

**National Executive Council - Meeting  
April 6 & 7, 2001**

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Robin Galbraith for Rich Bader (SK), Scott MacLean (NB), Claudia Kurzac (BC), Charlie Young (Imm. Past Pres.), Debra Losito (Exec. Asst.)</p> <p>REGRETS: Michael Florians (NS/PEI), Dion White (NF/LAB),</p> <p>2. APPROVAL OF AGENDA:  <b>Motion to approve Agenda. Moved by Tim Ness, second Scott MacLean. Call to Question. All in favor. Carried.</b></p> <p>Add items under:            Old Business: (6a) Board of Certification            New Business: (k) Conferencing</p> <p>3. APPROVAL OF MINUTES OF TELE-CONFERENCE MEETING            DECEMBER 2, 2000:  <b>Motion to approve as amended. Moved by Suzanne Lychowyd-Shaw, second by Claudia Kurzac. All in favor. Carried.</b></p> <p>4. <u>BUSINESS ARISING</u>:</p> <p>a) Financial Report (Kurzac/Executive Director): Discussion on income statement, balance sheet, trial balance. Will create an Awards category which will include the pins costs and decrease the miscellaneous category substantially. <b>Motion to accept reports as presented. Moved by Tim Ness, second by Claudia Kurzac. All in favor. Carried.</b></p> <p>b) Membership &amp; Benefits - Aquatic Life (MacLean/President): Manulife would like to send out their pamphlet which would list the organizations on it. We would make 2% on any new policies. Monex would offer scholarships, and possible advertising in the E.H.R. Question regarding whether they would give credit for existing policies through the Ontario branch. Scott has approached three different insurance companies but Manulife seems to offer the best benefits. Rob Bradbury to phone John at Manulife to discuss opportunities, corporate membership. Rob will look into a VISA card through Royal Bank. Scott MacLean will also contact Monex regarding corporate membership. Esso still offers the discount on gas. Need to receive new application forms and possibly scan one for the website for the members to download. Discussion with Geoff Simpson regarding swimming pool kits. They have offered to put our logo on the kits. We would also let him know what we want in them and receive 50% of the profits when they are sold. We can sell them at the conference. The orders and refills would have to come through the National office and be forwarded to Aquatic Life to mail out. Suggestion that we should mention</p>	<p align="center"><b>Claudia Kurzac</b></p> <p align="center"><b>Rob Bradbury Scott MacLean</b></p>

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<p>other kits as a possibility in the future. <b>Motion to ask finance committee to set up Master Card account. Moved by Scott MacLean, second by Claudia Kurzac. Discussion. Cost would be \$50 to open the account. All in favor. Carried.</b></p>	<p><b>Claudia Kurzac</b></p>
<p>c) Advocacy Committee/Terms of Reference (Cal Morgan): Never approved at the last meeting. <b>Motion to approve. Moved by Victor Mah, second by Suzanne Lychowyd-Shaw. All in favor. Carried.</b></p>	
<p>d) Protocol for 50 year Members (Executive Director/Shaw): Discussed proposal to have members receive commemorative artwork, congratulatory letter, be recognized in the E.H.R. by the National President, and be acknowledged by the Branch President in either the newsletter and/or the Branch website. Picture to be attached to the proposal for reference in the future. <b>Motion to purchase 4 glass plaques for recognition of 50-year members. Moved by Tim Ness, second by Claudia Kurzac. All in favor. Carried.</b></p>	<p><b>Victor Mah</b></p>
<p>e) Website Initiatives (Executive Director/MacLean): It is taking quite a bit of time for Mike LeBlanc to set up new items. Kudos to Mike for all his work!</p>	
<p>f) IFEH World Congress Bid (President): Seed money of \$3000 for World Congress needs to be allocated to be used for preparations for this event.</p>	
<p>g) Stanier Society Opinion Paper (President): Rob Bradbury to contact Mike Duncan regarding this. Need to advertise to get the information out in advance.</p>	<p><b>Rob Bradbury</b></p>
<p>h) Bequests (MacLean): Rob Bradbury to contact Queens University in Kingston to find out how it works.</p>	<p><b>Rob Bradbury</b></p>
<p>i) Draft CIPHI Expense Policy (Kurzac): Discussed minor changes. <b>Motion to approve policy as amended. Moved by Suzanne Lychowyd-Shaw, second by Tim Ness. Call to Question. All in favor. Carried.</b></p>	
<p>j) Liability Insurance/Bonding (Kurzac): Current policy is from August 10, 2000 - August 10, 2001. The next policy will be billed for the remainder of the year (August 10, 2001 - December 31, 2001) so that we can start the following years with January 1<sup>st</sup>. This insurance policy requires a minimum of 8 branches to be effective. Bonding - Need a different insurance policy to tack on the Bonding to. Claudia has the forms now, that have been filled out by Rob, which she will forward on to the insurance company.</p>	<p><b>Claudia Kurzac</b></p>
<p>k) Honorary Membership (President): Trouble tracking down the honorary members. If anyone knows where these members are now located please let the National office know.</p>	

