

MINUTES
National Executive Council
October 15, 2010

Teleconference

Attendees: Phi Phan (Chair and Recorder), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Oumar Ba (QC), *Renée Bourque (NB for Allen)*, Barry MacGregor (NS/PEI), Sara Timpa (NL)

Regrets: Claudia Kurzac (National), Keir Cordner (BC), *Debra Langier-Blythe (AB for Anderson)*

Guests: Julie Scarpino (MB), Cameron Weighill (ON)

Agenda Item	Notes	Action
1. Welcome and Introductions Chair	<ul style="list-style-type: none"> Meeting was called to order at 9:05am PT. PHAN welcomed all to the teleconference Question regarding standing invitee listing and Branch representatives who do not participate. 	Phan to remove Paul Ross (SK) and Wanda Timmons (NS/PEI) from standing invitee list for NEC meetings
2. Approval of Agenda All	<p>No additions.</p> <p>Motion to approve agenda as circulated. Chrisp/Timpa. Ayes unanimous. Carried.</p>	

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<p>3. Review and Approval of Previous Minutes</p> <p style="text-align: right;">All</p>	<p>September 04, 2010 – Vancouver (<i>Tabled from Previous Meeting, September 18, 2010</i>)</p> <p>September 18, 2010 – Teleconference</p> <p>Motion to untable approval of September 04, 2010 minutes. MacGregor/Timpa. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> • Minutes of September 4, 2010 that were circulated were the wrong version. Need to recirculate the corrected version to the NEC. <p>Motion to table approval of September 04, 2010 minutes. Chrisp/Philipation. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> • Corrections needed for the minutes of September 21, 2010 <ul style="list-style-type: none"> ○ 2: Change Chrisp to Diplock as presenter for “Corporate Membership” ○ 6.2: Clarify second bullet to reflect non-requirement of CPHI(C) credential to practice as a PHI in Nova Scotia <p>Motion to approve the Minutes of September 18, 2010 as amended. Chrisp/MacGregor. Ayes unanimous. Carried.</p>	<p>All</p>
<p>4. Review and Approval of Electronic Motions</p> <p style="text-align: right;">All</p>	<p>September 21, 2010 – It was moved that CIPHI “order a new President’s Pin for the National President,” by Kurzac and seconded by Cordner. Ayes unanimous. Motion carries.</p>	
<p>5. Standing Items (Items Brought Forward)</p>		
<p>5.1. Cost Sharing Policies for BoC and CoPE</p> <p style="text-align: right;">Phan</p>	<p>Action Item (June 17/10): Grant and Finance Committee to draft cost sharing policy. COMPLETED.</p>	<p>All action items completed. Remove from Standing Items.</p>

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<p>5.2. 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"> • Committee looking to distribute a survey to members • Investigating incentives to persuade individuals to complete the surveys. • Translated version needed. <p>Motion to allocate \$500 to the EHR Transition Committee for operational costs. Timpa/MacGregor. Ayes unanimous. Carried.</p>	<p>Ongoing.</p>
<p>5.3. Terms of Reference for NEC Reps to the BoC Phan</p>	<p>Action Item (September 18/10): Phan to inform current NEC Reps to the BoC and the Chair of the BoC of ToR approval. COMPLETED.</p> <p>Action Item (September 18/10): Langier-Blythe to forward ToR documents for NEC once compiled. DOES NOT PERTAIN TO ORIGINAL TOPIC. MOVE TO "FINALIZING TERMS OF REFERENCES, POLICIES, PROCEDURES AND OTHER ADMINISTRATIVE DOCUMENTS (REF #5.7 IN THESE MINUTES).</p>	<p>All action items completed. Remove from Standing Items.</p>
<p>5.4. Maintaining IFEH Membership Phan</p>	<p>Action Item (September 18/10): Phan to contact IFEH President and confirm current financial situation and capacity for financial support. COMPLETED.</p> <p>Action Item (September 18/10): Corder to confirm budget for IFEH activities and report back to the NEC. COMPLETED.</p>	<p>All action items completed. Remove from Standing Items.</p>

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<p>5.5. 2013 AEC Bid Chrisp, Scarpino</p>	<p>Deferred Item (September 18/10): Chrisp requested deferral to the next NEC meeting</p> <ul style="list-style-type: none"> • Julie Scarpino, Conference Chair reviewed 2013 AEC Bid Document (attached to these minutes) • Theme is “100 Years of Distinction in Public Health Protection” • Intend to have real-time French translation available <p>Motion to accept the 2013 Annual Education Conference bid as submitted by the Manitoba Branch. Diplock/Ba. Ayes unanimous. Carried.</p>	<p>Phan to follow up with Scarpino to confirm awarding of 2013 AEC to Manitoba Branch.</p>
<p>5.6. Conference Scheduling Phan</p>	<p>Action Item (September 4/10): Phan to distribute discussion documents for further discussion before September 24, 2010. COMPLETED.</p> <ul style="list-style-type: none"> • Concerns expressed with respect to the intervals Branches would host events. • The overall scheduling is not intended to be “set-in-stone,” but instead to be used as a rough guideline. Branches are free to agree amongst themselves to rearrange scheduling if overall plan is accepted. 	<p>All to discuss with respective Branch Executives longer range intentions for hosting CIPHI AECs and report back to Phan by November 13, 2010.</p>
<p>5.7. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac</p>	<p>Action Item (September 4/10): Kurzac to send out list of draft, missing and finalized policies. Kurzac to take lead and follow-up to ensure completion of current outstanding policies before October 15, 2010.</p>	<p>Ongoing.</p>

