

Canadian Institute of Public Health Inspectors
National Executive Council Meeting
 Minutes – March 4 & 5, 2005 (Vancouver BC)

Agenda Item	Action
<p>Meeting commenced at 8:30 a.m.</p> <p>1. ROLL CALL:</p> <p>NEC – Claudia Kurzac (President), Phi Phan (AB), Ken Cross (SK), Dave Nedecky for Stéfane Gravelle (MB), Tamela Carroll (NB), Steve Chong (BC), Bruce Morrison (NS/PEI), Paul Noseworthy (NL), Mike Duncan (ON), Debra Losito</p> <p>Regrets: Scott MacLean (Past President)</p> <p>Guests: Adam Grant, Ann Thomas, Nick Losito</p> <p>2. APPROVAL OF AGENDA Additions to agenda: x) CIPHI Newsletter, y) Executive Committee Structure proposal, z) Profit Reporting for Conferences Motion to approve agenda, moved by Ken Cross, second by Steve Chong. All in favour. Carried.</p> <p>3. APPROVAL OF MINUTES OF OCT. 1 & 2, 2004: Errors and omissions: 6 L. Environmental Public Health Week Motion to approve amended minutes, moved by Bruce Morrison, second by Ken Cross. All in favour. Carried.</p> <p>4. Welcome to new NS/PEI Branch President – Claudia welcomed Bruce Morrison and presented him with his Branch President’s pin.</p> <p>5. <u>BUSINESS ARISING</u>:</p> <p>a) Core Competency Project (C. Kurzac): Had first Steering Committee meeting, active participation with a lot of excitement. Next meeting was in Toronto with the schools. Discussion ensued. Claudia to circulate documents to Branch Presidents. Claudia will call Carla to arrange for a conference call to deal with issues.</p> <p>- What do we call it? “Maintenance of Competency”? Discussions around linking certification to membership. Discussions continued.</p> <p>March 5, 2005 – Revisit Core Competency: Claudia provided an update after receiving a call from Carla Troy.</p> <p>b) Constitution Changes (P. Noseworthy): Suggested By-Law change passed around. To be amended with a couple whereas’. Paul passed around constitution changes. Debra will change constitution, previously approved, and send to Mike LeBlanc for the website. Paul discussed suggested changes, received feedback and will forward to National Office at least 90 before the AGM (CIPHI Conference 2005).</p>	<p>Claudia Kurzac</p>

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Thomas left and Claudia discussed needs and reason for asking for this proposal. Adam will research company background. Claudia will look into other proposals.

g) 2005 Budget (All): Claudia presented a budget which needs the final 2004 totals.

h) CIPHI Accountant (S. Chong): previously discussed.

i) Branch updates – verbal (Branch Presidents):

ON (Mike Duncan): Mike presented a verbal report. Passed around a sample of a time-line that the Ontario Branch uses. Mike passed around a package for discussion.

BC (Steve Chong): Steve provided a verbal update. They will be hiring someone to rebuild their website. New web address: www.ciphi.bc.ca
 Discussion continued.

NL (Paul Noseworthy): Paul provided a verbal report. Province should be smoke-free (indoor public places) by the fall. Discussion ensued.

SK (Ken Cross): Ken provided a verbal report. He will be continuing as president for another term.

AB (Phi Phan): Phi provided a verbal update. Need to update their website. Discussion continued.

NB (Tamela Carroll): Tammy provided a verbal report. Membership fee will be \$125 in 2006.

MB (Dave Nedecky for Stefane): Dave provided a verbal update. Had a very successful provincial conference. CIPHI MB Branch is teaching FoodSafe by certified inspectors.

