Agenda Item	Action
Meeting commenced at 7:00 a.m.	
1. ROLL CALL: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Mike Minor (for Suzanne Lychowyd-Shaw ON), Rich Bader (SK), Scott MacLean (NB), Claudia Kurzac (BC), Charlie Young (Imm. Past Pres.), Debra Losito (Exec. Asst.)	
REGRETS: Michael Florians (NS/PEI), Tim Ness (MB), Cal Morgan (NF/LAB)	
 APPROVAL OF AGENDA: Motion to approve Agenda as presented. Moved by Charlie Young, second Victor Mah. All in favor. Carried. Add items under: 	
Old Business: Past Presidents Committee (n). New Business: Status of Past President (m), NSF Update (n), Historian – storage materials (o), Health Canada Survey (p).	
3. APPROVAL OF MINUTES OF POST CONFERENCE MEETING APRIL 12, 2000: Motion to table minutes till next meeting. Moved by Charlie Young, second by Claudia Kurzac. All in favor. Carried.	
4. <u>BUSINESS ARISING</u> :	
 a) Financial Report (Claudia Kurzac, Rob Bradbury): Discussed current status. Motion to receive oral report as presented. Moved by Claudia Kurzac, second by Victor Mah. Discussion. All in favor. Mike Minor opposed. Carried. 	
b) Membership & Benefits (Scott MacLean): Scott MacLean shared information from Mani Life regarding benefits. They will be sending out a proposal to Rob Bradbury and Scott MacLean shortly. Monex – insurance company, Scott MacLean is looking into benefits available. Mike Minor mentioned that there is some concern regarding not receiving any portion from Affiliate and Corporate members for the original sign-up. To be revisited in April 2001. Background information to be provided at that time.	Scott MacLean
If we need to purchase any items (i.e. rings) it will cost us money to make money. Victor Mah discussed how their branch takes orders once or twice a year. Rob Bradbury to contact Jeff Simpson – Aquatic Life.	Rob Bradbury
c) Advocacy Committee – Terms of Reference (Cal Morgan): NEC members to take a look at the Terms of Reference to make sure they are clear so that the committee can answer questions for the members. Any concerns are to be sent to Cal.	NEC Executive
d) Communication Strategy – Walkerton (Young, Morgan):	

National share of profit is e) Conference 2000 Update (Kurzac): approximately

\$5000. Discussed Conference Binder and reproducing the manual so that

Branch President has a copy. Mike Minor discussed concerns with Ontario conference 1998 and how they are dealing with previous problems.

f) Protocol for 50 year Members (Executive Director): Ontario apparently has a 50 year pin. Rob Bradbury to send 50 year member a note. Discussed 25 year members and protocol for presenting pins to members by presidents.

Rob Bradbury

g) Policy & Procedure Manual (Charlie Young):

Frustrated due to lack of response from other members on the committee. Table of Contents – (purpose & items) has been sent out but no feedback has been received. Binder explains cost-sharing, per diam, use of National logo **Charlie Young Rob Bradbury**

Charlie Young to send it to Rob Bradbury and Rob will take a look at it and assemble it.

Charlie Young Rob Bradbury

h) Orientation Manual (Charlie Young): Rough draft sent out in July with no feedback. Table of Contents includes suggestions on what should be included

for new Members. Charlie Young to send to Rob Bradbury to assemble.

Website Initiatives (Scott MacLean): Tele-conference meeting last Friday, November 24, 2000. Concensus that everyone should register their site. Some branches do not charge to post ads but National does (\$50). Trying to standardize web pages and links. Basic information the same on each site but they do not have to look the same. We are funding the NF/Lab branch for their link for the first year. Mike LeBlanc looking at designing a membership form so that members can fill out the information on the site, print it off, and mail or fax the form in. Motion to honour Mike LeBlanc with a cheque for \$300 by Scott MacLean, second by Claudia Kurzac. Discussion regarding standardizing payment to Mike LeBlanc. Should be more consistent. Motion amended to \$350 by Scott MacLean, second by Claudia Kurzac. All in favour. Carried. To be standardized in the spring.

Claudia Kurzac

Claudia

Rob Bradbury

Nick Losito

Last IFEH World Congress was in Oslow Norway. Australia has done one

IFEH World Congress Bid (President):

before. Charlie Young suggested that we should have a booth at our conference in Winnipeg. Discussion on bid from Vancouver. Rob Bradbury suggested striking a committee. Motion to accept committee as proposed, with the ability to add members by Claudia Kurzac, second by Scott MacLean. Discussion to attach a dollar figure to set up preparations for this bid. Federal grants?? Tourism BC, videos ... Something to present in San Diego. Committee: Claudia Kurzac, Nick Losito, Rob Bradbury. Motion to included seed money of \$3000 by Charlie Young, second by Scott

