

MINUTES

National Executive Council Meeting
Toronto, Ontario
January 16th and 17th, 2009

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by A Grant at 08:35, January 16, 2009	
1.00	Roll Call	
	<p><u>January 16, 2009</u> Present: A Grant (National President, Meeting Chair), C Kurzac (Immediate Past President), J Egeler (BC - President), P Phan (AB - President), K Cross (SK – President), R Sokolowski (MB - President), P Heywood (ON - President), J Theriault (NB - President), D Mackley (NS/PEI - President), D Johnson (NL - President) Regrets: None. Guests: K Diplock (ON – President-Elect)</p> <p><u>January 17, 2009</u> Present: A Grant (National President, Meeting Chair), C Kurzac (Past President), J Egeler (BC - President), Phi Phan (AB - President), K Cross (SK – President), R Sokolowski (MB - President), P Heywood (ON - President), J Theriault (NB - President), D Mackley (NS/PEI - President), D Johnson (NL - President) Regrets: None. Guests: K Diplock (ON – President-Elect)</p>	
2.00	Approval of Agenda	
	<p>Add 5.11 Recording of E-mail motions (J EGELER) Add 6.5.5 purchase of portable projector (J EGELER) Add 6.26 Review of Practicum (P HEYWOOD) Add 6.27 Continuing Education Services for PHIs (P HEYWOOD) Add 6.28 2011 Conference (D MACKLEY) Add 6.29 Update on Bow Valley College (P PHAN) Add 6.30 Advocacy suggestion (T ROARK) Add 6.31 Policy Meeting (A GRANT) Add 6.32 Committees changes Add 6.33 Teleconferencing Account MOTION: Motion to agenda as amended. <i>R SOKOLOWSKI / K CROSS. All in favour. Carried.</i></p>	

ITEM	DETAILS	ACTION ITEM(S)
3.00	Approval of Minutes	
3.01	<p>Pre conference St. John's MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. <i>R SOKOLOWSKI / C KURZAC. Carried.</i></p> <p>Post Conference St. John's MOTION: Motion to approve minutes as circulated. <i>K CROSS / J THERIAULT. Carried.</i></p> <p>NEC/BOC Joint Meeting Minutes</p> <ul style="list-style-type: none"> - Unclear process - Two versions are currently in existence <p>MOTION: To table NEC/BOC joint meeting minutes from St. John's (July 2009) to May 2009 pre-conference meeting. <i>C KURZAC/D MACKLEY. Carried.</i></p> <ul style="list-style-type: none"> - Reminder that it is still important that NEC action items are completed prior to conference. - Branch representatives - Cost share formula needs to be confirmed 	<p>Branch presidents to align Terms of Reference (i.e. length of appointment) of branch representatives to terms of office for BOC reps or notify the BOC of deviation</p>
4.00	Electronic Mail Motions, Resolutions and Decisions since last National Executive Council meeting	
5.00	Business Arising	
5.01	<p>Website (A GRANT) <u>5.01.1 Problems with CIPHI office e-mails</u></p> <ul style="list-style-type: none"> - There have been reports that e-mails to the National Office are not getting through - Suggestion to add information concerning issues to 'Contact' page indicating issues, so those interested know to follow-up and ensure e-mail has been received - Discussion needs to be held with current service provider with regards to service quality 	<p>A GRANT to contact webmaster to discuss issues and add information to contact page</p>
5.02	Revised BOC Structure and Processes (A GRANT)	

