

## MINUTES

**Attendees:** Phi Phan (Chair and Recorder), Koreen Anderson (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Oumar Ba (QC), Serge Lamontagne (QC), Josée Thériault (NB), Barry MacGregor (NS/PEI), Sara Timpa (NL)

**Regrets:** Claudia Kurzac (BC), Keir Cordner (BC), Ken Diplock (ON)

**Guests:** Debra Langier-Blythe (AB), Cameron Weighill (ON), Ted Devine, Chris Munn

Agenda Item	Discussion	Action
1. Welcome and Introductions Chair	Meeting was called to order at 12:00pm ET  Roll call and introductions made. Chris Munn and Ted Devine joined as guests.	
2. Approval of Agenda All	No additions.  Motion to approve agenda. Chrisp/Thériault. Ayes unanimous.	
3. Review and Approval of Previous Minutes All	June 17, 2010 – Teleconference  June 26, 2010 – Teleconference  July 6, 2010 – Teleconference  Motion to approve minutes from June 17, 2010, June 26, 2010 and July 6, 2010 as amended. Philipation/Ba	Phan to correct spelling and distribute finalized minutes.
4. Review of Electronic Motions All	July 16, 2010: It was moved that, “CIPHI formally adopt Raw Milk Position Statement as submitted.” Motion by Chrisp, second by Kurzac. Ayes unanimous. Motion carries.	

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	<p>July 26, 2010: It was moved that, "CIPHI National loan \$10,000 to the Nova Scotia/Prince Edward Island Branch to be used as a base amount for expenses related to the 2011 Annual Education Conference to be held in Halifax. The loan will be interest free and will be repaid in full within 180 days of the conclusion of the 2011 AEC." Motion by Phan, second by Cordner. Ayes unanimous. Motion carries.</p>	
<p>5. Standing Items (Items Brought Forward)</p>		
<p>5.1. Strategic Plan Phan</p>	<p>Action Item (June 17/10): Philipation to collect comments – <b>COMPLETE</b></p> <p>Action Item (July 26/10): Philipation to send final Plan for translation – <b>COMPLETE</b></p> <p>Action Item (August 9/10): Phan to create cover letter and send out Plan through ListServ and ask LeBlanc to post on website – <b>COMPLETE</b></p>	<p>All action items completed.</p> <p>Remove from Standing Items.</p>
<p>5.2. Cost Sharing Policies for BoC and CoPE Phan</p>	<p>Action Item (June 17/10): Grant and Finance Committee to draft cost sharing policy</p>	<p>Phan to work with Finance Portfolio, BoC Chair and CoPE Chair to draft cost-sharing policy.</p>
<p>5.3. EHR Transition Options Weighill</p>	<p>Action Item (June 17/10): Weighill to investigate options for transitioning from current publication</p> <ul style="list-style-type: none"> <li>- Weighill circulated discussion paper, "Environmental Health Review Committee Proposed Interim Options for HER" <ul style="list-style-type: none"> <li>o Five options presented</li> </ul> </li> <li>- Timeline is likely 6 to 12 months for final solution</li> <li>- Sense is that it is important to maintain image branding as well as a "benefit" of membership</li> <li>- Question whether there is time to go with option of interim</li> </ul>	<p>NEC to provide EHR Committee guidance on interim measures and scope of review.</p> <p>Committee to begin process of implementing interim measure, develop a Terms of Reference document and work plan for transition to a</p>

