurzac.** Accept nominations till pre-conference meeting as timing is a Policy and not in the Constitution. Nomination forms information to be given in EHR. **All in favor. Carried.**

Dan Richen  
Cal Morgan

Alex Cross Award – prestigious one, named in honour of a member, Certificate of

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<p>Recognition presented for recognition of activities during the previous year. Must be a member in good standing, made and seconded by members in good standing, accompanied by reasons (could be recognized for community work, not specifically the organization), 2/3 vote majority, felt it may be necessary to recognize more than one person. <b>Motion to accept policy re. Alex Cross Award and to be kept by National Office by Dan, second Michael.</b> Suggest date to approve be added to document. <b>All in favor, carried.</b></p>	<p>Dan Richen</p>
<p><u>Alexander Officer Award</u> - to be given to the agency in recognition of contributions for single event or for work over a period of time, vote by simple majority, can be given to an Environmental Health program, list criteria, names, nominators, narrative. <b>Moved acceptance of Policy to be dated by Dan Richen, second Scott. All in favor, carried.</b></p>	<p>Dan Richen</p>
<p><u>Environmental Health Review Award</u> - presented to individual or agency who utilize communications to identify Public Health Issues and bring to the public. Does not have to be a member in good standing. Goes to NEC for a vote, pre-conference, presented with plaque at Awards Luncheon. <b>Motion to accept policy for EHR dated. Moved by Dan Richen, second Claudia Kurzac. All in favor, carried.</b></p>	<p>Dan Richen</p>
<p><u>President's Award</u> - policy drafted 10 years ago with no indication of ever being approved. Is for recognition of National Executive who have made a significant contribution to the NEC (must be past member or outgoing). <b>Moved acceptance of policy by Dan Richen, second Michael Florian. Discussion:</b> Concern over 'when it is presented'. Individual could have contributed much originally and in the last year(s) not as much. Tim Ness felt it could be forgotten. Don't want to be perceived as self-patronizing. Should be used to recognize past presidents. <b>Motion to bring forth a protocol set out by Jim Drew, revised by Dan Richen. Moved by Dan Richen, second Tim Ness. All in favor, carried.</b> Dan Richen will make an addendum and e-mail to executive.</p>	<p>Dan Richen</p>
<p><u>Terms of Reference Awards Committee</u> - <b>Moved acceptance of Terms of Reference for Awards committee by Dan Richen, second Tim Ness. Moved to amend to include (item 5.1) the Alexander Officer Award by Michael Florian, second Dan Richen. Call for Questions. All in favor, carried.</b></p>	<p>Dan Richen</p>
<p><u>Awards Announcement</u> - (For EHR) <b>Motion to accept summary of Awards Announcement as presented. Moved by Dan Richen, second Rich Bader. All in favor, carried.</b> EHR with condensed information and who to contact for form(s) Branch Presidents, CIPHI (Debra Losito) and Website. Motion to place Awards Announcement, and to contact Branch Presidents, and National office for forms on the website. Moved by Dan Richen, second Scott MacLean.</p>	<p>Dan Richen Debra Losito Rob Bradbury</p>
<p>h) Public Policy Committee (Young) - <b>Motion by Tim Ness to table, second Dan Richen. All in favor, carried.</b></p>	
<p>i) Conference Guidelines (Richen) -Need financial reporting, have not received yet.</p>	

