

MINUTES
National Executive Council
November 13, 2010

Teleconference

Attendees: Phi Phan (Chair and Recorder), Claudia Kurzac (National), Keir Cordner (BC), Ryan Philipation (SK), Darcy Chrisp (MB), Mark Allen (NB), Barry MacGregor (NS/PEI), Sara Timpa (NL)

Regrets: Debra Langier-Blythe (AB for Anderson), Ken Diplock (ON), Oumar Ba (QC)

Guests: None

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Phan called the meeting to order at 9:07 PT	
2. Approval of Agenda All	<p>Add to New Business</p> <ul style="list-style-type: none"> • Prize giveaway for Member Service Centre Contest (Cordner) • Review of IFEH Exchange Coordinator (Phan) • Support for Major O'Hara Award and EHFC funding (Phan) • Environmental Public Health Week 2011 (Cordner) <p>Motion to approve the agenda as amended. Cordner/Philipation. Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
<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, October 15, 2010</i>)</p> <p>Motion to untable approval of minutes from September 4, 2010. Chrisp/Timpa. Ayes unanimous. Carried.</p> <p>Motion to approve minutes from September 4, 2010. Cordner/Chrisp. Ayes unanimous. Carried.</p> <p>October 15, 2010 – Teleconference</p> <p>Motion to approve minutes from October 15, 2010. Chrisp/Philipation. Ayes unanimous. Carried.</p>	
<p>4. Review and Approval of Electronic Motions</p> <p style="text-align: right;">All</p>	<p>October 22, 2010 – It was moved that “CIPHI National provide an emergency loan to the 2010 Annual Education Conference in the amount of \$25,000 to be paid back as soon as feasible. There shall be no interest applied to the principal amount being loaned for the duration of the loan term.” Cordner/Kurzac. Ayes unanimous. Carried.</p>	
<p>5. Standing Items (Items Brought Forward)</p>		
<p>5.1. 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"> • Weighill sent an update email November 10, 2010. • Member survey under development. • Translation should be incorporated into a policy and procedure to standardize process 	<p>All to review latest draft of survey and provide comment to Committee.</p> <p>Phan to follow up with Communications Committee to ensure translation is incorporated into policy.</p>
<p>5.2. 2013 AEC Bid</p> <p style="text-align: right;">Phan</p>	<p>Action Item (October 15/10): Phan to follow up with Scarpino to confirm awarding of 2013 AEC to Manitoba Branch. COMPLETE.</p>	<p>All action items completed. Remove from Standing Items.</p>

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5.3. Conference Scheduling Phan	<p>Action Item (October 15/10): All to discuss with respective Branch Executives longer range intentions for hosting CIPHI AECs and report back to Phan by November 13, 2010.</p> <ul style="list-style-type: none"> • Interest has been expressed for hosting 2014 (Saskatchewan) and 2016 (Newfoundland and Labrador) • Phan is requesting Branch Presidents to provide guidance on long range planning for conferences to allow for better planning 	All to continue discussion with respective Executives for expression of interest for planning future conferences by December 17, 2010.
5.4. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac	<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>Action Item (September 18/10): Langier-Blythe to forward ToR documents for NEC once compiled.</p> <ul style="list-style-type: none"> • Kurzac has circulated an updated listing of P&P. She will continue to update the listing as P&Ps are developed and approved. She has indicated that a listing of ToRs will also be developed shortly • Question regarding procedure for approving P&P <ul style="list-style-type: none"> ○ P&P are developed by the committee(s) and then circulated to NEC for final review. Once the review is complete, the document is brought forward to the NEC through whichever avenue is most expedient (email motion, teleconference, face-to-face meeting, etc.) 	All to review P&P listing and ensure assigned tasks are completed.

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5.5. Member Service Centre Diplock	<p>Standing Item</p> <ul style="list-style-type: none"> • System is now in beta testing with 60 individuals working through the system to identify issues/problems • Moderator training session has been conducted • Most modules quite functional • Still targeting end of November 2010 for full roll-out 	Ongoing.
5.6. Strategic Plan 2010 to 2013 All	<p>Standing Item</p> <ul style="list-style-type: none"> • Strategic Plan 2010-13 has been translated and final proofing will be done by the end of November • Action items need to be updated to reflect changes to NEC membership • Timelines need to be updated to reflect current scheduling. The revised timelines will be added to the current table 	<p>Plan to ensure distribution of translated Strategic Plan.</p> <p>Plan to update action items including responsibility and timelines.</p>
5.7. 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> <ul style="list-style-type: none"> • No progress has been made. 	Ongoing.
5.8. 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> <ul style="list-style-type: none"> • Policy has been circulated for comment. 	All to review and provide comment to Kurzac.

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5.9. Corporate Membership policy Diplock	Action Item (October 15/10): Diplock to recirculate for final comments. • No update.	Ongoing.
5.10. Approval of 2009 Financials Cordner	Action Item (October 15/10): Phan to circulate 2009 Financials to NEC for review. COMPLETE. Motion to approve 2009 Financial Statements as circulated. Chrisp/Kurzac. Ayes unanimous. Approved.	Phan to contact the National Office and confirm approval of financial statements. All action items completed. Remove from Standing Items.
5.11. Insurance Benefits for Members Phan	Action Item (October 15/10): Phan will follow up with Johnson Inc to finalize documentation needed to offer services to members • Awaiting updated documents for signing.	Ongoing.
5.12. Nation of Members Initiative Cordner	Action Item (October 15/10): Cordner to take lead and develop initiative. • Campaign leading up to centennial in 2013 to build membership base and support • Based on integrated messaging between National and the Branches with focus on branding, logos, mottos, etc. • Cross-committee working group needed.	Cordner to develop high-level overview of initiative to share as a prelude to setting up a new committee by December 17, 2010.
5.13. Committee Budgets Phan	Action Item (October 15/10): Committee Chairs to develop budgets using provided template. Preliminary budgets to be submitted by November 13, 2010. • Some committee leads have submitted budgets, which will be reviewed by Phan, Cordner and Finance Committee.	All to submit budgets for their respective committees before December 17, 2010.