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5.8. Member Service Centre Diplock	<p>Action Item (September 18/10): Diplock to provide demonstration of MSC at October 15, 2010 NEC Meeting</p> <ul style="list-style-type: none"> • No demonstration was conducted. • Testing is beginning next week. Currently have 60 to 70 beta testers from across the country. • NEC is should participate as testers where possible • Launch still on target for November 2010 	Ongoing.
5.9. Strategic Plan 2010 to 2013 All	<p>Standing Item</p> <ul style="list-style-type: none"> • Strategic Plan has been translated and is out for proofreading • Names need to be updated to reflect changes at the NEC • Phan reminded everyone of their commitments stemming from the signed Guiding Principles and Responsibilities document 	Ongoing.
5.10. Historian Report & EHFC Report MacGregor	<p>Action Item (September 4/10): Awards Committee to follow-up on process for Life and Honourary Members (potential interaction with Membership Committee).</p> <p>Action Item (September 4/10): Roark to forward information to NEC with respect to Major O'Hara Award. COMPLETED.</p>	Ongoing.
5.11. Committees/Portfolios Phan	<p>Action Item (September 18/10): Phan to follow-up with non-NEC members currently associated with committees to confirm continuation of participation. COMPLETED</p>	All action items completed. Remove from Standing Items.
5.12. Associate Member Revisited Membership Committee	<p>Action Item (September 18/10): Membership Committee to develop policy and procedures in cooperation with National Office to administer Associate Membership.</p>	Ongoing.

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5.13. Definition of Public Health Inspector in Nova Scotia MacGregor	<p>Action Item (September 18/10): MacGregor to develop a letter for Phan who will distribute to NEC prior to finalization and signature. COMPLETED.</p> <ul style="list-style-type: none"> No response has been received to date. 	All action items completed. Remove from Standing Items.
5.14. Corporate Membership policy Diplock	<p>Action Item (September 18/10): All to review circulated Corporate Membership Policy and provide comments to Diplock before October 1, 2010</p> <ul style="list-style-type: none"> No comments were received. Diplock to recirculate for final comments. 	Ongoing.
6. New Business		
6.1. Approval of 2009 Financials Cordner	<ul style="list-style-type: none"> Approval of 2009 Financial Statements was to have occurred during the 2010 AGM in Vancouver Existing CIPHI Constitution stipulates that 5 members of the NEC constitute a quorum, thus allowing for approval of 2009 Financial Statements. Request to circulate statements prior to approval. Approval deferred to next November 13, 2010 NEC meeting 	Phan to circulate 2009 Financials to NEC for review.
6.2. Temporary Change of Representation for the AB Branch Phan	<ul style="list-style-type: none"> Official notice has been received from the Alberta Branch changing their representation at the NEC to Debra Langier-Blythe until January 2011. 	Item is complete and will not be moved to Standing Items.
6.3. Insurance Benefits for Members Phan	<ul style="list-style-type: none"> No concerns expressed regarding the proposal submitted by Johnson Inc. 	Phan will follow up with Johnson Inc to finalize documentation needed to offer services to members

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6.4. Tripartite Committee for the NEC/BoC/CoPE Phan	<ul style="list-style-type: none"> Phan had a teleconference with Ann Thomas (Board of Certification) and Craig Nowakowski (Council of Professional Experience). All agreed that communication is needed to avoid duplication of efforts and to streamline processes. Commitment to have monthly meetings among the NEC (National President), BoC Chair and CoPE Chair to ensure communication is up-to-date and that everyone is aware of CIPHI's communal activity 	Item is complete and will not be moved to Standing Items.
6.5. Nation of Members Initiative Cordner	<ul style="list-style-type: none"> Discussion document has been circulated via email by Cordner. Further development of the initiative is needed. 	Cordner to take lead and develop initiative.
6.6. Committee Budgets Phan	<ul style="list-style-type: none"> A budget template has been developed for use by the committees It's up to the committee chairs to identify initiatives that they want to pursue. Target preliminary budget submission by November 13, 2010 with final budget approval by December 17, 2010 	Committee Chairs to develop budgets using provided template. Preliminary budgets to be submitted by November 13, 2010.
6.7. Plan Canada Sierra Leone Project Phan	<ul style="list-style-type: none"> Need to identify a National lead person for this initiative. Originally started by Peter Heywood, so he would be in the best position to continue and/or engage other groups (e.g. Environmental Health Foundation of Canada) NL Branch is fundraising at upcoming conference for this initiative. SK Branch has also held fundraisers for other charitable organizations/programs previously at conferences Phan suggested that it is up to each Branch to determine what their priorities are with respect to charitable fundraising. Nationally, focus is now on the Sierra Leone project. 	Diplock to follow up with Heywood to determine interest in remaining as National lead for this initiative

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6.8. Next NEC Face-to-Face Meeting <div style="text-align: right;">Phan</div>	<ul style="list-style-type: none"> • Previous NEC members had committed to touring the schools of Environmental Health in Canada. • Ryerson and Concordia have already been visited • Still need to visit British Columbia Institute of Technology, Cape Breton University and First Nations University of Canada • Time frame must overlap school semesters, so January to March or September to November. • Next meeting will likely be BCIT or CBU • Discussion to held during next teleconference. 	All to think about next meeting location and come back with discussion points at next teleconference.
7. Date of Next Meeting	Date: Saturday November 13, 2010 Time: 0900 to 1000 PT Location: Teleconference	
8. Adjournment	<p style="color: green;">Motion to adjourn. Timpa/Philipation. Ayes unanimous. Carried.</p> <p>Meeting was adjourned at 10:10am PT.</p>	

Approved November 13, 2010