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<p>Should be within 90 days of Conference, then within 6 months final figures. Need to go back to the branch for the information. <b>Motion: To have National President write ON Branch president, copy to chair of 1998, On Branch Treasurer, for financial report for NEC conference 1998 with reply by Jan. 17, 2000. Moved by Dan Richen, second Tim Ness. Discussion:</b> Accountability to National for conference planning. Branches should have their own protocols. <b>All in favor, carried.</b></p>	<p>Debra Losito Rob Bradbury</p>
<p>j) Website Report (MacLean) - <b>Motion to accept report. Moved by Scott MacLean, second Dan Richen.</b> Application in both English and French PDF format. Request for up-to-date corporate/affiliate lists complete with the counsellors for each branch. New Position Place ads on the website. List of students in need of practiciums to be added to the Website. <b>Questions. All in favor. Carried.</b></p>	<p>Web Master Branch Presidents</p>
<p>k) Board of Certification Report (MacLean) - <b>Motion to accept report as amended. Moved by Scott MacLean, second Claudia Kurzac.</b> Meeting very busy, lively. Need list of employers from each of the branches as soon as possible from Branch Presidents to send changes (in BOC examination process) to. (Who hires the Public Health Inspectors?) Submit to Debra Losito to send to Bernie Chrisp. Changes in exam process. Reduce reports to two and eliminate MCE to be implemented October 2000. Oral exam longer, more structured. Will be sent to universities/colleges to inform them of changes.</p>	<p>Scott MacLean</p>
<p>NEC met with BOC in Saskatoon, discussed compulsory membership tied into certification, for newly certified rather than previously certified. To look at in April 2000 (at NEC/BOC meeting before conference). Scott to check to see if UCCB will need to be charged another fee for the Accreditation (to be revisited). Next Conference call for BOC in March 2000 to approve package to go out to candidates for next examination. Need to encourage BOC to contribute to each issue of the EHR. Dan Richen would like copy of BOC policies. <b>All in favor, carried.</b></p>	<p>Scott MacLean</p>
<p>l) Financial Report (Kurzac &amp; Ex. Sec. - Treas.) - <b>Motion to accept income statement. Moved by Claudia Kurzac, second Rich Bader. All in favor, carried.</b></p>	
<p><b>Motion, in recognition of increased workload due to providing services required for regular, corporate and affiliate memberships, the motion of March 13, 1999 pertaining to the \$12,000 cap for 1999 be rescinded and a new cap of \$20, 000 be implemented excluding the \$5250 that was paid out to the previous Executive Directors. All in favor, carried.</b></p>	
<p>m) 1998 Financial Review (Ex. Sec. - Treas.) - <b>Motion to table 1998 Financial Review. Moved by Dan Richen, second Michael Florian. All in favor, carried.</b></p>	
<p>n) Rebates and Membership payments (Ex. Asst.) – Rebates are up to date with</p>	

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next to be paid at the end of December 1999. Discussed the need to review rebate payment schedule to Branches to see what is most beneficial and appropriate for money/applications received at National.

o) Corporate & Affiliate Membership (Ex. Asst.) - 12 Corporate, 7 Affiliate, (+ 4 International, 1 Honourary) Letters, application packages have been sent to all Universities and Colleges for Affiliate membership.

p) EHR Report (Nic Losito) - **Motion to table till tomorrow. Moved by Dan Richen, second Claudia Kurzac. All in favor, carried.**

q) Conference 2000 Report (Nic Losito) - **Motion to table till tomorrow. Moved by Dan Richen, second Claudia Kurzac. All in favor, carried.**

r) Historian's Report (Tim Roark) - to include with minutes.

s) Sabbatical Exchange Proposals - No feedback to date. Looking for sponsorship. Discussed previous work exchange that occurred in Vancouver/Australia.

t) NEHA Update – Rob Bradbury read letter from NEHA to do with Sabbatical Exchange. Need to re-implement voting rights.

u) NSF Update - NSF willing to sponsor the first year membership with CIPHI, for graduating newly certified students (following certification). Discussions with NSF to pay \$45 and students to pay \$20 (subject to NSF funds), after February 2000. Ceiling cap to be proposed.

Rob Bradbury

v) UL Update - Nothing new, waiting to hear back. May sponsor Awards Luncheon at Conference 2000, fees to go directly to National and be split with BC Branch afterwards.

**Charlie Young arrived.**

w) IFEH Update – IFEH has been sent membership payment. Contact through IFEH is John Sterling, Contact through NEC is Rob Bradbury. Eric Foskett stepping down (started the IFEH). National has agreed to support them in mailing (sharing) information to members, and in return IFEH will share information with us. Have already made a motion to look at making memberships easier for members.

x) Conflict of Interest Guidelines - Disclose any possible conflicts to prevent any problems. Concern from Dan Richen regarding signing form when he already signs the Code of Ethics on membership form. **Motion to accept Guidelines by Charlie Young, second Tim Ness. Submit an update if situation changes. All in favor, one opposed (Dan Richen), carried.**

**Motion that NEC Policy come into effect in April 2000 and all members of the NEC must sign the Conflict of interest form. Moved by Dan Richen,**

