

**National Executive Council  
Teleconference Meeting  
December 20, 2002**

<b>Agenda Item</b>	<b>Action</b>
<p>Called to order 9:10 a.m. (Pacific Time)</p> <p>1. <u>ROLL CALL</u>: Scott MacLean (National President), Victor Mah (AB), Mike Duncan (ON), Ken Cross (SK), Tim Ness (MB), Claudia Kurzac (BC), Leonard Gallant (NS/PEI), Jean-Marc Dufour for Tamela Carroll (NB), Rob Bradbury (Past-President), Debra Losito (Executive Assistant)</p> <p>REGRETS: Dion White (NF/Lab)</p> <p>2. <u>BUSINESS ARISING</u>:</p> <p>a) Conferencing (Scott): Proposal from Victor to have AB Branch look after the Registration for 2003 while Debra dedicates her time to working on the Conference binder. Victor states that they were able to get hold of the printer to make the changes to the pamphlet before printing. The registration forms will now go directly to the National office (Debra) instead of the Alberta Branch. Discussion on correct name for conferences. NEC or AEC? Previous discussion stated that NEC was confusing and should be AEC for Annual Educational Conference. Agreement that it must be Annual Educational Conference (AEC). Victor states that the Conferences need direction and guidelines as to what are the allowances for certain expenses (i.e. Speakers). Claudia mentioned that it is a joint conference so the Branch must come up with a budget with estimates of where you will spend your money. Then the conference committee works within that budget. Conference binder should include these guidelines. Victor confirmed that the Awards Luncheon will be on Tuesday, AGM on Monday afternoon and the NEC meeting will be on the Saturday before the conference in which we will need to approve the names for the award recipients.</p> <p>b) Corporate Sponsorships: Scott has contacted NSF, UL, Health Canada and DND. He will also contact PCO. He will inform the conference committee and Debra of the level of sponsorship. The split between the Branch and CIPHI will still be 50/50. Scott will contact Nelson Fok (Education Committee) about Health Canada and whether there is a need for contracts to be signed for a Pre-Conference workshop.</p> <p>c) Conference Binder: Debra to work on this and share draft by February 15/03 with Conference Planning committee (Past, Present and Future Conference chairs). Committee will share feedback so that Debra can make further revisions for the next meeting.</p> <p>d) Code of Ethics: Member suggested change. AB Branch would recommend that it should be changed. Agreement from everyone that it should be looked at and updated. Everyone to send comments to Victor as this will be discussed at next meeting.</p>	<p><b>Scott MacLean</b></p> <p><b>Debra Losito</b> <b>Conference Planning</b> <b>Committee</b></p> <p><b>Executive</b></p>

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e) Survey from Health Canada: Scott will send survey from Sean Pettipas to Branch Presidents to be completed via e-mail and send back to Debra. Debra will forward these to Sean and Chris Klaus by deadline on survey.

3. Next meeting date - Mid March - to be announced.

**Scott MacLean**  
**Branch Presidents**  
**Debra Losito**