NS/PEI (Bruce Morrison): Bruce provided a verbal report. Website doing well. National Conference did well in 2004. Will have a Branch Conference in 2006. Discussion ensued.

j) Twinning/Sabbatical Exchanges update (P. Phan): Tammy is actually the Chair. **Information will be sent to Tammy and Phi from Claudia.**

k) Conference 2004 update (B. Morrison): Bruce provided an update. The conference was a success. Most of the money has been collected with a small (\$500) amount still outstanding.

l) Conference 2005 update (M. Duncan): Mike provided an update and passed out a revised budget and conference information package. Shared information on Keynotes. Discussion continued. Recommend addition to the Conference Planning Binder, a Social for the Exhibitor/Sponsors.

m) Conference 2006 update (K. Cross): Ken provided a brief update. Plan to have a lot of fun.

n) Conference 2007 update (S. Chong): Steve provided a brief update.

o) CIPHI Strategic Planning Session/Mission, Values (C. Kurzac): previously discussed. Claudia revisited this topic and passed around handouts from Stefane. Discussion around whether revisiting a strategic planning session would be a good idea to assess needs, current and future. **Motion for CIPHI NEC to hire a management consultant for the specific purposes of strategic planning and analysis of human resources practices within**

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<p>CIPHI. CIPHI will seek proposals from a minimum of three (3) prospective professional management consultant contractors. One proposal will be selected at the discretion of the finance committee and based on the criteria of service deliverables and cost. Total cost for the project is approved to a maximum of \$10,000.00, moved by Mike Duncan, second by Dave Nedecky. All in favour. Carried.</p> <p>p) Website update (C. Kurzac): Claudia shared information provided to her from the webmaster. Mike will contact Mike LeBlanc.</p> <p>q) CHNAC – working relationship/sharing resources (C. Kurzac): Claudia provided update. They are looking at doing a conference. Are interested in seeing a copy of our Conference Planning Binder. Discussion ensued.</p> <p>r) CNA Qatar – students in Canada (C. Kurzac): Claudia provided an update. Four students will need to “job shadow” in health authorities somewhere in Canada. Need a list of employers who will be willing to do this. Presidents will ask employers and send information back to Claudia by March 31, 2005 to forward to Doug Quibell.</p> <p>s) CPHA Core Competencies Presentation (C. Kurzac): Claudia provided information and an update. Looking for CIPHI representation at the CPHA meeting. Claudia will check with a couple people on the Core Competency panel to see if one of them can attend.</p> <p>t) CIPHI Position Statements & Code of Ethics on the web (C. Kurzac): Claudia suggested that these documents be place on the website for members to see while we are waiting for the AGM to approve changes.</p> <p>u) CIPHI Human Resource Review/Assessment (C. Kurzac): previously discussed.</p> <p>v) Constitution change for Core Competencies (C. Kurzac): Claudia provided background information on this suggested change. Mike read a draft resolution that could possibly be used. Discussion continued. Mike will circulate to the executive to share with their membership.</p> <p>w) In Camera Session (end of day two):</p> <p>x) CIPHI Newsletter: Claudia passed around a draft newsletter completed by Victor Mah. Some discussion around standardization. Discussed distribution and a committee to review for content, errors, before it is sent out. Phi will check with Victor to see if Branches should appoint a person to be on this committee. If so the Presidents will suggest a person and report back to Debra and Victor.</p> <p>Presidents to send suggested changes to Victor by March 11, 2005.</p> <p>Claudia read Advocacy Committee report provided by Dave from Stefane.</p> <p>y) Executive Committee Structure proposal: Mike passed around a document from the Ontario Branch, and provided background information. Discussion around whether a new position (President Elect) could be created. Claudia will contact Tim Roark for some historical information.</p> <p>z) Profit Reporting for Conferences: Claudia shared information on an error that occurred in the way the profit was reported by the accountant.</p>	<p style="text-align: center;">Presidents Claudia Kurzac</p> <p>6s) Claudia Kurzac</p> <p>6v) Mike Duncan</p> <p>6x) Branch Presidents</p>
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| <p>7. Other Business: National Database – Claudia shared the security issues around sharing information outside of CIPHI. Data Management Committee: Adam Grant, Debra Losito, Merry Turtiak, Karen Wong-Petrie, Mike LeBlanc</p> <p>8. Next Meeting Date:</p> | |
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Motion to adjourn by Phi Phan.