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	<p>Discussed report submitted by N VAN DER PLUIJM and E SERWOTKA, NEC representatives to the BOC. Report text is included below.</p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Report to the NEC</i> <i>Board of Certification Meeting November 13-14, 2008 (Toronto)</i></p> <p><i>Prepared by: Nina van der Pluijm</i> <i>Eric Serwotka</i></p> <p><i>Date: January 16, 2009</i></p> <p><i>This report provides a brief overview of the items discussed during the BOC meeting which relate to policy and procedures or motions carried forward which may be of interest to the NEC.</i> <i>For further details, please do not hesitate to contact either of the NEC BOC representatives.</i></p> <p>School updates: <i>A motion was carried forward that students will now be required to submit their school transcripts with their applications. The BOC will discontinue sending form B to the school to acquire student transcripts.</i></p> <p>Policy 14- Appeal Policy: <i>The BOC has revised the Policy of the Formal Review of BOC Examinations. The NEC will be sent a copy of the revised policy for their approval (Section 14.4.2 of the Admin Policy), Nina will provide the NEC with the BOC comments on the "Draft NEC ToR" for the "appeal panel committee"</i></p> <p><i>Fees for appeal will be raised to \$75.00.</i></p> <p>BOC Membership: <i>Final Regulation changes to Section 2 and/or 11 of the Regulations respecting the certificate in Public Health Inspection (Canada) and Governing the BOC of Public Health Inspectors. Eric will take forward to NEC President for review and acceptance, the change in language is to allow for the Executive to review the appointment of a member. Discussion will also be held on whether the section in the Preamble is sufficient.</i> <i>The BOC accepted the recommendations for 2 new members and offered positions to Jean-Luc Archambault (Quebec) and Dr. M. Routledge (Winnipeg)</i></p> <p>Reformatting/ updating Admin Policies: <i>Manual will be updated and shared with BOC members and CIPHI office.</i></p> <p>Policy reviews: <i>The oral exam marking guidelines will be updated and provided to the BOC exam coordinators.</i></p> </div>	<p>A GRANT to return comments to N VAN DER PLUIJM and E SERWOTKA from the NEC with respect to the provided report</p>

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	<p><i>The written report marking guide will be revised and provided to the BOC exam coordinators.</i></p> <p><i>Exam coordinators will be provided with further instructions on re-marking failed reports</i></p> <p>5.02.1 BOC Membership and BOC Regulation</p> <ul style="list-style-type: none"> - In reviewing the proposed amendments to the Board of Certification regulations as circulated, there were no issues identified by NEC members present. Therefore the amendments will not be set aside and are in full effect pursuant to the Constitution and Bylaws of the Canadian Institute of Public Health Inspectors. <p>5.02.2 Appeal Panel</p> <ul style="list-style-type: none"> - Minor comments returned from the BOC - Potential role for the Retirees Advisory Committee - Finding non-members may be difficult, but interdisciplinary partnerships may be beneficial 	<p>P PHAN to contact N VAN DER PLUIJM about contents and confirm changes for finalizing</p>
5.03	<p>CIPHI National Newsletter (A GRANT)</p> <ul style="list-style-type: none"> - New editor has concerns about what content is available for publishing given EHR and existing Branch minutes - Suggestion to use ON model for a national listserv - Change of format to a bulletin versus a newsletter - Highlight NEC activities - Introduction of NEC members - In this case, maybe an editor is not needed... a National Office job? - Format similar to the conference handout in St. John's - Suggestion for Immediate Past President to develop content and forward to the National Office for formatting and publication <p>MOTION: To suspend the position of National Newsletter Editor and associated benefits as of February 1, 2009.</p> <p><i>K CROSS/J EGELER. Carried.</i></p>	<p>A GRANT contact B HART to inform him that a Newsletter is no longer needed</p> <p>P HEYWOOD to develop National listserv</p> <p>ALL to send P HEYWOOD e-mails of all PHIs, non-members, members and well-wishers to be included</p> <p>J THERIAULT to arrange translation of the produced bulletin</p> <p>C KURZAC to contact</p>

