

**National Executive Council  
Teleconference Meeting  
December 4, 2001**

Agenda Item	Action
<p>Called to order 8:00 a.m. (Pacific Time)</p> <p>1. <b>ROLL CALL:</b> Robert Bradbury (National President/Exec. Director), Victor Mah (AB), Suzanne Lychowyd-Shaw (ON), Rich Bader (SK), Tim Ness (MB), Claudia Kurzac (BC), Stephen Barbour (NF/Lab), Doreen MacIntosh for Michael Florian (NS/PEI), Scott MacLean (NB), Debra Losito (Exec. Asst.)</p> <p>REGRETS: Dean Sargeant (Immediate Past President)</p> <p>2. <b>APPROVAL OF AGENDA:</b> <b>Motion to approve Agenda as presented. Moved by Claudia Kurzac, second by Scott MacLean. All in favor. Carried.</b></p> <p>3. <b>APPROVAL OF MINUTES OF POST CONFERENCE MEETING, JUNE 14, 2001:</b> <b>Motion to accept minutes as presented. Moved by Susanne Lychowyd-Shaw, second Steve Barbour. All in favor. Carried.</b></p> <p>4. <b>BUSINESS ARISING:</b></p> <p>a) Financial Report/Budget (Kurzac, Executive Director): NEC looks like it will break even for 2001 and the BOC appears to have a \$60,000 profit this year. Awaiting bill from Accountant for 2000 year. Working toward having a complete financial audit for 2001. Rob will ask Brent what the costs will be. <b>Motion to receive verbal report. Moved by Tim Ness, second by Steve Barbour. Questions. All in favor. Carried.</b></p> <p>b) Membership Merchandising - T-shirts (President): Suggestion to place picture (modeled by someone) in the E.H.R. and on the website. Need support at the Branch level for selling these.</p> <p>c) Conference 2001 Update (Ness): Looks like a \$30,000 profit. Extra registrations that are due in are around \$14,000 which should off-set money owing if bill is received. Awaiting another \$5000 from the province. <b>Motion to receive verbal report. Moved by Tim Ness, second by Claudia Kurzac. All in favor. Carried.</b></p> <p>d) Sabbatical Exchange (Executive Director): Need contract signed still. Opportunity to spend two weeks in the US with US dollars. Branches will then need to advise their members. Not open to Executive or Academics (such as Program Heads for Universities).</p> <p>e) Protocol for 50 year Members (Executive Director): Did not consider members who are retired or life members. Need to ensure that this</p>	<p><b>Rob Bradbury</b></p>

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<p>protocol/criteria is very clear, covering all members. BC has 5 eligible members for this year and 2 more for 2001. Suzanne will redraft this protocol to add the extra member types. All award winners should be listed on the website. Rob will check with Mike LeBlanc to see when it will go up and bring to his attention that the National list needs to be updated. 50 year member award is a National award not a Branch award. Need to standardize the wording on the award so that we just need to add the name.</p>	<p><b>Suzanne Lychowyd -Shaw Rob Bradbury</b></p>
<p>f) Website Initiatives (Charter) / Domain Names (Executive Director): Clear that we are a non-profit agency. Have had a picture of the Charter taken and it has been sent to Mike to place on the website. The originals will be given to Debra at the National office to hold on to. Problem with Domain Names. Sera would not accept names except for those with a slash or dash added to the web address.</p>	
<p>g) IFEH World Congress Bid (President): Fred O'Brien went to Tanzania and took a package from Tourism Canada for us. It was presented by him and very well received. Rob to contact to find out where we are and to prepare for booth/presentation in San Diego. Rob will talk with Fred and Lars Olsen.</p>	<p><b>Rob Bradbury</b></p>
<p>h) Stanier Society Opinion Paper (President/Shaw): Never received any papers. Could possibly change the requirements to include students for more response. This is an annual award of \$500. Suzanne will check with Mike Duncan to see if this is possible or maybe an extension to May 31, 2002. Rob will send out a memo to the Branches to provide more information about this award. Should be on the website to bring to everyone's attention.</p>	<p><b>Suzanne Shaw Rob Bradbury</b></p>
<p>i) Bequests (MacLean): Rob will get information from UVIC (University of Victoria).</p>	<p><b>Rob Bradbury</b></p>
<p>j) CIPHI Expense Policy (Kurzac): Rob will ensure that everyone gets a copy of the newly revised policy.</p>	<p><b>Rob Bradbury</b></p>
<p>k) Liability Insurance/Bonding (Kurzac): Policy is from August to August. Working toward getting it on a Calendar year billing. Able to secure a bonding policy which covers anyone who handles the money. Cost for a \$50,000 policy was \$666.00 which is for more than a year (around \$500 for a year). Alberta Branch interested in persuing a bonding coverage for their branch. Bonding is a requirement as per the Constitution (Rob). Will be suggesting a change to the Constitution to include anyone who handles the money.</p>	
<p>l) Corporate Sponsorships (Executive Director/Kurzac): Discussion on setting up different levels of sponsorship (i.e. Gold, Silver, Platinum...). Victor asked what would be the benefits. Benefits could include Conference perks (booths etc.). Need to standardize what these levels should include. Need to</p>	