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- l) Possible Dues Increase for 2001 AGM (President): Last increase was in the early 1980s. Looking at a \$5 increase. Discussed how other professions are much higher. Didn't feel that \$5 was much of an increase, \$10 was more reasonable. To be implemented in 2003 once approved at the AGM in 2002.
- m) Corporate/Affiliate Memberships (Executive Director): Discussed motion made at a previous NEC meeting regarding National receiving all the money for a Corporate or Affiliate member when initially signing them up. There was support for this and the general feeling that it was a way for the Branches to help National.

5. NEW BUSINESS

- a) Reports (All)
- Executive Director (Rob Bradbury): Verbal report. **Motion to accept verbal report as presented. Moved by Tim Ness, second by Claudia Kurzac. Discussion. All in favor. Carried.**
  - National President (Rob Bradbury): Verbal report. Big issues are Conferencing and where we are going with the IFEH? **Motion to accept verbal report as presented. Moved by Tim Ness, second by Claudia Kurzac. Discussion. All in favor. Carried.**
  - BC Branch President (Claudia): Verbal report. Discussed work toward establishing a professional College for EHOs in BC which will have mandatory membership. **Motion to accept verbal report as presented. Moved by Claudia Kurzac, second by Victor Mah. Discussion. All in favor. Carried.**
  - AB Branch President (Victor): Verbal report. Made \$10,000 at their last conference. Are offering a \$500 bursary for a Concordia student. **Motion accept verbal report as presented. Moved by Victor Mah, second by Claudia Kurzac. Discussion. All in favor. Carried.**
  - SK Branch President (Robin Galbraith for Rich Bader): Verbal report. Trouble finding Health Inspectors to fill positions. **Motion to accept verbal report as presented. Moved by Robin Galbraith, second by Victor Mah. Discussion. All in favor. Carried.**
  - MB Branch President (Tim): Verbal report. Discussed Conference 2001. Concerned about getting Exhibitors. **Motion to accept verbal report as presented. Moved by Tim Ness, second by Scott MacLean. Discussion. All in favor. Carried.**
  - ON Branch President (Suzanne): Verbal report. Looking at upgrading / expanding website. Branch conferences coming up. Working at increasing memberships. Discussed 1998 conference and missing money that was apparently sent to National. National did not receive a financial report. Suzanne has copies of the bank statements from that time. Judy (Branch Treasurer) noticed that there was some money that was never reimbursed to the branch for branch rebates for 1998/1999. Rob will look into the books to see if he can discover the discrepancy. **Motion to accept verbal report as presented. Moved by Suzanne Lychowyd-Shaw, second by Tim**

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**Ness. Discussion. All in favor. Carried.**

- NB Branch President (Scott): Working on the conference for 2002. Will have a booth at the conference in Winnipeg. Difficulty in finding inspectors to hire. UCCB has sent a letter to the BOC discussing a French speaking portion of the degree program at a 'satellite' college. Branch conference was very successful making around \$5000. Not attracting the students into the program at UCCB. Looking at ways of promoting this program. **Motion to accept verbal report as presented. Moved by Scott MacLean, second by Tim Ness. Discussion. All in favor. Carried.**
- Advocacy Committee:
- Committee Reports: Working on it. Everyone will get a binder.
- Web page:
- Constitution and Bylaws: Nothing going forward to AGM.
- Awards: Will discuss at 2001 conference.
- Motion to receive verbal reports. **Moved by Victor Mah, second by Tim Ness. Discussion. All in favor. Carried.**

b) Budget (Finance Chair/Executive Director): Postpone till tomorrow.

c) Contracts & Fees for Service (Finance Chair/Executive Director): Fees for Service - Webmaster. **Motion to pay Webmaster fee for service of \$700 per year in two \$350 payments. Moved by Tim Ness, second by Scott MacLean. Discussion. All in favor. Carried.** Rob to talk with Mike LeBlanc.