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<p><b>second Michael Florian. All in favor, carried.</b></p> <p>Immediate Past President's Report - Verbal report. Has been working on the Food Code. Have not heard back about award to Roy Hickman. Submitting reports to EHR regularly. Working on EHR contract. <b>Move receipt of Verbal report by Charlie Young, second Michael Florian. All in favor, carried.</b></p> <p>Public Policy Committee (Charlie Young) – <b>Motion to remove Public Policy Committee from the table. Moved by Michael Florian, second Claudia Kurzac.</b> Document from NF from Pat Murray (binder). Will be reviewing previous files. <b>Move receipt of verbal report by Charlie Young, second Dan Richen. All in favor, carried.</b></p> <p>y) Tanzania Appeal (Charlie Young) - Currently \$715 in fund. <b>Motion to send money to appropriate body. Moved by Dan Richen, second Rich Bader. All in favor, carried.</b></p> <p><b>Motion for NEC to increase fund to \$1000. Moved by Claudia Kurzac, second Dan Richen. All in favor, carried.</b> Foundation to send cheque to National and National will issue full check to Foundation.</p> <p>z) Sewage Video (Bader/Roark) - Will continue to liaise with Tim Roark.</p> <p>aa) Conference 1999 Final Report/Financial Update (Bader) - Check for \$8526 will be mailed to National for one half of the conference proceeds. National will pay money owing to branch from NSF. <b>Motion to approve receipt of report. Moved by Rich Bader, second Dan Richen. All in favor, carried.</b></p> <p><b>Motion to accept financial report. Moved by Rich Bader, second Michael Florian. All in favor, carried.</b></p> <p>bb) Correspondence - Rob Bradbury to send list of correspondence sent and received. Executive members to inform Rob Bradbury if they want to see any.</p> <p>5. NEW BUSINESS</p> <p>a) Confirmation of Secretary to the BOC - <b>Motion to confirm Debra Losito as Secretary to the Board of Certification. Moved by Scott MacLean, second Charlie Young. All in favor, carried.</b></p> <p><b>Motion to approve John Blatherwick to the Board of Certification. Moved by Charlie Young, second Scott MacLean. All in favor, carried.</b></p> <p>b) Policy &amp; Orientation Manuals (Young, et al) - Send suggestions to Charlie Young, Rich Bader to assist.</p> <p>c) Awards Policies/Information (Richen) – See item 4 g Business Arising.</p>	<p>Charlie Young</p> <p>Charlie Young</p> <p>Claudia Kurzac</p> <p>Rich Bader</p> <p>Rich Bader Claudia Kurzac</p> <p>Rob Bradbury Executive</p> <p>Charlie Young Rich Bader</p>
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<p>d) Minutes on the Website - <b>Motion to have minutes of AGM and NEC be added to the website in PDF format. Moved by Dan Richen, second Claudia Kurzac.</b> Minutes from BC Branch circulated to Executive first, for review. AB mails minutes to members for review. Time frame for Executive to respond and be mailed the edited version is 30 days. <b>All in favor, carried.</b></p> <p>e) Public Policy Committee - Possible Name Change - "Advocacy Committee" i.e. with clean air initiatives, smoking cessation, clean water a fundamental right? Committee has no objections to name change. <b>Motion to change name from Public Policy Committee to "Advocacy Committee". Moved by Tim Ness, second Charlie Young. All in favor, carried.</b></p> <p>f) Membership 2000 Initiatives (All) - Benefits to members (to go out with memberships), NS/PEI branch plaque, Esso credit card promoted in 1991/1992 - members received 3% discount. Discussion on items that may interest members: Insurance - life, auto (CPA), Mutual Funds; Reduce tuition for Education, distance Ed; Air Miles; Cell phones; Staples - Computer Supplies; Home Depot/Cantire; Costco; Car Rentals- Hertz, Avis, Budget, National; Tim Hortons, Subway, Darnel, McDonalds; Hotels - Radisson, C.P., Sheraton, Best Western; Fuel; Clublink; Tires; Future Shop. <b>Motion to give all new members a certificate, a pin and a letter from the President welcoming them. Moved by Claudia Kurzac, second Tim Ness.</b> Advocacy group to look at CIPHI pamphlet. <b>All in favor, carried.</b></p> <p><b>Motion to recess till 8:30a.m. tomorrow. Moved by Dan Richen, second Charlie Young. All in favor, carried.</b></p>	<p style="text-align: right;">Debra Losito</p>  <p style="text-align: right;">Charlie Young Debra Losito</p>  <p style="text-align: right;">Rob Bradbury Debra Losito</p>
<hr/> <p>November 20/99</p> <p><b>Motion to reconvene. Moved by Tim Ness, second Dan Richen. All in favor, carried.</b></p> <p>Finance Clarification: \$5250 for each NEC + BOC + \$650 off the figures presented would represent the amount that Debra has cost to date. \$11,150 for the previous executive for the first 3 1/2 months of 1999. Motion to increase 'cap' to \$20,000 does not appear to be necessary.</p> <p>Reports received from Dan Richen, Debra Losito (membership report) &amp; Cal Morgan (Will talk to on line).</p> <p><b>Motion to lift items 4p &amp; 4q from the table. Moved by Charlie Young, second Tim Ness. All in favor, carried.</b></p> <p>4p) EHR Report (Nic Losito): <b>Motion to accept report as presented. Moved by Charlie Young, second Rich Bader.</b> Near end of current contract. Eager to continue and improve quality of journal. Colour cover is subsidized by the Advertisers (NSF, UL, PCO). Lost inside advertisers, Glo Germ and Biotech. Looking for more advertisers. Dan Richen mentioned interest from Alberta in subscription and advertising rates. Possibly increasing the EHR costs to \$20,000</p>	