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		National office and inform of them of change
5.04	<p>Scope of Practice (D JOHNSON)</p> <ul style="list-style-type: none"> - Introduction statement (preamble) to be sent to A GRANT - Suggestion to translate entire document into French <ul style="list-style-type: none"> - Funding from Public Health Agency possible? - Must be a commitment to be bilingual as we are a National organization 	A GRANT to review and send out statement to NEC for approval
5.05	<p>CIPHI AEC hosting agreement (R BRADBURY/MACKLEY)</p> <ul style="list-style-type: none"> - Not done. Deferred - C KURZAC to assist 	
5.06	<p>CIPHI Terms of Reference for Committees (C KURZAC)</p> <p>Still require ToR for:</p> <ul style="list-style-type: none"> - Consortium of Environmental Public Health Educators - CIPHI 100th Anniversary - Climate Change - Conference Committee - Conference Liaison - Constitution & Bylaws - Contracts - CPC Project Coordinator - CPHA Advisory Council - Environmental Health Foundation (NEC Representatives) - Environmental Public Health Week - External Relations - FPT Food Safety Policy Committee - Membership - Special Project Coordinator - Website & Communications (see 5.32) 	ALL to develop and send Terms of References to A GRANT for all portfolios
5.07	<p>CIPHI Wallet Cards (C KURZAC)</p> <ul style="list-style-type: none"> - G O'TOOLE did some preliminary work, receiving 1 quote - C KURZAC has tracked down some other quotes which have been received <ul style="list-style-type: none"> - No supplier in BC that had similar equipment quoted to O'TOOLE - Similar equipment available with service options in the lower mainland - Simple card is preferable for the time being 	

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	<ul style="list-style-type: none"> - Desire from the BOC to proceed soon - Could this be outsourced to a printing company? <ul style="list-style-type: none"> - Issue for one-off situations in between the rush times <p>MOTION: Purchase data card printer, software and supplies for membership and Board of Certification wallet cards up to \$8,000. <i>R SOKOLOWSKI/K CROSS. Carried.</i></p>	<p>C KURZAC to contact BC supplier with regards to equipment and supplies</p>
5.08	<p>CIPHI Card Stationery (A GRANT)</p> <ul style="list-style-type: none"> - Production to be coordinated through the National Office 	<p>A GRANT to direct the National Office to coordinate production</p> <p>A GRANT to discuss with National Office to act as a central distribution and production point for all publications including posters, newsletters, etc.</p>
5.09	<p>CIPHI Ethics workshop (C KURZAC)</p> <ul style="list-style-type: none"> - OPHA/ALPHA presenting a PH ethics workshop. P HEYWOOD is attending. 	<p>P HEYWOOD to report on content, context and scope of course to NEC</p>
5.10	<p>Environmental Health Review Journal (A GRANT)</p> <ul style="list-style-type: none"> - Contract ends in 2010. Concern with Winter issue 2011 (January) 	<p>A GRANT to send memo to contractors to confirm the publication of the Winter 2011 issue of the E.H.R. pursuant to the current agreement</p>
5.11	<p>E-mail Motions (J EGELER)</p> <ul style="list-style-type: none"> - Need to establish a process for collecting votes and discussion and include in the records - President responsible for printing comments and votes and adding to minutes <p>Meeting adjourned by A GRANT at 11:00, January 16, 2009 for a meet-and-greet session at Ryerson University</p> <p>Note: Members of the NEC met with 75 students and faculty of Ryerson's</p>	<p>A GRANT to add existing email motions to these minutes.</p>

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	<ul style="list-style-type: none"> - Cover letter? <p>MOTION: To provide reviewed drafts of National Operational Policy #4 (Use of Information) and Policy #5 (Administrative Use) and all relevant addenda to Harrison Pensa for legal review. <i>J EGELER/C KURZAC. Carried.</i></p>	<p>the Member Service Centre A GRANT to split current draft Policy into two policies, #4 Use of Information and #5 Administrative Users. To be circulated for comment to the NEC.</p>
6.03	<p>CPC Project Update (P PHAN/C KURZAC/A GRANT)</p> <ul style="list-style-type: none"> - Steering group meeting last fall (2008) in Toronto - Contractor for discipline-specific competency statements has completed their work - In January, there will be focus groups done across the country <ul style="list-style-type: none"> - Toronto, Edmonton and Vancouver - Feedback has been very positive from participants so far - Originally, intended for an online survey, but was no longer part of the current plan <ul style="list-style-type: none"> - Concern with lack of participation from field staff - Question about communication <ul style="list-style-type: none"> - Campaign prior to implementation? - Update website - Need something to market... once finalized with a product can go ahead with branding - Working group meeting required to finalize professional development model <ul style="list-style-type: none"> - Redirect from the steering due to concerns that 80 hours is too onerous 	
6.04	<p>Review of strategic plan goals (ALL)</p> <ul style="list-style-type: none"> - To be kept as a standing item. - Original objectives have to be reviewed to vary or update targeted dates and specifics of goals. - An updated strategic plan meeting is needed <p>MOTION: To adjourn the meeting at 17:30, January 16, 2009. <i>P PHAN/K CROSS. Carried.</i></p> <p>Meeting reconvened at 08:24, January 17, 2009. Meeting called to order by A GRANT.</p>	<p>A GRANT, C KURZAC, P PHAN to develop package and send to NEC for comment</p>

