



## National Executive Council Meeting

Lord Elgin Hotel, Ottawa ON

February 9 & 10, 2007

8:30 am (EST)

1. Roll Call – Phi Phan (AB), Jasmina Egeler (BC), Ken Cross (SK), Rick Sokolowski (MB), Adam Grant (ON), Doreen MacIntosh (NS), Darryl Johnson (NL), Gary O'Toole (NB), Robert Bradbury (Past President), Claudia Kurzac (President), Debra Losito (National Office Manager). All present.

Guest: Ron Wall

2. Approval of Agenda – 5.35 Salary Survey, 5.36 CIPHI Committees (Kurzac)  
**Motion to accept agenda as amended by Phi Phan, second Ken Cross. All in favor. Carried.**

3. Approval of Minutes of:

3.1 NEC Pre-conference meeting minutes, Regina, SK June 24 & 25, 2006 – Changes: 5.11 Committee reports: delete “application for Robert Stone paragraph, change Lifetime membership award to Life membership award. 5.5 paragraph, change last sentence to “There is currently a review and proposal to transfer Public Health Programs and staff from Conservation to Health.” 5.29 Delete “Pamphlets” from Title. Add last names throughout minutes to motions. Remove abbreviations. Motion to adopt minutes as amended by Rob, Jasmina. All in favor. Carried.

Welcome Ron Wall (9:05 a.m.) – see 5.1. Further discussion continued after Ron left meeting.

3.2 NEC Post-conference meeting minutes, Regina, SK June 29, 2006 – Changes: 5 (s) Andreas Oertel is spelled wrong. **Motion to adopt minutes as amended, moved by Rick Sokolowski, second by Gary O'Toole. All in favor. Carried.**

3.3 NEC Conference Call meeting - Dec. 20, 2006 – Delete Phi as he was not on call, Koreen Westly instead. **Motion to adopt minutes as amended, moved by Ken Cross, second by Doreen MacIntosh. All in favor. Carried.**

4. Business Arising;

- 4.1 CIPHI AEC 2006 report (Cross) – waiting for last sponsors. Should have final budget. **Move receipt of verbal report, moved by Ken Cross, second by Rick Sokolowski. All in favour. Carried.**



- 4.2 Conference planning "tick-sheet" (Cross) – Went through tick sheet recommendations for conferences with the addition of a list of "in memoriam" for the AGM. Phi and Ken will work on updating the Conference Binder.
- 4.3 Scope of Practice document (Phan) Awards policy / procedure review (Phan)

Scope of Practice - Phi provided update for this document. Adam disappointed that some of Leonard Gallant's work was not included in this document. Rob expressed some concerns about gaps in the document. Claudia stated that it was designed by Peter Willmott to be a 'discussion paper'. Discussion continued. Adam, Rob and Phi would like to work on qualifying this document and changing the title before publishing it. Darryl questioned why this needs to be done and who the audience would be. In general there was agreement that this should be revised before using/publishing.

**Motion to adopt as a discussion paper and to post on the web for member distribution, moved by Phi, second by Ken. All in favor. Carried.**

**Action: Rob to contact Peter Willmott and Adam and Rob will teleconference to decide on data required to create a "Reference Guide".**

- 4.4 Awards policy/procedure – Phi shared information/recommendations presented by Tim Roark. All award nominations should come through the National Office first. The 2006 awards should be corrected to reflect the right year.

**Action: Phi will purchase a new plate and send to Doug Terry. Phi will look at wording for the awards.**

5. New business:

- 5.1 Public Health Human Resource Task Group (Ron Wall, PHAC) – Claudia introduced and provided background information about him. Introductions. Ron provided an overview of the "Public Health Workforce Enumeration in Canada: Issues and approaches" planning meeting. Claudia thanked Ron for coming this morning.
- 5.2 Environmental Health Foundation Canada (Duncan Ellison, Chair, & Executive Director, CWWA - 1:00 pm Feb. 9/07) – Claudia introduced Duncan, introductions of the NEC. Duncan thanked the contributors to the EHFC and provided an update. Thanks for the editors of the Environmental Health Review for the advertisement in the Winter 2006 issue. Hope to

have new donation pamphlet ready for CIPHI Conference 2007 in Kelowna, BC. Encouraged health units to join as partners of the EHFC. See 5.7

- 5.3 Board of Certification - Change in Board structure (Ann Thomas, Chair, BOC - 8:30 am Feb. 10/07) –

Exam Update: Ann passed around the “Discussion Paper” which was originally developed in June 2003 (suggestions for changes to the exam process). This document will be placed on the website. Powerpoint presentation of exam process, changes, feedback, concerns, question/answer section for the website. Looking at the report section of the examination.

Change in Board Structure: Ann explained the reasoning behind the suggested changes to the Board Structure. Discussion continued. NEC to discuss and get back to Ann.