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	<p>publisher/editor as described in document. If there is insufficient time, those options are moot.</p> <ul style="list-style-type: none"> <li>- We should be prepared to say that we will not have an EHR depending on how the project goes. This falls under the umbrella of re-evaluating our business processes. Short term we will be criticized, but it's for a long-term return for members.</li> <li>- If there is no EHR, can there be provisions made to link to Branches for updates on CIPHI's work?</li> <li>- No consensus reached during teleconference. Discussion will be taken offline and brought forth at next meeting.</li> </ul>	<p>final solution.</p>
<p>5.4. BoC/CoPE/NEC Joint Meeting Phan</p>	<p>Action Item (July 6/10): Grant to prepare agenda for meeting and will circulate by July 15/10 – <b>COMPLETE</b></p>	<p>All action items completed.  Remove from Standing Items.</p>
<p>5.5. 100<sup>th</sup> Anniversary Stamp Phan</p>	<p>Action Item (June 26/10): Diplock to send letter as new President of ON Branch – <b>COMPLETE</b></p>	<p>All action items completed.  Remove from Standing Items.</p>
<p>5.6. NCCEH-CIPHI EPH Structural Profile Diplock</p>	<p>Action Item (June 26/10): Member Service Centre Committee to review survey and determine next steps</p>	<p>Deferred to next meeting.</p>
<p>5.7. Quebec Branch AEC Support Phan</p>	<p>Action Item (June 26/10): Grant to contact Quebec Branch to advise them of support – <b>COMPLETE</b></p>	<p>All actions items completed.  Remove from Standing Items.</p>
<p>5.8. Raw Milk Position Statement Chrisp</p>	<p>Action Item (July 6/10): Chrisp to send to Heywood to complete final formatting and then will send to NEC for motion to approve. – <b>COMPLETE</b></p>	<p>All action items completed.  Remove from Standing Items.</p>
<p>5.9. CIPHI Booth Chrisp</p>	<p>Action Item (July 6/10): Chrisp to schedule for NEC to work booth during AEC/IFEH conference. Chrisp to get advice from Gary Tam</p>	<p>All action items completed.</p>

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	about set up and take down dates for exhibitor's booth. – <b>COMPLETE</b>	Remove from Standing Items.
5.10. Signing Officers Cordner	Action Item (July 6/10): Cordner to arrange date to complete change over. – <b>COMPLETE</b>	All action items completed.  Remove from Standing Items.
5.11. NL President Status Phan	Action Item (July 6/10): Grant to contact NL Branch to get an update on situation. – <b>COMPLETE</b>	All action items completed.  Remove from Standing Items.
6. New Business		
6.1. Operational Review of the NEC Phan	<ul style="list-style-type: none"> <li>- Discussion was around how the NEC operates. There is an expectation that members be committed to the organization, be prepared to utilize all forms of communication.</li> <li>- Challenge was made to Branch President's to identify and engage individuals who would be interested in volunteering for CIPHI. If no opportunities existed at the provincial level, then National has many opportunities as well.</li> <li>- Work continues to developing tools and methods for working more efficiently.</li> </ul>	
6.2. CIPHI AEC 2012 Bid Munn, Devine	<ul style="list-style-type: none"> <li>- Chris Munn and Ted Devine submitted a proposal for the 2012 AEC</li> <li>- Concern was shared with regards to the cost of anticipated delegate registration (\$700)               <ul style="list-style-type: none"> <li>o Final fee is open for discussion</li> </ul> </li> <li>- Question whether the anticipated profits are in line with previous years</li> <li>- No other Branches indicated an interest in bidding for 2012</li> </ul> <p>Motion to accept the bid for the 2012 AEC submitted by Grey Bruce Health Unit and Simcoe Muskoka District Health Unit.</p>	Phan to contact Munn and Devine to confirm acceptance of bid.

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	Thériault/MacGregor. Ayes unanimous. Motion carries.	
6.3. EHFC Regulation Approval Phan	<ul style="list-style-type: none"> <li>- No further discussion with regards to the amended EHFC Regulations that were circulated.</li> </ul> <p>Motion to accept the amended EHFC Regulations as circulated. Anderson/Timpa. Ayes unanimous. Motion carries.</p>	Phan to inform Shendra Brisdon and Tim Roark of Regulation passing.
6.4. Appointment of EHFC Representative Phan	<ul style="list-style-type: none"> <li>- Philipation has offered to attend the EHFC AGM on behalf of the NEC</li> </ul>	
6.5. Terms of Reference for NEC Reps to the BoC	<ul style="list-style-type: none"> <li>- No one has seen the ToR for the BOC due to a communication error. Discussion and debate deferred to next meeting.</li> </ul>	Deferred to next meeting.
7. Next Steps Chair	<ul style="list-style-type: none"> <li>- Prepare for meeting, AGM, etc. in Vancouver, including checking with National Office for travel and accommodations</li> <li>- NEC to ensure communication continues to keep projects on track</li> </ul>	
8. Date of Next Meeting Chair	<p>Date: September 4, 2010</p> <p>Time: 0900 to 1200</p> <p>Location: Westin Bayshore Hotel, Vancouver</p>	
9. Adjournment	Meeting was adjourned at 1:00 pm ET	

Approved September 4, 2010