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6.05	<p>Finance Update (EGELER)</p> <p><u>6.05.1 Guaranteed Income Certificates</u> MOTION: To collapse GICs held by the Royal Bank of Canada, close the accounts held by CIPHI at the Royal Bank, and create a new GIC account with VanCity. <i>J EGELER/C KURZAC. Carried.</i></p> <p><u>6.05.2 Delay of financial audit of CIPHI accounts</u></p> <ul style="list-style-type: none"> - Difficulties have been encountered for 2006 due to a number of factors <ul style="list-style-type: none"> - A number of process issues have been identified - Suggest to move away from audits and provide financial review instead - Cannot audit 2008 books until previous years are completed - Options <ul style="list-style-type: none"> - MPS bookkeeper can dedicate more time to complete task - Hiring a third-party with potential for additional time delay - Purpose of the audit is to examine the methodology of accounting process, but since the methodology is now changed there is no merit in undertaking an audit of 2006. <p>MOTION: To forgo financial audit of CIPHI's accounts for 2006. <i>J EGELER/C KURZAC. Carried.</i></p> <ul style="list-style-type: none"> - Need to review Sections 35 to 37 to ensure consistency with current business processes <p><u>6.05.3 Auto-rebating by Branches</u></p> <ul style="list-style-type: none"> - If membership dues are going through the Branch, some are taking off the rebate before forwarding the National office - Presents an issue for bookkeeping <p><u>6.05.4 Payroll deduction issues</u></p> <ul style="list-style-type: none"> - Large administrative costs and process is inconsistent between employers <p><u>6.05.5 Projector</u></p> <ul style="list-style-type: none"> - The costs of renting from hotels and other venues is expensive - Purchase will be cost effective and will have paid for itself through savings in costs after a few meetings <p>MOTION: To purchase an LCD projector up to \$1000. <i>J EGELER/K CROSS. Carried.</i></p>	<p>C KURZAC and FINANCE COMMITTEE will work with the National Office to undertake financial reviews for 2006, 2007 and 2008 to be prepared for May 2009 AGM</p> <p>A GRANT, P HEYWOOD, D MACKLEY need to discuss with National Office</p> <p>P PHAN to investigate and forward information to NEC for consideration</p>

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6.06	Membership Packages (C KURZAC) <ul style="list-style-type: none"> - Newly certified, corporate members, affiliates - Trophies, awards, etc. - Certificates? 	MEMBERSHIP PORTFOLIO to review what can/should be included in membership packages
6.07	CIPHI AEC 2008 update (D JOHNSON) <ul style="list-style-type: none"> - Books are still being closed. A few outstanding issues remain - Expected National revenue is 27-28k 	D JOHNSON to complete final report for May 2009 AGM
6.08	CIPHI AEC 2009 update (P PHAN) <ul style="list-style-type: none"> - Discussed report provided by R BRADBURY - Issue with BOC meeting in Kananaskis, currently unsure of meeting status and location - President's Message en route 	
6.09	CIPHI AEC 2010 update (C KURZAC/J EGELER) <ul style="list-style-type: none"> - 108 speaker slots need to filled - ifeh2010.org site is operational - goal to host an environmentally conscience conference - Bayshore Hotel - Sponsorship is important and more is needed - 5 day conference - Joint conference with IFEH and CIPHI - Planning for 600 delegates 	C KURZAC to provide promotional products (slideshow) for conferences etc.
6.10	Legal Opinions <u>6.10.1 Mandatory Membership</u> <ul style="list-style-type: none"> - Refer to discussion in 6.04 <u>6.10.2 Kelowna AGM opinion</u> <ul style="list-style-type: none"> - Proxy votes allow for changing of notices of motion at the AGM - Question of whether the motion passed concerning dues increases in Kelowna was <i>ultra vires</i> - Procedures for Notice of Motions will be clarified to ensure compliance with Robert's Rule of Order 	P HEYWOOD to check Robert's Rules of Order to ensure role of Parliamentarian and confirm processes of AGMs
6.11	Notices of Motion for 2009 AGM (D JOHNSON / ALL) <ul style="list-style-type: none"> - Timelines <ul style="list-style-type: none"> - 90 days – February 3/09 – Deadline for filing notices of motion 	

