

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
 Minutes - April 16, 2004 (Vancouver)

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL: Phi Phan (AB), Ken Cross (SK), Stefane Gravelle (MB), Tamela Carroll (NB), Claudia Kurzac (BC), Leonard Gallant, (NS/PEI), Paul Noseworthy (NL), Rob Bradbury (Past President), Michael Duncan (ON), Debra Losito</p> <p>Tamela and Stefane arrived at 8:45 a.m.</p> <p>Regrets: Scott MacLean (National President) Guest: Nick Losito (joined meeting on Saturday a.m.)</p> <p>2. APPROVAL OF AGENDA Additions to agenda: Branch president's pin protocol (l), IFEH Sept. meeting (m), National Public Health coalition (n), Stanier Society (o) Motion to approve amended Agenda, moved by Mike Duncan, second by Claudia Kurzac. All in favour. Carried.</p> <p>3. APPROVAL OF MINUTES OF NOVEMBER 14-15, 2003: Motion to table, moved by Claudia Kurzac, second by Ken Cross. Errors & Omissions: Delete some sentences as provided by Mike Duncan (Mike to provide changes to Debra).</p> <p>4. <u>BUSINESS ARISING:</u> a) Marketing/Strategic Planning SMPIC (Mike Duncan) – (follow-up from meeting of April 7, 2004): Newsletter – content, frequency, volunteers. Is it a necessary initiative? Claudia felt the membership would appreciate hearing from National. Leonard felt that having time to read a newsletter received by e-mail was a problem. Rob stated that the document need not be a newsletter but that we need to increase our visibility. To be sent electronically (eg. Core Competency). Stéfane stated that they struggle to find information for their branch newsletter as is but that we may want to try and see how it is accepted. Mike stated that it is “electronic communication” rather than a newsletter. Rob will volunteer to collect e-mail addresses from each branch, for individuals who should receive communications and who are not members, decision makers. Send it to Rob within the next 30 days to: les_rob@shaw.ca . Claudia felt that it should be somebody who does not sit on the National Executive. Mike felt that the work should be spread around. Branches will send to their members and National will send to key stakeholders. Suggested contacts for Adhoc Committee for Strategic Framework for Alignment (Claudia – chair, Rob, Stefane, Phi, Ken): Stanier, C.N.A., C.W.W.A., O.P.H.A/ C.P.H.A./A.S.P.H.I.O./A.L.P.H.A., Labs, C.F.I.A., N.E.H.A./I.F.E.H., Health Canada, Provincial Ministries – Regional Health Boards, Municipal, Agriculture, C.M.E., Infection Control, Healthy Environments, M.H.O.s, Council, Schools, Denmark – Twinning Exchange, Ireland, Minister of Health – Canada, Associations (eg. NSF, UL...)</p>	<p>4a) Branch Presidents Rob Bradbury</p>

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<p>Employers support to members – Stefane suggested a Position Statement might be the way to go. “To advance the science of environmental health...” Target date September and then develop a letter. Some employers provide great support to their staff already while others do not. We need to encourage this support in some way. Ken suggested that it is a matter of promoting ourselves. Advocacy Committee to work with SMPIC Committee.</p>	
<p>Electronic database – membership councillor in Ontario looking at data management. Meeting in Charlottetown – Branch Presidents to bring a list of e-mail addresses for members in their branches.</p>	<p>4a) Branch Presidents</p>
<p>b) Advocacy/Press Releases/booth, CWWA Conference, Reports for all branches in E.H.R, French translator ...</p>	
<p>Advocacy – Draft of West Nile Virus press release. Comments by April 23, 2004 to Ken (kcross@schr.sk.ca). Ken will send an electronic copy to everyone Monday a.m.</p>	<p>4b) Ken Cross</p>
<p>Booth – Phi to check with Victor.</p>	<p>Phi Phan</p>
<p>CWWA Conference – will send out report to everyone. Was successful with making ourselves known. Laminator was popular except there was a suggestion that the CIPHI address be removed so that there is no confusion as to where to mail the lost luggage. Move acceptance of report by Phi Phan, second by Ken Cross. All in favour. Carried.</p>	
<p>Phi will check with Victor to see if he will be completing the Orientation manual.</p>	<p>Phi Phan</p>