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5.14. Plan Canada Sierra Leone Project Phan	Action Item (October 15/10): Diplock to follow up with Heywood to determine interest in remaining as National lead for this initiative <ul style="list-style-type: none"> • No update. 	Ongoing.
5.15. Next NEC Face-to-Face Meeting Phan	Action Item (October 15/10): All to think about next meeting location and come back with discussion points at next teleconference <ul style="list-style-type: none"> • Previous NEC direction was to visit all EPH schools reviewed by Canada. • Ryerson and Concordia have been visited. • Next visit is either BCIT or Cape Breton University, given the uncertainty currently surrounding First Nations University of Canada • Travel dates must be before April 1, 2011 as funding is ending on March 30, 2011. • Concern expressed with visiting Eastern Canada in the winter. • Request for a period of contemplation before voting for the locale of the next face-to-face NEC meeting. 	Phan to call for a vote of preferred meeting (a) meeting location and (b) meeting time during the week of November 22, 2010 via e-mail.
6. New Business		

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<p>6.1. Federal Representation at the National Level of CIPHI</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • Concern has been shared by members who are employed by Federal organizations that there is insufficient representation at the National level of CIPHI • Some Branches have included Federal representatives on their Branch Executives • Number of members who are Federally employed in each Branch are variable • Concern was expressed that adding a Federal representative to the NEC would undermine engagement of these members in their respective Branches • Logistically, it may be difficult to establish and operate a Federal “Branch” • Engaging these members is important, thus CIPHI should explore avenues to assess this group’s unique challenges and how CIPHI could support them better 	<p>Phan to follow-up with Health Canada, Canadian Forces and other Federal organizations to get emailing list for distribution of engagement survey by December 17, 2010.</p>
<p>6.2. Presence of CIPHI at CPHA Conferences</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • Concern has been shared by members of the lack of a CIPHI presence at CPHA events, most notably the Centenary CPHA Conference held in June 2010. • As National does not have the resources to attend all CPHA events, Branches may be asked to represent CIPHI National depending on capacity of the Branch, with the understanding that financial remuneration may be offered 	<p>Phan to draft and distribute Memorandum of Understanding to the Branch Presidents by December 17, 2010.</p>

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<p>6.3. Prize giveaway for Member Service Centre Contest Cordner</p>	<ul style="list-style-type: none"> • As an enticement to use the newly revamped Member Service Centre, the Data Management Committee would like to provide prizes of free membership to those who participate in the MSC Launch Contest <p>Motion to CIPHI National to pay for 5 free memberships as prizes for the MSC Launch Contest. Cordner/Allen.</p> <ul style="list-style-type: none"> • Question: Do the Branches still get their Branch rebate from these free memberships? <ul style="list-style-type: none"> ○ National is willing to cover the cost of both the National portion and reimbursement of the Branch portion in an effort to ensure success of this initiative <p>Ayes unanimous. Carried.</p>	<p>Cordner to inform National Office of membership prize arrangement.</p>
<p>6.4. Review of IFEH Exchange Coordinator Phan</p>	<ul style="list-style-type: none"> • Two applications have been received. Process is to now accept the applications as appropriate and follow-up with due diligence (reference checks, etc.) <p>Motion to accept application from Candidate #1. Kurzac/Chrisp. Ayes unanimous. Carried.</p> <p>Motion to accept application from Candidate #2. Philipation/MacGregor. Six ayes, one nay. Carried.</p>	<p>Phan to establish review committee and complete due diligence.</p>

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<p>6.5. Support for Major O'Hara Award and EHFC Funding</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • The NEC is supportive of the re-establishment of the Major O'Hara Award at Ryerson. If formal support is needed, the EHFC needs to request. • To support the development of the Major O'Hara award, among other initiatives, the EHFC has requested the restarting of regular transfer of a percentage of conference profits to the EHFC as an annual donation. <p style="color: green;">Motion to contribute 5% of Annual Education Conference profits to the Environmental Health Foundation of Canada (EHFC) as an annual donation. Kurzac/Timpa.</p> <ul style="list-style-type: none"> • Financial situation has not improved since the cessation of the previous funding arrangement with the EHFC. • There is insufficient capacity to restart this transfer. <p style="color: green;">Nays unanimous. Defeated.</p> <p>*Note: These minutes were amended as per the motion of January 15, 2011, to wit, "The NEC is supportive of the establishment of the Major O'Hara Award as a National award issued by the EHFC." See the NEC Minutes of January 15, 2011 for more information (Item 6.1).</p>	<p>Phan to inform EHFC of decisions.</p>
<p>6.6. Environmental Public Health Week 2011</p> <p style="text-align: right;">Cordner</p>	<p>Deferred to next meeting.</p>	<p>Ongoing.</p>
<p>7. Date of Next Meeting</p>	<p>Date: Friday December 17, 2010</p> <p>Time: 0900 to 1000 PT</p> <p>Location: Teleconference</p>	
<p>8. Adjournment</p>	<p style="color: green;">Motion to adjourn. Kurzac/Cordner. Ayes unanimous. Carried.</p> <p>Meeting was adjourned at 1030 PT</p>	

Approved December 17, 2010
Amended January 15, 2011