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	<p>- 60 days – March 5/09 – Circulation to members</p> <p><u>6.11.1 President-Elect</u></p> <p>- To add the ability to appoint a person to President-Elect if the position is vacant</p> <p>MOTION: That the Constitution Portfolio draft a Notice of Motion to allow for the appointment of President-Elect if the position is vacant. <i>C KURZAC/K CROSS. Carried.</i></p> <p><u>6.11.2 Dues increase</u></p> <ul style="list-style-type: none"> - Without a financial review, it is impossible to ask for an increase - Need a budget for new Board (Council of Professional Experience) and processes to estimate costs - Administrative costs are increasing because more is being done by the National Office - Administration expenses being tracked by the National Office and BOC/NEC cost portions to be reflected - Suggest \$20 increase for Regular members <p>MOTION: That the Constitution Portfolio draft a Notice of Motion to increase the membership fee for Regular members \$20 effective January 1, 2009. <i>C KURZAC/R SOKOLOWSKI. Carried</i></p> <p><u>6.11.3 CPC Requirement</u></p> <ul style="list-style-type: none"> - Need to set-up the Board that will oversee continuing professional competency program - Suggestion for name to be the Council of Professional Experience (COPE) which differentiates from the Board of Certification - NEC must be given the mandate to create said Board - Creation of Board which will be operational as of January 1, 2009 - Goal is to have CPC Program be effective January 1, 2010 <ul style="list-style-type: none"> - Require change to definition of Regular member to incorporate the requirement for participation in the Board program <p>MOTION: That the Constitution Portfolio draft a Notice of Motion to create Bylaw that would create a board that would oversee a continuing</p>	<p>D JOHNSON to draft wording for changes to clauses and file with National Office</p> <p>NATIONAL OFFICE to assess what services should be chargeable services as a source of income</p>

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	<p>professional competency program. <i>C KURZAC/P HEYWOOD. Carried.</i></p> <p>MOTION: That the Constitution Portfolio draft a Notice of Motion to change the definition of Regular member to include the continuing professional competency progress. <i>C KURZAC/J EGELER. Carried.</i></p> <p><u>6.11.4 Mandatory membership</u></p> <ul style="list-style-type: none"> - Deferred for discussion at the May 2009 pre-conference meeting <p><u>6.11.5 Resolutions supporting Core Competencies</u></p> <ul style="list-style-type: none"> - Other organizations have passed resolutions supporting the core competencies, including CHNAC 	<p>C KURZAC, K CROSS and R SOKOLOWSI to provide the Resolution for consideration at the AGM</p>
6.12	<p>AGM 2009 Preparation, May 4/09 (A GRANT)</p> <ul style="list-style-type: none"> - Entry into the meeting has been problematic in the past with regards to checking status and checking-in of members - Keep a membership list at the CIPHI booth so members can check their status prior to the meeting <p><u>6.12.1 Required Positions</u></p> <ul style="list-style-type: none"> - Parliamentarian - Scrutineers (2) and Sargeant-and-Arms - Minute takers <p>MOTION: To approve an honorarium of \$100 for minute taker at AGM. <i>C KURZAC/J EGELER. Carried.</i></p> <p><u>6.12.2 AGM package</u></p> <ul style="list-style-type: none"> - Reports need to be submitted in advance - Printed in community that is closest - Must include electronic signature - Early notice of reports would be beneficial for utilization by members - NEC conference call at end of March to approve reports 	<p>P PHAN to ensure roles are filled for meeting</p> <p>P PHAN to investigate the possibility of video and audio recording AGM</p> <p>ALL to submit reports by March 1, 2009 to National Office with e-mail carbon-copy to A GRANT</p> <p>A GRANT to liaise with National Office with regards to printing AGM Report package</p>