<p>French Translator position – applicant: Daniel Savoie, Motion to accept translator for one year effective immediately, moved by Stefane Gravelle, second by Claudia Kurzac. All in favour. Carried. Advocacy committee will draft up a proposal at the rate of \$45 per page. Stefane will clarify “vacation” to see when he will be available.</p>	<p>Stefane Gravelle</p>
<p>Draft Operational Guidelines for Advocacy: Spokesperson? President or Chair of Advocacy Committee, Past President or designate. Comments back to Stefane by May 17, 2004. Motion to receive report, by Stefane Gravelle, second by Ken Cross. All in favour. Carried.</p>	<p>Branch Presidents</p>
<p>Ontario Branch package – Mike reviewed information. Stefane will draft a position statement based on some of the groundwork provided from the Ontario branch. Stefane mentioned, with support from the executive, that we need to keep track of the position statements produced and also what position statements would be valuable for future contacts.</p>	<p>Stefane Gravelle</p>

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<p>c) Constitution – Code of Ethics/Code of Practice: Victor missed the deadline but this item will need to be completed before the next deadlines.</p> <p>Paul will call Debra to try to locate previous minutes for 1996 or 1997. Paul to send updated Constitution to Debra.</p> <p>d) Twinning Exchange updates – Colyn Smyth, incoming president, very interested in establishing an exchange with Ireland. Claudia mentioned that we do not have a sponsor yet. Rob will contact them to discuss and arrange for an exchange for 2005. Need to meet deadlines for the E.H.R. for advertising it. External Relations Committee (Exchanges-Twinning, Sabbatical/Mentorships): Phi Phan - Chair, Tammy, Paul</p> <p>Are the documents on the website?? Debra to check and/or forward to Mike.</p> <p>e) Conference 2003/2004 update, conference survey, NEC meeting dates in Charlottetown: 2003 – Phi passed out CD of sessions 2004 – Move receipt of report, by Leonard Gallant, second Paul Noseworthy. Survey needs to be sent out as part of Conference Binder. July 1 NEC golf in afternoon.</p> <p>f) Conference 2005/2006 – 2005 report not available. 2006 (Regina, SK) Move receipt of verbal report, by Ken Cross, second by Tammy Carroll. All in favour. Carried. Surveys: Previously discussed.</p> <p>g) Environmental Health Week 2005 – work group ... Ken has received names from each Branch. Move to receive report, by Ken Cross, second Stefane Gravelle. All in favour. Carried.</p> <p>h) Qatar Environmental Health Program update – Members of CIPHI. CBIE review completed. Charlie Young attended on behalf of the BOC, funded by Qatar. Looking at a mentorship proposal.</p> <p>5. New Business</p> <p>a) Welcome to New Branch President/National President elect. Announcement – Phi Phan, AB Branch President; National President elect. Will take office effective June 28, 2004.</p> <p>b) Financial Update/Budget – Move acceptance of report, by Claudia Kurzac, second by Leonard Gallant. All in favour. Carried.</p> <p>c) Payroll deductions – Membership committee will be looking at changes to payroll deduction options, eliminating post-dated cheques, options for direct debit (Claudia).</p> <p>d) Membership update – Motion to rebate student membership for that year if certified in April, moved by Claudia Kurzac, second by Leonard Gallant. All in favour. Carried. Students certified in October will receive the next year for free. Debra to send spousal information to Mike for website and make changes, adding this information, to the</p>	<p style="text-align: center;">4c) Paul Noseworthy</p> <p style="text-align: center;">4d) Rob Bradbury</p> <p style="text-align: center;">Debra Losito</p> <p style="text-align: center;">5d) Claudia Kurzac Debra Losito</p>