	MacLean. All in favor. Carried.	Dab Bradbury
k)	Sabbatical Exchange (President): Should be in the position to do an exchange in 2002 between CIPHI and NEHA for two weeks. \$5000 US - \$2500 for each side. Looking at an International exchange in the future. Rob to do a bit of a briefing note regarding the US Crombine Award (goes to a Health agency).	Rob Bradbury
1)	Stanier Society Opinion Paper (President): No entries were received. To be revisited. \$500 prize for this contest.	
m)	CFIS Proposal (President): Rob Bradbury to talk with Larry Copeland and Nick Losito regarding having a CIPHI rep at the meeting. Frustrated about not hearing back from CFIS when correspondence has been sent. Discussion to do with having a proposal to set standards for courses. Rob Bradbury to develop a proposal for CIPHI to set standards for these courses.	Rob Bradbury Scott MacLean
n)	Bequests (Scott MacLean): Scott MacLean contacted University of NB. Will followup with them to see what money is available.	
o)	Past Presidents committee (Charlie Young): Committee acts as a resource and to come up with more nominations for the Alex Cross Award.	Dob Dwadhuw
me res the	visiting Communications Strategy (Rob): Talked with someone from the dia. www.sources.com Would like to look into subscribing with them, as a ource. Rob to Xerox or scan information and send out to all Presidents for ir recommendations. Need to make ourselves known to the world (media) so t they know who we are.	Rob Bradbury
5.	NEW BUSINESS	
a)	Draft CIPHI Expense Policy (Claudia Kurzac): Discussed changes to the Expense Policy. Feedback to be sent to Claudia Kurzac by January 31, 2001. Charlie Young was to be given \$500 for the trip to Oslow as CIPHI rep. This money was not needed.	NEC Claudia Kurzac
b)	Conference 2001 Report (Executive Director): Concern regarding not having the assistance needed to arrange for the Conference and the necessary preparations. NEC willing to assist in any way we can. Claudia Kurzac will contact Peter Rogers (Conference Chair) regarding the offer of the BC Branch's service from a distance. Richard Bader will offer previous experience.	Richard Bader
c)	Health Canada Workshop – May, 2000 (Charlie Young): Notice was too short to provide feedback. Should always try to be available	Charlie Young
d)	CBC contact re: Water treatment devices (Charlie Young): Suggestion that CIPHI should handle these devices. Need a knowledgeable person as a contact person if we are to do this. Charlie Young to contact Duncan	

regarding this.

e) Financial Instruments – GIC - \$10K (Executive Director/Claudia Kurzac): Motion to invest \$15000 in a GIC (3 x \$5000) with at least 3 of the 4 signing officers to agree to cashing them by Claudia Kurzac, second by Charlie Young. Discussion. Charlie suggested that the GIC's should appear in the financial statements annually. Minimum of 10% to be moved into a reserve fund later. Discussed NEC should finalize decision to cash the GIC's. Motion amended to include any manipulation to the GIC's to be approved by the NEC by Claudia Kurzac, second by Charlie Young. All in favor. Carried.

Claudia Kurzac

Tim Roark (Historian)

- f) Media Relations/CIPHI Listing (President): previously discussed.
- g) Honourary Membership (President): To provide them with the E.H.R. and to start with the Spring Edition 2001. List to be forwarded to Debra Losito.
- h) Continuing Education Partnership (President): Charlie Young stated that there have been a few people who have contacted him at BCIT regarding completing their degree through distance education. Proposal from UCCB to do with a French course, will send to us shortly. Nothing happening in the other two colleges (Concordia and Ryerson). All four schools are Affiliate members.
- i) Possible Dues Increase for 2001 AGM (President): Need to wait for a budget and justify why we need to increase the dues, what the money will be used for. To be discussed with the members in advance (E.H.R.) and the AGM in the Spring of 2002. To be implemented in 2003 if agreed upon.
- j) Certificate for Roy Hickman (Charlie Young): has been updated/corrected and resent.
- k) BOC Membership Status (President/Young/Kurzac): Sitting member recently appointed to the BOC. Motion to radify appointment of Randy Ash as Sitting member to the BOC pending receipt of the letter by Claudia Kurzac, second by Charlie Young. All in favour. Carried.

Claudia Kurzac

Liability Insurance/Bonding (Claudia Kurzac): Liability Insurance Officers and Directors Liability Insurance \$3200 for 1 million dollar
coverage. Cost sharing to pay for this policy are to be based on
membership. Bonding – Claudia Kurzac filling out a form so that all
signing officers and Debra Losito are covered.

Rob Bradbury

m) Protocol for Web Posting Minutes (Executive Director): Sanitizing for the web before placing them. Rob Bradbury to send out information on this.

Rob Bradbury

n)	Status of Past President (Charlie Young): Plans to resign from BCIT in June 2001. Concerns regarding being in this position (Past President) once retired. Rob Bradbury to discuss with Charlie Young in person. Mike Minor offered compliments about Charlie's work with the association.	Claudia Kurzac
o)	NSF Update:	
p)	Historian - Storage of Materials: Motion to pay for storage locker which is heated and dry and to pay for the shipment of materials to that location for a 2 year period by Charlie Young, second by Rich Bader. All in favour. Carried. Suggestion that Tim Roark (Historian) lets us know where the items are stored and provides us with a spare key.	Claudia Kurzac
q)	Health Canada survey (Rob Bradbury):	
6.	Next Meeting date: to be announced.	
7.	Payment of Bills: Motion to pay bills by Charlie Young, second by Rich Bader. All in favour. Carried.	

Motion to end meeting by Charlie Young.