Break

NEC reconvened to discuss Board Structure. Jasmina, Gary and Rick will set up an ad-hoc committee to review and bring back to the NEC/BOC. Time-line to be discussed with Ann Thomas.

- 5.4 CIPHI CPC Working Group Meeting (Kurzac/Bradbury) – January 4 – 6, 2007 in Vancouver BC. Claudia provided an update on the funding aspects of the project. Application needs to be submitted as deadline is coming up. Rob provided an update on the Working Group Meeting. Adam contributed some comments, felt it was an excellent exercise to go through. Ken agreed with Adam. Claudia provided some feedback and stated that the timeline/workplan needs to be adjusted.
- 5.5 Funding Application - PHAC Grant Contribution (Kurzac) – Funding is not available until August/September 2007. Feeling that bridge funding may be needed. May need to look to the branches. Database project will need to be delayed until June 2007.
- 5.6 CIPHI letterhead (Phan) – Phi made suggestions regarding changes to the letterhead.

**Action: Phi will make the changes and send them out to the NEC.**

- 5.7 CIPHI office (Kurzac) – No tour planned. Duncan provided information on space available at a unit, one room (500 square feet). Could accommodate two work stations but there is no separate entrance at this time. Claudia explained the future plans to Duncan. Rick Sokolowski has volunteered to be added to the committee to look for space/options.



5.8 Privacy policy (Kurzac) – There is no privacy policy.

**Action: Darryl will come up with one for CIPHI and circulate to the NEC.**

5.9 AEC Bid Guideline (Phan) – complete

**Action: Phi will send it to Mike LeBlanc to place on the website.**

**Action: Rob will contact the Delta Hotel to see if they could provide a discounted rate if used for each CIPHI national conference.**

5.10 AEC hosting contract/agreement (Kurzac) –

5.11 Associate Member rate (Egeler) – Members waiting to send in membership depending on rate. Concerns voiced over this motion and who will take advantage of it.

**Motion to set Associate member rate at \$100, moved by Adam Grant, second by Darryl Johnson. All in favor. Carried.**

**Action: Constitution committee (Darryl Johnson) will update the bylaw/ constitution and send the information to the website.**

5.12 President Elect Notice of Motion (Phan) – Discussed this motion regarding time-lines. Currently Ontario has two year terms for the President, Past-President, Vice-President positions.

**Action: Phi Phan will reword the notice of motion for this position and send a copy to the National Office and to the committee by March 20, 2007.**

5.13 Executive Director RFP (Phan)

**Motion to table, moved by Phi Phan, second by Adam Grant. All in favor. Carried.**

5.14 Environmental Public Health Week debrief (Phan) – Phi provided an update on this and felt that the third week worked out well. Canada Newswire is \$200 per news release. Phi will look into setting this up for future releases.

5.15 CPHI(C) Trademark update (O'Toole) – Gary stated that everyone received the update about the acceptance. The documentation is forthcoming. Any new documentation should include the “tm” after the CPHI(C) designation.

**Action: Gary O'Toole will check with Tammy Carroll to see if this is also trademarked in French.**





- 5.16 CIPHI Database Project (Grant) – Adam stated that there will be a delay until June for this. Plan to have on-line credit card payments/processing. Final costs will be around 125 thousand dollars.

**Motion to accept Cronus Technologies as the successful vendor of choice and that we enter into negotiations for a final price, moved by Adam Grant, second by Gary O'Toole. All in favor. Carried.**

- 5.17 CIPHI Retirees Advisory Committee: Terms of Reference (Kurzac) – Discussed changes that need to be made to the Terms of Reference document.

**Action: Claudia Kurzac to take the required changes forward to the committee.**

- 5.18 Notices of Motion for Kelowna AEC (Kurzac/Johnson) – March 20, 2007 is the deadline to get the notices of motion in. Suggestion that member dues need to be increased by \$50. Discussion around the amount. Retired/Student \$50, Regular \$100 (National portion), International/Fraternal \$120 (Corporate/Affiliate to be increased by \$30 too.)

**Motion for Darryl to draft up the notice of motion for dues increase to a \$30 increase in National portion of membership for everyone and \$20 for students and retired members by January 1, 2008., moved by Rob, second by Darryl. All in favor. Carried.**

**Action: Darryl to draft up the notice of motion by March 20, 2007.**

- 5.19 Legal opinion - Certification Ownership (Kurzac) –

**Action: Adam Grant to have Mike Duncan contact the lawyer to find out where we stand legally.**

- 5.20 Communications Consultant (Kurzac) – RFP went out, eight responses. Committee met on Thursday evening. They will rank the proposals and have a teleconference call to decide which to choose and possibly ask them for more information.

**Motion to adjourn by Phi.**

**Meeting called to order.** Ann Thomas joined the meeting. See 5.3.

- 5.21 CIPHI AEC 2007 update (Egeler) – Jasmina provided an overview of conference plans, exhibitors, sponsorships etc.