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<p>membership form to show at Charlottetown.</p> <p>e) Website Initiatives/update wording ... – Website committee to look at website and see if there is information missing (eg. Sabbatical forms ...).</p> <p>f) IFEH Conference 2004 Durban update – Motion to table items f & g until tomorrow, moved by Ken Cross, second by Stefane Gravelle. All in favour. Carried. Rob and Nick provided a verbal update about the IFEH Conference. More information in the next Environmental Health Review (Spring 2004).</p> <p>g) IFEH Conference 2010/E.H.R. – Nick provided an update on their progress with arranging for different venues. There are usually 4 – 5 technical tours that the IFEH World congresses offer. This could probably occur mid week.</p> <p>E.H.R. – Move receipt of verbal report, by Nick Losito, second by Claudia Kurzac. All in favour. Carried.</p> <p>h) Professional Credentialing/Core Competency (Rob) – Would like to make ongoing continuing education as part of a certification requirement. Will be speaking with the BOC about this in Charlottetown. Leonard will be sending out information to each Branch.</p> <p>Core Competency: Core Functions (Essential Health Services) → System/Organizational Competencies → Individual Compliance → Core Functions, Discipline Spec, Program Spec., Skill Based/Technical. Rob passed out Environmental Health Competency project package. Time-lines are fairly tight for the next year. Need to discuss with BOC for support. Are looking at funding options through Health Canada. Motion to endorse individuals on Core Competency Steering Committee, by Claudia Kurzac, second by Stefane Gravelle. All in favour. Carried.</p> <p>i) Canadian Council of the Ministers of the Environment/Wastewater committee – CIPHI rep? (Mike Duncan) – Ontario branch to put forward a name.</p> <p>j) Federal/Provincial/Territorial Committee on Food Safety Policy – Committee determining Equivalency of Foodhandler Certification Programs – Need for CIPHI rep. on Committee (Tammy) – Motion to appoint Tammy to represent us on the Equivalency of Foodhandler Certification Programs, moved by Claudia Kurzac, second by Ken Cross. Discussion. Scott will advise group of Tammy.</p> <p>k) BOC update – no report.</p> <p>l) Branch President's pin protocol – Motion for Branch President's pins to be presented at President's Banquet starting in Charlottetown 2004, by Claudia Kurzac, second by Leonard Gallant. All in favour. Carried.</p> <p>m) IFEH (September 11 – 12, 2004 Denver, Lowans Group hotel) meeting – looking for someone interested in attending.</p> <p>n) National Public Health coalition – Mike provided an update. Motion for Scott to contact the National Public Health coalition to become a partner and find out details, moved by Mike Duncan, second by Ken Cross. All in favour. Carried.</p> <p>o) Stanier Society – Claudia shared details about the discussions involved and how well it was received. CIPHI made a donation of \$500. Motion to</p>	<p>5e) Website Committee</p> <p>5i) Mike Duncan</p> <p>5j) Scott MacLean</p> <p>5n) Scott MacLean</p>
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<p>receive verbal report, moved by Claudia Kurzac, second by Paul Noseworthy. Discussion ensued. Question. All in favour. Carried.</p> <p>Reminder for branches to provide their \$200 support, Ontario branch to provide a certificate for next year's conference registration. Payments to be mailed to CIPHI Conference 2004 through National Office.</p> <p>Other Business: Motion that the Branch President, National President, National Finance Chair, Conference Chair be signing authorities. Motion withdrawn. Motion to open a CIPHI Conference 2010 account with at least one NEC member as a signing officer and the other three at the discretion of the Conference Committee, by Phi Phan, second by Paul Noseworthy. All in favour. Carried. This motion to be added to the Conference Planning Binder.</p> <p>NEC member: Claudia Kurzac (Finance Chair) BC Branch President – to be appointed Conference Committee Chair - Domenic Losito BC Branch Treasurer - Jasmina Egeler</p> <p>Constitution & Bylaws: Discussed housekeeping items that need to be made to the Constitution & Bylaws.</p> <p>6. Next meeting date – June 26 - 27, 2004 (Saturday & Sunday) in Charlottetown PEI.</p> <p>7. Payment of Bills – Motion to pay bills, by Ken Cross, second Leonard Gallant. All in favour. Carried.</p> <p>Motion to adjourn by Ken Cross.</p>	<p>5o) Branch Treasurer's ON Branch</p> <p>Claudia Kurzac</p> <p>7) Claudia Kurzac Debra Losito</p>
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