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<p>annually would allow a different printing method and improve the quality of photos and graphics in the journal. News from the Branches (from Branch Presidents) extremely important and should be contributed to each issue. Some professional articles from each issue of the EHR are placed on the website 3 - 6 months after each issue. (No cost involved.) Electronic versions of the complete journals (for the website) are not available at this time but possibly in the near future. Some extra issues (back-issues) are available for late paying members and subscribers. Questions. Will send e-mail reminder to Branch Presidents before each issue. <b>All in favor, carried.</b></p>	<p>Branch Presidents</p> <p>Nic Losito</p>
<p><i>Website Initiatives (Conference Call from Mike LeBlanc) - Map of Canada with all the Branches, listing all the Conferences being offered. Would have a star that the person could click on to display the information. Manitoba's website is up right now. Chat-line (question/answer page) for the website. "Ask the NEC a question". Raise profile of the profession by providing these services with caution that the answer if correct without opinions attached. Discussion on using domain names for each branch (i.e. www.ciphi.on.ca for Ontario). Section on "Advocacy". Discussed a Practicum Registry with Mike. Could possibly post name, address, where they want to work to add more value to the website. Debra to send minutes in PDF format to Mike.</i></p>	<p>Debra Losito</p>
<p>4q) Conference 2000 Report (Nic Losito) - Should have 225 registrants but are aiming for 300 (optimistically). Registrations must come through the BC Branch to receive the government rate. Conference at a glance is on the website at this time. Social agenda coming together well. Early bird (before February 15, 2000) \$399 member rate, \$499 non-member rate. Trying to encourage students and retired members to come. No exams for students at that time. Discussion over lunches being included in the registration. Restaurants in the area will be offered the opportunity to display their menus in the lobby for participants to see so they will reserve meals ahead. The restaurants may also contribute door prizes of gift certificates for their restaurant. Social program, spousal companion program, and possibly a children's program at conference. Discussed when the BOC and the NEC will have their own individual meetings around the Conference 2000 program. Contact Claudia Kurzac for registrations. There will be meeting rooms for the NEC, BOC and possibly the EHF. Claudia Kurzac presented a letter from Richard Taki (Chair of Advertising Committee) to the Presidents to do with silent auction. Committees looking at possibilities to do with parking rates. <b>Motion to accept report as presented. Moved by Tim Ness, second Scott MacLean. All in favor, carried.</b></p>	
<p><i>Conference call to Peter Rogers: Conference 2001 Report - Have set date June 10 - 14/2001, Crown Plaza and conference theme "Environmental Health and Sustainable development, Healthy and Healthy Lives". Beginning of the next millenium from one beginning to another. Issues no longer local but global. To look at western science in comparison to traditional science. Diminishing rainforest - links to cancer. Place some educational tracks on these themes. Assembling different committees and meetings. 18 months to go. Have invited a keynote speaker, still to be confirmed. Lots of work to go. Many dedicated</i></p>	

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*people to be meeting soon. Will be putting information up on the website soon. Should be approximately \$110 - \$125 for hotel rooms.*

Presentation of President Pins to Michael Florian and Claudia Kurzac.