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<p>work toward running it from the National Office. Suggestion that all branches could bring any information that they have on different levels of sponsorship to discuss so that we can share ideas and come up with the best strategies.</p>	<b>Branches</b>
<p>m) Food Conference Partnership - NSF 2003 (President): Suzanne spoke with Ron de Burger who was quite interested in holding a joint NSF/CIPHI Conference in Toronto. Could do a Food Conference in 2004 in Southern Ontario and a Travel Conference in Vancouver before that in 2003. No bid yet for 2004 but we could do a joint conference that year. Rob to call Stan to discuss.</p>	<b>Rob Bradbury</b>
<p>n) NEC/BOC Meeting (President): Discussed with Bernie Chrisp. BOC will meet on Friday before the Conference, NEC Saturday and Sunday with a joint meeting on Saturday.</p>	
<p>5. <u>NEW BUSINESS:</u></p>	
<p>a) Welcome Newfoundland/Labrador Branch President (President): Welcome to Steven Barbour. Rob will contact and provide with information. Steven states that there is a lot of young and enthusiastic inspectors anxious to help build branch. Rob will discuss with finance committee the idea of rebating membership dues back to NF/Lab for the upcoming year. Claudia suggested that there needs to be some agreement with the branch as to paying dues and other money owing. <b>Motion to rebate 2002 CIPHI portion of dues as an incentive to assisting with membership drive. Moved by Claudia Kurzac, second by Tim Ness. All in favor. Carried.</b></p>	<b>Rob Bradbury</b>  <b>Debra Losito</b>
<p>b) BC College for EHOs/PHIs (Kurzac): Draft regulation going to cabinet soon. Ministry of Health will not give funding for the first year of the college. Will need roughly \$50,000 for the first year. Looking at interest free loans at this time but may ask for assistance later.</p>	
<p>c) 2000 Financial Report (President/Kurzac):</p>	
<p>d) Media Links vs Sources (Executive Director): Wondering if Media Links looks like a better option. Rob to pursue a Media Links option for this upcoming year. Discount if we sign up in December 2001.</p>	<b>Rob Bradbury</b>
<p>e) Bioterrorism Training Session (President): MHO going from Victoria so Rob cannot attend. Nic Losito is going on behalf of the Vancouver/Richmond Health Board so Rob has asked Nic to bring some information back for us. Health Canada is paying for attending the session.</p>	
<p>f) Purchase of Pins &amp; Awards (Kurzac): Discussion on the approval of buying awards. Should be considered a future operating cost.</p>	
<p>g) Merchandising (Executive Director/Mah/MacLean): Have another</p>	

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<p>opportunity with Willis Canada. Interested in becoming a Corporate member. Do not have to sign contract regarding being sole provider. Also interested in offering liability insurance to our members.</p> <p>h) IFEH Membership Subscription (Executive Director): Significant discussion about increasing the dues. Rob will send a note to everyone when he hears back.</p> <p>i) Contract for Executive Assistant (President/Kurzac): Debra left the line when this issue was discussed. Debra will list duties and send to Claudia.</p> <p>6. <u>Other Business</u>: EHF using Debra's services. Need to discuss paying costs with them.</p> <p>7. <u>Next meeting date</u> - Spring 2002: Suggestion about meeting in Victoria. Steve felt that was a little far and he could only attend one meeting which he felt would be New Brunswick.</p> <p>8. <u>Payment of Bills</u>:</p>	<p style="text-align: center;"><b>Rob Bradbury</b></p>          <p style="text-align: center;"><b>Debra Losito</b></p>
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