

NEC MEETING MINUTES  
Conference Call  
Saturday, December 08, 2007  
12:30 pm – 1:40 pm EST

1. Roll Call – Present – Claudia Kurzac, Rob Bradbury, Jasmina Egeler, Phi Phan, Koreen Anderson, Ken Cross , Rick Sokolowski, Adam Grant, Doreen MacIntosh  
Regrets – Gary O ‘Toole, Darryl Johnson
2. Recorder – Ken Cross
3. Claudia Kurzac met and signed 4 year contract with PHAC December 7, 2007.  
must reapply yearly
  - outcomes – all literature must be bilingual
  - PHAC wants copies of all CIPHI contracts
  - PHAC requests monthly funding projections
  - Admin work funds will be first cheque 30 days; following cheques to be biweekly
  - Projections on spending must be shown then followed up with receivables/spending
  - MPS - Dianne to assume accounting duties
  - PHAC will audit periodically, wants separate bank account, but by MPS handling not needed.
  - PHAC may audit process

Claudia Kurzac working on RFP for Project Manager – to take to Stefane and Mike with draft for them to work and finalize. Hoping for end of March to have some direction for Steering Committee meeting. NEC Steering Committee meeting proposed for end of March.

4. Data Base – Adam Grant – contract signed December 7, 2007; work mostly done; \$5-6,000.00 additional charges for set up fees etc. BOC Exam module to be an additional \$50,000.00 for implementation so put in “parking lot” for time being. Data storage module requested at this time for candidate information etc. about exams. Will need to set-up a bank account for on-line payment. Training will be on-line.

Adam Grant to solicit volunteers to help check out new system for faults etc. Desiree from MPS will be support person. Need to apply in January for 2008/09 funding.

5. CIPHI Newsletter Editor. – Victor Mah not interested in continuing. Phi Phan and Rob Bradbury to work on and finalize CIPHI Benefits Policy (newsletter editor responsibilities and honorarium). Rick Sokolowski and Doreen MacIntosh volunteered to work on Editor search and selection. Adam Grant stated Shauna Bourne has shown interest.

7. BOC Structure – still some work to be done on a couple of points. BOC has some questions regarding additional NEC rep and school/employer reps. Rick Sokolowski to contact Ann Thomas to invite her to February NEC meeting to address concerns and work out solution to move this to closure.

8. Royal Bank account to be changed to VanCity Credit Union by suggestion of MPS. Their other organizations use VanCity which gives MPS more leverage over interest rates and bank charges. VanCity has lower service charges. Concerns are signatories across Canada. Jasmina Egeler and Claudia Kurzac to research pros and cons of moving banks. Claudia Kurzac answered Phi Phan's questions as to length of time CIPHI committing to MPS. Discussion suggested 2 years at least to get CIPHI business straightened out and operational. Defer to Winnipeg meeting. Jasmina Egeler and Claudia Kurzac will email findings to NEC when they have done research for NEC discussion.

9. Claudia Kurzac suggests discontinuing Membership card and issuing new receipts only this year and see what feedback comes from the Membership. Costs and usefulness of paper wallet card questioned by MPS as they can produce a better lasting card (credit card style) Claudia Kurzac to investigate this as possibility.

EHR- Claudia Kurzac in discussion with MPS (Laura) can produce EHR – layouts, format and distribution. Still need for Editor in limited capacity. Sponsorship and advertising can be money generator for CIPHI. Continue with current contract with more research to take place and work to completing contract with present editor once all is in place. All agree to get “ducks in a row” before we venture down this road. Too busy right now to make change.

Conference registration – Karleen from MPS will do registrations but would like to do more. NFLD has signed contract with company for 2008. Rob Bradbury to discuss with the 2009 AEC committee regarding using MPS for registrations. Costs involved are only time, accommodations and travel compared to all other costs (registrants attending etc) hassle free. This will be CIPHI's contribution to AEC for its share of 50% recovery costs from AEC profits. If MPS can do for 2009 registration, it will be great learning experience for 2010. On-line registration and banking discussed and Adam Grant to check into.

Claudia Kurzac informed NEC that Debra Losito called MPS regarding opening of D2C3 mail, as they also use same mailbox as CIPHI. Claudia Kurzac called and a left message for Debra Losito Stating not to contact MPS directly again. All inquiries to be to Claudia Kurzac. If no return phone call from Debra Losito, Claudia Kurzac to send registered letter. Claudia to follow up with MPS to change way of dealing with mail.

10. Next NEC meeting still to be in Winnipeg in Feb. Rick Sokolowski to work with MPS to find suitable accommodations.

Motion to Adjourn Moved by Jasmina Egeler, Seconded by Ken Cross