**Motion to accept membership report as presented. Moved by Charlie Young, second Michael Florian. All in favor, carried.**

**Cal Morgan (Conference Call), NF Branch: Motion to accept report as presented. Moved by Cal Morgan, second Michael Florian.** *Will be getting involved in a planning process next week. Plan on attending in April and in the future conference call is a viable option. Will take a couple years before the funding will ensure face to face ongoing. Discussed conjoint option for conference, very preliminary at this point, but will be discussing with branches. Membership within his branch is at 11 with the possibility of as many as 52. National can return \$65 portion to branch to assist until membership can be increased. All members have been members at one time or another. Discussed value initiatives to add to memberships. Mentioned methods already discussed during meeting that could assist the NF/LAB Branch in offering more to their members (i.e. Setting up a website for them through Mike LeBlanc) All in favor, carried.*

5f) Membership 2000 Initiatives - Discussed CIPHI visibility and the benefits of payroll deduction to the members. **Motion to pay cost of website startup for one year for NF/Lab Branch. Moved by Rob Bradbury, second Charlie Young. Discussion.** Education costs difficult for members in NB, NS, NF/Lab. Suggestion to offer paying membership with Visa in 3 or 4 payments. President is willing to write a letter of support for members to attend seminars. **All in favor, carried.** Code of Ethics plaque. Raffles for membership for Conference, Partnerships, MasterCard cheques, CIPHI - NHL, to generate interest in the website rather than value. Free membership draw, Lapsed member membership reduction.

Rob Bradbury

g) Conference Reporting Initiative - Chair to report at each meeting either in person or by Conference call. **Motion to have chair report at each meeting. Moved by Dan Richen, second Claudia Kurzac. All in favor, carried.**

h) Budget 2000 (Ex. Sec. – Treas.) - defer till later.

i) EHR Contract - Ad Hoc Committee - defer till 3:00

j) Executive Assistant Contract - Ad Hoc Committee – defer till later.

k) Stanier Society Proposal - Pg. 2 invitation from society to inspectors. Essay contest, \$300 award or two \$100 awards. Must have 2 - 10 years of experience to submit article. Tim asked if they are Affiliate members and suggested offering them the opportunity. **Motion to proceed with Proposal and have Executive Secretary correspond with him. Moved by Tim Ness, second Charlie Young.**

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<p><b>Call to question.</b> Hopefully winners will be announced at National meeting or conference. <b>All in favor, carried.</b></p>	
<p>l) CIPHI Organization Structure - <b>Motion to keep present organizational structure of those people so named in effect till at least the AGM 2000. Moved by Dan Richen, second Michael Florian. Discussion. All in favor, carried.</b></p>	<p>Rob Bradbury</p>
<p>m) Operational Review - <b>Motion to revisit at April 2000 meeting. Moved by Tim Ness, second Dan Richen. All in favor, carried.</b></p>	
<p>n) Conference 2000 Registration &amp; Accommodations (Kurzac/Nic Losito) – see item 4q Business Arising.</p>	
<p>o) Pre-Conference &amp; Post-Conference Meeting dates – see 5p (next item).</p>	
<p>p) 2000 AGM – Vancouver - Book rooms through Claudia Kurzac as previously discussed with half being picked up by National, half by the Branch for NEC members except for National President and Immediate Past President (paid by National). Suggestion to have individual rooms for NEC Executive members. <b>Motion to have NEC members book single rooms for Conference 2000. Moved by Tim Ness, second Charlie Young. All in favor, carried.</b> Recommendation to have President send a letter to all NEC members to register and book rooms through Claudia as soon as possible. Suggestion to book room for NEC meeting now. BOC meeting on April 7/2000. Charlie Young moved that Pre-Conference meeting starts on Sat. 8:00 a.m. all day. Sunday meeting NEC/BOC on April 9th from 8:30 a.m. till noon. NEC 2:00 p.m. till 5:00 p.m. Post Conference April 12/2000 for NEC at 8:30 a.m.</p>	<p>Claudia Kurzac Rob Bradbury</p>
<p>q) AGM Reports Conference 2000 - Reports need to be available for Sunday or Monday to pick up and read at least one week before. To be sent to Debra Losito.</p>	<p>Executive</p>
<p>r) Conference 2001 Report (Peter Rogers/Tim Ness) - already discussed. Costs based on numbers of people there.</p>	<p>Rob Bradbury</p>
<p>s) Chill Out Campaign - Klaus Seeger, Fight Back Campaign. Would like printing costs picked up. Already a member. Cannot participate at this time. Rob Bradbury to send a note to them.</p>	<p>Rob Bradbury</p>
<p>t) CPHA Discussions - Possible conference with them, website link, we could provide the Environmental Health Programs, work on joint projects. They are planning on doing a Food Safety Conference in 2000. Discussion continued to do with CPHA and WHO. Agreement for Rob Bradbury to pursue.</p>	<p>Rob Bradbury</p>
<p><b>Motion to recess at 1:00 p.m. Moved by Charlie Young, second Tim Ness. All in favor, carried.</b></p>	
<p><b>Motion to buy plaques. Moved by Charlie Young, second Tim Ness. All in</b></p>	<p>Claudia Kurzac</p>