**Motion to accept verbal report as presented, moved by Jasmina, second by Phi. All in favor. Carried.**



5.22 CIPHI AEC 2008 update (Johnson) – Darryl presented an update on the conference. They are looking forward to everyone attending and plan to hold meetings monthly.

**Motion to receive verbal report as presented, moved by Darryl, second by Ken. All in favor. Carried.**

5.23 Meeting schedule for Kelowna (Kurzac) –

- NEC Pre-conference meeting – Fri. June 15 (8:30 a.m.)
- NEC/BOC Joint meeting - Sat. June 16 (8:30 am)
- NEC Pre-conference - Sat. June 16 - following joint
- NEC Pre-conference - Sun. June 17 (8:30 am)
- NEC Post-conference - Thurs. June 21 - 8:30 - 2:00 pm

5.24 CIPHI Booth for Kelowna (Sokolowski) – need continual representation, not just at lunch. Rick will have some receipt books made up. Need something to hang a golf shirt for displaying.

5.25 CIPHI Merchandise (O'Toole/Sokolowski) – Need to keep refreshing merchandise so that there are different items annually. Darryl will contact Joanne Lum to confirm previous decisions/products/budget. Merchandise committee will meet and come up a proposal to share with the NEC.

**Motion to provide \$7,500 maximum to purchase merchandise, moved by Rob, second by Darryl. All in favor. Carried.**

5.26 Promotion item - refrigerator thermometer (Kurzac) -

- Measurement & Technology Company

**Action: Claudia to contact Measurement & Technology Company to see how much 5000 would cost.**

5.27 CIPHI Newsletter Editor (Kurzac) – Victor Mah has stepped down as Editor.

**Motion to provide an honorarium of \$500 to Victor Mah in appreciation and recognition of his work as the CIPHI Newsletter Editor, moved by Ken Cross, second by Jasmina Egeler. All in favor. Carried.**

**Action: Claudia will contact Victor to see if he is willing to continue as Newsletter Editor.**

5.28 CIPHI/NEHA Sabbatical Exchange (O'Toole/Kurzac) – There is interest from an individual to go to the United States but we need to confirm if this is still viable.

**Action: Claudia Kurzac will follow-up with Nelson Fabian, Jim Dingman (UL) and Stan Hazan (NSF).**

5.29 Translation of CIPHI documents (Kurzac) – “Scope of Practice Document” will be sent to Leonard to start.

5.30 CIPHI free year of membership-clarification (Phan) – Candidate questioning when the free year starts. Phi will pass on information to him.

5.31 CIPHI Recognition pins (Kurzac) – Claudia presented the “President’s pins” to Doreen MacIntosh, Gary O’Toole and Adam Grant.

**Action: Awards committee to acquire a price for BOC pins, EHFC pins, 50 year pins, E.H.R. pins.**

5.32 CIPHI Business Cards (Kurzac)

**Action: Adam Grant to follow-up on business cards.**

5.33 Bow Valley College EPH Technician needs assessment (Egeler/Bradbury) - Jasmina and Rob provided an update from their meeting (January 24, 2007). Bow Valley College is looking at the BCIT 2 year program as a template as Ken suggested at the last NEC meeting. The two year diploma technician program would transition nicely into the 2 year degree public health inspector program at any of our approved schools. Some member concern from some branches but the NEC agreed that this is necessary to assist environmental public health officers in the field. Discussion ensued.

5.34 Meeting expenses for Ottawa (Kurzac) – Not sure which expenses will be covered.

**Motion to approve paying the meeting expenses, moved by Rob, second by Ken. All in favor. Carried.**

**Action: Claudia to check with Ron Wall to see which expenses will be covered.**

5.35 Salary Survey (Kurzac/Grant) – Survey on website is out of date. Adam has volunteered to update this.

**Action: Branch Presidents will send current salaries to Adam within one week to post on website.**

5.36 CIPHI Committee (Kurzac) – need terms of reference for the committee positions.





Action: Branch Presidents will check to see what they have in regards to terms of reference.

5.37 Use of CIPHI Graphics by branches (Kurzac) - needs terms and conditions of use.

**Action: Phi will draft the terms and conditions and share with the NEC.**

5.38 Liability Insurance (Kurzac) – Need to increase this as the malls require 5 million dollar liability coverage.

**Action: Claudia will contact the insurance agency to get a quote.**

5.39 Media Insert (Sokolowski) – Rick discussed portfolio insert purchases and whether there was a need for them.

5.4 Silent Auction donation (Kurzac) – Claudia suggested that we look at the VISA awards points to use for an auction item.

**Action: Debra will check to see how many awards points and aeroplane miles are available and let Jasmina know.**

**Motion to examine using reward points to purchase silent auction items, moved by Rob, second by Gary. All in favor. Carried.**

**Motion to excuse National Office Manager to move to in camera session, moved by Adam, second by Phi. All in favor. Carried.**

5.41 In Camera