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	<p><u>6.12.3 Conference Update Newsletter</u></p> <ul style="list-style-type: none"> - To be done for the Kananaskis conference 	<p>P HEYWOOD to investigate creation of an annual report to present at AGM</p>
6.13	<p>Quebec Branch feasibility update (A GRANT)</p> <p><u>6.13.1 French version of CIPHI website</u></p> <ul style="list-style-type: none"> - Member Service Centre has been translated - National website needs to be updated <ul style="list-style-type: none"> - Potential for a French discussion site - Constitution has been translated, but new additions have been made that haven't been translated - Other key documents need to be still translated 	
6.14	<p>CIPHI Retirees Advisory Committee update (A GRANT)</p> <ul style="list-style-type: none"> - No update from last teleconference - Work continues on developing the retired PHIs database 	
6.15	<p>CIPHI merchandise for 2009 AEC (A SOKOLOWSKI)</p> <ul style="list-style-type: none"> - Intent is to promote CIPHI, even if expenses are not entirely recouped - Giveaway items should be favoured over the higher priced items <p>MOTION: To provide up to \$5,000 for purchase of promotional items for 75th Annual Education Conference.</p> <p><i>P PHAN/D MACKLEY. Carried.</i></p>	<p>MERCHANDISING PORTFOLIO to investigate items to be sold and given away at AEC</p>
6.16	<p>Conflict of Interest Policy (A GRANT)</p> <ul style="list-style-type: none"> - See 6.31 	
6.17	<p>Privacy Policy (A GRANT)</p> <ul style="list-style-type: none"> - See 6.31 	
6.18	<p>Branch websites (K CROSS)</p> <ul style="list-style-type: none"> - SK Branch is in process to developing an updated website - Is there merit in standardizing across all Branches? <ul style="list-style-type: none"> - Branding? - Consistency? 	<p>ALL to bring issue back to Branches to see what the level of commitment and report back to NEC</p>

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	<p>MOTION: To investigate the integration and standardization of Branch websites as part of the National website. K CROSS/P HEYWOOD. <i>Carried.</i></p>	<p>K CROSS will coordinate the investigation of website requirements</p>
6.19	<p>NCCEH acting as the depot for continuing education (P HEYWOOD)</p> <ul style="list-style-type: none"> - Ties in with 6.27 - ON Branch is preparing an continuing education session for PHIs <ul style="list-style-type: none"> - Needs assessment survey sent out and have very positive response with regards to continuing education - Small drinking water systems is potential for first topic - Contact has been made with the NCCEH - NCCEH is excited about the prospect of a National education session partnership with CIPHI <ul style="list-style-type: none"> - Open to discussion - Role for CIPHI Retirees Advisory Committee? 	
6.20	<p>Sabbatical to New Orleans – Update (C KURZAC)</p> <ul style="list-style-type: none"> - Nothing to report 	
6.21	<p>Exchange with Tanzania (C KURZAC)</p> <ul style="list-style-type: none"> - S PETRIE (UK) suggested CIPHI/CIEH develop a project to exchange with Tanzania and Canada - Potential task for the recipient would be to investigate ways CIPHI can work internationally or locally in Tanzania <p>MOTION: To support an exchange with Tanzania. C KURZAC/R SOKOLOWSKI. <i>Carried.</i></p> <p>Also see 6.22</p>	<p>C KURZAC, J THERIAULT and R SOKOLOWSKI to develop guidelines for exchange</p>
6.22	<p>International initiatives (P PHAN)</p> <ul style="list-style-type: none"> - See 6.21 - Discussed proposal by S REGIMBALD (Alberta) - Is there a need for a formalized proposal mechanism? - As Branches, should the initiatives being done internationally be mirrored locally <ul style="list-style-type: none"> - e.g. transfers within Canada to underserved areas? - Initiatives are positive - Philosophically, not opposed. Question of logistics. - ON Branch is considering partnering with charitable organizations 	