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<p><b>favor, carried.</b></p> <p>Rob Bradbury to draft letter for 25 year members, e-mail to NEC Executive for feedback. Greta Kos to look into prices for remaking pins.</p> <p><b>Motion to rebate \$30 for EHR to married members and send only one issue of the EHR. Moved by Dan Richen, second Charlie Young. All in favor, Tim Ness &amp; Rich Bader were opposed. Carried.</b></p> <p><b>Motion to send Mike LeBlanc \$350 as his web service honourarium for year 2000. Moved by Charlie Young, second Rich Bader. All in favor, carried.</b></p> <p><b>Motion to add CIPHI Executive Limitations/Guiding Principles to the Agenda. Moved by Tim Ness, second Charlie Young. All in favor, carried.</b></p> <p><b>Motion to adopt principles. Moved by Charlie Young, second Scott MacLean. All in favor, carried.</b></p> <p><b>Motion to create Limitations/Guiding Principles for President, Past President, Executive Director or Executive Secretary Treasurer. Moved by Tim Ness, second Michael Florian. All in favor, opposed Dan Richen. Carried.</b></p> <p>6. STRATEGIC PLANNING:</p> <p>a) Communications - Website, EHR, Branch, newsletter, Mass Mails - letters, e-mail, AGM, National, Branch. (Planning on placing information on the website to layout Practicum availability.) BOC messages: Representative on Advisory committees &amp; Corresponding members, student representatives, to relay information to schools, ON - ASPIO, Metro Chiefs/Provincial Chiefs, Provincial Directors</p> <p>b) Membership Initiatives (Tim Ness) – as above.</p> <p>c) Partnerships – possible partners include CPHA-WHO, NEHA, UL, NSF, IFEH, CHICA, Health Canada, CCHREI, CFIS, CFRA, CHIA, CWWA, LCDC, CRBOH, CRSP, CCOHS, CTRA, CRPA</p> <p>d) Finance – Budget within our meetings first; Establish budget forecasting system (not including conference monies – windfall dollars); Increase Corporate, Affiliate, and International members; Identify Promotional materials; Project money; Publishing books/manuals for schools and Central Public - implement; Training Packages</p> <p>e) Specialist Credentials - Look at what is already available now: CEUs - professionalism; Purchase Services – Outsource; NEC/BOC Initiative; Discussion on who could take on this work; Business Plan; Framework; COMMITMENT. Employers interested in employees being better trained. Where are the niche marketing opportunities? Gap identification. What do members want? Possible</p>	<p>Rob Bradbury</p> <p>Debra Losito</p> <p>Claudia Kurzac Rob Bradbury</p> <p>Rob Bradbury</p> <p>Rob Bradbury</p> <p>Rob Bradbury</p> <p>Rob Bradbury</p>
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<p>survey at Conference for members to fill out specifying their needs. Could be handled at Branch level, i.e., mailouts.</p> <p>f) Budget - To be discussed once our Accountant finalizes 1998 statement. Revenue Canada owed GST monies. <b>Motion to discuss with Accountant and pay GST owed for 1996 through 1999. Moved by Tim Ness, second Michael Florian. All in favor, carried.</b></p> <p>7. Payment of Bills – Bill for plaques never paid from 1995. Given to Claudia when she visited the store for information. <b>Motion to resolve bill from Kelbert Trophies. Moved by Claudia Kurzac, second Tim Ness. All in favor, carried.</b></p> <p>Motion to table Corporate/Affiliate finder's fee till next meeting by Michael Florian, no second. <b>Motion that National should get \$100% of Corporate/Affiliate fees. Moved by Tim Ness, second Rich Bader. All in favor, carried.</b></p> <p>8. Next Meeting – <b>April 8, 2000</b></p> <p><b>Motion to adjourn at 5:45 p.m. Moved by Scott MacLean, second Michael Florian. All in favor, carried.</b></p>	<p>Rob Bradbury Claudia Kurzac</p> <p>Claudia Kurzac</p>
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