

Canadian Institute of Public Health Inspectors

National Executive Council Meeting

Minutes – October 1 & 2, 2004 (Toronto ON)

<p>information to Carla and she will forward the link (on website) to Debra to send to NEC to view. Stéfane to send Position Statement to Carla.</p> <p>b) Strategic Electronic Contacts List (C. Kurzac): NEC to send contacts (managers, directors, MOHs, Assistant Deputy Minister etc.) to Steve Chong and to Rob Bradbury for Core Competency.</p> <p>c) Denmark Twinning Exchange (C. Kurzac): Discussed comments from Steen Fodge from Denmark and shared positive and negative aspects of exchange from Vancouver. Claudia to contact Colm Smyth for possible Ireland exchange.</p> <p>d) Sabbatical Exchange (P. Phan): Exchange will be in Inuvik or Nunavut for NEHA rep. No candidate available yet from Canada. External Relations committee to look at criteria. Claudia to send electronic version to the NEC.</p> <p>e) Mentorship Program (T. Carroll/C. Kurzac): Mentoring for the students from Qatar. Tammy will check with the East Coast health units to see if they are willing to take students.</p> <p>f) Constitution Update (C. Kurzac): Changes to be place on website for members to view and provide input. Constitution Committee to summarize and Website Committee to send to be posted.</p> <p>g) CPHA Smoke Free Resolution (C. Kurzac/P. Phan): Phi to clarify what smoke free is? Phi will draft a new resolution and circulate to the NEC.</p> <p>h) CIPHI Display Booth (P. Phan): Has not received from Victor yet.</p> <p>i) CIPHI Presentation Folders update (P. Phan): Discussion on costs. Branches will receive a supply to use. Claudia to work out numbers with Victor.</p> <p>j) CIPHI Power Point Slides update (P. Phan): Victor waiting for pictures from branches.</p> <p>k) BOC membership update (C. Kurzac): Al Raven's and Bernie Chrisp's terms are up in October 2004. Last meeting will be in November.</p> <p>l) UL & NSF update (S. MacLean): Scott to contact Dean to see who new contact is for UL. Scott to send this information to Claudia.</p> <p>6. <u>NEW BUSINESS</u></p> <p>a) CPHA – new CEO Dr. Elinor Wilson (attending Oct. 2/04 p.m.):</p> <p>b) Finance Update (C. Kurzac): Financials have not been completed by the accountant yet. Claudia to forward to the NEC when received. Steve will see if there is a local accountant in BC to utilize in the future, after the approval of the membership at the next AGM.</p> <p>c) Senate Committee presentation (C. Kurzac/S. Gravelle): Opportunity uncertain. Discussion continued.</p> <p>d) Advocacy/Position Statement (S. Gravelle): Positive feedback. Stéfane will look at standardizing design with consultation from Phi and send out to everyone. Steve to send Stéfane a link to convert documents to PDFs.</p> <p>e) Conference/Sponsorship partnerships (C. Kurzac): To be discussed further at a later date.</p>	<p style="text-align: center;">Gallant Debra Losito Stéfane Gravelle</p> <p style="text-align: center;">5b) NEC</p> <p style="text-align: center;">5c) Claudia Kurzac</p> <p style="text-align: center;">5d) Tamela Carroll Claudia Kurzac</p> <p style="text-align: center;">5e) Tamela Carroll</p> <p style="text-align: center;">5f) Paul Noseworthy Mike Duncan</p> <p style="text-align: center;">5g) Phi Phan</p> <p style="text-align: center;">5i) Claudia Kurzac</p> <p style="text-align: center;">6b) Claudia Kurzac Steve Chong</p> <p style="text-align: center;">6d) Stefane Gravelle Phi Phan Steve Chong</p>
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<p>f) NEC meeting dates (C. Kurzac): March 18 & 19, 2005, Vancouver, BC at Blue Horizon Hotel.</p> <p>g) Conference 2004 update (L. Gallant): Leonard shared report. Conference 2004 realized a profit.</p> <p>h) Conference 2005 update (C. Kurzac): Claudia provided update. Have not received a revised budget yet. Meeting regularly with Conference Chair, Co-Chair ... and National by teleconference.</p> <p>i) Conference 2006 update (K. Cross): Ken shared an update. Going well.</p> <p>j) Conference 2007 update (C. Kurzac): location not decided upon yet.</p> <p>k) Stanier Society (C. Kurzac): Have a distance learning program through the University of London, UK. Would like to place the article in the E.H.R. if possible.</p>	
<p>Motion to adjourn by Ken.</p>	
<p>l) Environmental Health Week update (P. Phan): January 3 – 9, 2005 Discussion ensued around ideas for Environmental Health Week.</p>	
<p>m) Website – Code of Ethics (C. Kurzac): Steve will contact Mike LeBlanc and ask him to enlarge the Code of Ethics and display on the website.</p>	<p>6m) Steve Chong</p>
<p>n) IFEH Council Meeting – Denver (C. Kurzac): Claudia shared information from her trip to Denver and the IFEH meeting. Steve to contact Mike LeBlanc about keeping the minutes up-to-date on the website.</p>	<p>6n) Steve Chong</p>
<p>o) Sustainability Indicators Project/IFEH Policy 8 (C. Kurzac): Claudia passed out IFEH's Policy 8. Shared an update on Durban Congress - 657 delegates. Discussion continued. Next year's meeting is in Vancouver BC.</p>	<p>6o) Steve Chong</p>
<p>p) Certification Issue/plagerism (K. Cross): Discussion ensued to do with suggestions on how to handle these possible concerns/problems. Ken will take suggestions to the Board of Certification.</p>	<p>6p) Ken Cross</p>
<p>q) Past President's Pin: Motion to replace past president's pin with a platinum pin, moved by Leonard Gallant, second by Steve Chong. All in favour. Carried. Claudia will contact Victor to ask him to order these.</p>	<p>6q) Claudia Kurzac</p>
<p>r) CIPHI Office contractor title/job description: (in camera)</p>	
<p>s) FPT (Federal Provincial Territorial Food Safety Committee) (T. Carroll): Tammy provided an update on what the committee was doing and when they will be meeting.</p>	
<p>t) 2008 Conference Bid: MB Branch would like the NEC to make note of possible interest for this year should another branch (eg. NL) not want it.</p>	
<p>u) SMPIC (Strategic Marketing Plan) MB Membership Rates – Powerpoint presentation (Stefane Gravelle): Manitoba Branch would like to increase membership rate to \$125 from \$110 (increase in Branch portion). Debra to update membership form for 2005.</p>	<p>6u) Debra Losito</p>
<p>v) EHFC (Ken Cross): Ken shared an e-mail from Tim Roark requesting funds.</p>	
<p>w) Organization Chart: Phi will send revised to chart to Claudia.</p>	
<p>x) Minutes (Claudia Kurzac): Minutes to be brief, members to see Branch President's for details.</p>	<p>6w) Phi Phan</p>
<p>y) Core Competency Cont.: Motion to cover Rob Bradbury's expenses to</p>	

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attend BOC meeting in Vancouver to present Core Competency information, by Leonard Gallant, second by Scott MacLean. All in favour. Carried.

7. Other Business: No other business

8. Next Meeting Date: **March 18 & 19, 2005 Vancouver BC, Blue Horizon Hotel**

Motion to adjourn by Ken Cross.