**Rob Bradbury**

- Discussed contract for Executive Assistant (Debra left the room).
- Discussed contract with the Executive Director (Rob left the room).

Meeting adjourned at 5:57 p.m.

April 7, 2001 Meeting reconvened at 8:38 a.m.

- Discussion regarding Executive Director's duties (Rob left room and discussion continued regarding Executive Director's contract).
- Discussion on Executive Assistant's contract (Debra left room).
- Discussion on Draft Budget 2001.

d) Newfoundland/Labrador Branch (President): Rob Bradbury read resignation letter (e-mail) from Cal Morgan. New president announced as Dion White. Rob to phone Cal Morgan and send letter to Dion to welcome him. Will need a new Chair for the Advocacy committee to replace Cal.

**Rob Bradbury**

e) Food Conference Partnership - NSF 2003 (President): Discussed whether there were benefits to holding a joint conference with NSF in southern Ontario. Rob will talk with Harry at NSF to get more details. Possibly recommend having the conference in 2004 instead.

**Rob Bradbury**

f) CIPHI Booth Conference 2001 (Executive Director): Complementary booth # 34 in the lobby. Discussed items to display.

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<p>g) Benefits of Membership (Executive Director): Reviewed 'Membership in CIPHI' document and recommended changes. This document will replace the existing document on the website.</p> <p>h) Merchandising (Executive Director/Mah/MacLean): Victor and Scott showed golf shirts with the CIPHI logo stitched on. These shirts will be available for sale at the National Conference in Winnipeg 2001.</p> <p>i) IFEH Membership Subscription (Executive Director): <b>Motion to approve payment of membership to IFEH. Moved by Tim Ness, second by Scott MacLean. Discussion. All in favor. Carried.</b></p> <p>j) Conference for Food Protection (President): Organization that sponsors Crumline Award. Looking for a Canadian representative on their Executive Board. Rob has agreed to sit on this board and will be attending their conference on behalf of his employer (Capital Health Region).</p> <p>k) Conferencing (Tim/President):</p> <p>2001 - Debra will be handling all registrations through the National office working along with the conference committee. Still working on confirming extra exhibitors. Nicole Mandryk looking after Silent Auction items. Awards Luncheon is before the AGM. NEC to meet Thursday, June 7 (Pre-Conference meeting) 5 p.m. - 9 p.m., Friday all day, and Saturday, June 9/01 (a.m. only). The AGM will be on June 14/01 (a.m. only) with the Post-Conference meeting from 1:00 p.m. - 4:00 p.m. on the same day. We need nominations for Awards to go to Tim Ness. The Awards Luncheon will precede the AGM this year. The Life Member is usually picked by host branch.</p> <p>In the future - Need to standardize process: Registrations, Exhibitors Manuals, Exhibitors Registrations, Exhibitors Packages, Exhibitors Booths, President's Banquet should be on the last day, NEC booth at every conference. <b>Motion to have the NEC be actively involved in planning, development and delivery of the National Annual Educational Conference and that the appropriate materials be developed by the National Office for Conferencing. Moved by Robin Galbraith, second by Tim Ness. Discussion. All in favor. Carried.</b> Each NEC member will be responsible for sending in their own registration form.</p> <p>6. Other Business</p> <ul style="list-style-type: none"><li>- BOC: Concerns regarding Ryerson program and Concordia.</li><li>- <b>Motion to close the Ottawa postal box and change the address to PO Box 75264, White Rock Postal Outlet (15180 North Bluff RD), White Rock BC V4B 5L4 Canada effective July 1, 2001. Moved by Tim Ness, second by Scott MacLean. All in favor. Carried.</b></li><li>- <b>Motion to move the Ottawa bank account to White Rock BC. Moved</b></li></ul>	<p><b>Mike LeBlanc</b></p>
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<p>by Claudia Kurzac, second by Victor Mah. Questions. All in favor. Carried.</p> <p>- Motion to send flowers and card to Charlie with condolences. Moved by Tim Ness, second by Victor Mah. All in favor. Carried.</p> <p>7. Next meeting date: Thursday, June 7, 2000, from 5:00 p.m. - 9 p.m.</p> <p>8. Payment of Bills: Motion to pay bills by Claudia Kurzac, second by Victor Mah. All in favor. Carried.</p> <p><b>Motion to end meeting.</b></p>	
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