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	<ul style="list-style-type: none"> - Free booth being provided for the partnered charitable organization at the conference 	
6.23	<p>Potential new initiatives: Pest free homes & buildings (P PHAN)</p> <ul style="list-style-type: none"> - Discussed proposal by K DONG (Alberta) - New area of advocacy for the Advocacy Committee - Agreeable to NEC members - Potentially develop position statement on pests 	<p>P PHAN to contact K DONG and carbon copy to J EGELER with regards to initiating advocacy in this area of EPH practice</p>
6.24	<p>EPH Week update (J EGELER)</p> <ul style="list-style-type: none"> - J EGELER apologizes for accidentally excluding K CROSS from discussions about EPH Week - Posters distributed to all Branches - Press release to be developed - Posted to Canada Newswire - Oxford Health Unit has paid for radio adverts, very inexpensive, but effective communication 	
6.25	<p>Environmental Public Health Employer Consortium (GRANT)</p> <ul style="list-style-type: none"> - Initiative Theresa Dunkley-Verage leading to develop a ToR for a group of employers - Place for employers to discuss issues that are common amongst them - Allows for vetting of ideas and feedback - Scope document to be developed 	
6.26	<p>Review of Practica (P HEYWOOD) See 5.02.</p>	
6.27	<p>Continuing Education Series for PHIs (P HEYWOOD) See 6.19</p>	
6.28	<p>2011 Conference (D MACKLEY)</p> <ul style="list-style-type: none"> - RFPs issued in December - Westin and Marriott are potential locations - Costs are being worked out - Working on the bid package - Great support from Destinations Halifax who are looking to promote in CIPHI/IFEH 2010 	
6.29	<p>Bow Valley College Update (P PHAN)</p> <ul style="list-style-type: none"> - Environmental Health Technician program will not be developed 	<p>P PHAN to contact R BRADBURY about the</p>

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	<ul style="list-style-type: none"> - Due to difficulties in garnering positions for possible graduates, school felt there was no segue into the field - NL has hired EH Technicians to get water samples <ul style="list-style-type: none"> - PHIs have been receptive - CIPHI should take a lead in developing what EH Technicians could do in case of future development of other programs 	<p>longevity of Position Statements</p>
6.30	<p>Suggestion for Advocacy (A GRANT)</p> <ul style="list-style-type: none"> - Discussion of proposal by T ROARK - Suggest developing public position on safe transportation of animals 	<p>A GRANT to contact T ROARK to develop a draft position statement for consideration by the NEC</p>
6.31	<p>Policy Meeting (A GRANT)</p> <ul style="list-style-type: none"> - Target for Saturday May 2, 2009 at pre-conference meeting. - Need central repository that is accessible to the National Office and NEC <ul style="list-style-type: none"> - Need mechanisms to review on a regular basis 	
6.32	<p>MOTION TO:</p> <ul style="list-style-type: none"> • Suspend National Newsletter Committee • Suspend Publications and Promotions Committee • Suspend CIPHI Booth Committee • Change name of Website Committee to Website & Communications Committee • Change Consortium from P PHAN To A GRANT • Change Conference Committee P HEYWOOD to K DIPLOCK • Add K DIPLOCK to Advocacy Committee • Add J THERIAULT to Merchandising Committee • Add P HEYWOOD and C KURZAC to Website & Communications Committee • Replace P PHAN with C KURZAC within External Relations Portfolio <p><i>J EGELER/C KURZAC. Carried.</i></p> <p>MOTION: To change Committees to Portfolios.</p> <p><i>P PHAN/C KURZAC. Carried.</i></p>	
6.33	<p>Teleconferencing (A GRANT)</p> <ul style="list-style-type: none"> - MPS has offered to set-up a much cheaper rate for similar service to Intercall reservationless teleconferencing - Already set-up for NEC and BOC 	<p>A GRANT to contact MPS to set-up access numbers</p>

ITEM	DETAILS	ACTION ITEM(S)
7.00	Other Business	
	- None.	
8.00	Adjournment MOTION: To adjourn on July 18, 2008. <i>P PHAN/J EGELER. Carried.</i>	
	Next Meeting: Pre-conference, May 1 and 2, 2009 (Kananaskis, AB)	

Approved May 2009