

MINUTES
National Executive Council
December 17, 2010

Teleconference

Attendees: Phi Phan (Chair and Recorder), Claudia Kurzac (National), Keir Cordner (BC), Debra Langier-Blythe (AB for Anderson), Ryan Philipation (SK), Darcy Chrisp (MB), Oumar Ba (QC), Mark Allen (NB), Barry MacGregor (NS/PEI)

Regrets: Ken Diplock (ON), Sara Timpa (NL)

Guests: Cameron Weighill (ON)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Phan called the meeting to order at 9:05am PT	

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2. Approval of Agenda All	Add to Standing Business <ul style="list-style-type: none"> • 5.1: EHR survey results and impacts upon RFP (Weighill) • 5.3: P & P update procedures (Ba) Add to New Business <ul style="list-style-type: none"> • Approval of First Year Membership policy (Kurzac) • Approval of Membership Recognition policy (Kurzac) • Request for input from the Community Health Nurses of Canada (Phan) • Pricing for Conference Registrations (Phan) • Uploading of Constitution to MSC and Website (Cordner) Motion to approve the agenda as amended. Philipation/Allen. Ayes unanimous. Carried.	
3. Review and Approval of Previous Minutes All	November 13, 2010 – Teleconference Motion to approve minutes from November 13, 2010 as circulated. Cordner/Chrisp. Ayes unanimous. Carried.	
4. Review and Approval of Electronic Motions All	None.	
5. Standing Items (Items Brought Forward)		

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<p>5.1. EHR Transition Options Weighill</p>	<p>Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication. CONTINUES.</p> <p>Action Item (Nov 13/10): All to review latest draft of survey and provide comment to Committee. COMPLETED.</p> <p>Action Item (Nov 13/10): Phan to follow up with Communications Committee to ensure translation is incorporated into policy. COMPLETED.</p> <ul style="list-style-type: none"> • Preliminary survey results suggest that electronic format is preferred for distribution of EHR • Committee seeks direction from the NEC whether the RFP should exclude a paper-based format given the current trend of the survey? <ul style="list-style-type: none"> ○ Over 340 respondents thus far. The majority (~80%) have indicated a preference for an electronic copy. ○ Survey remains open for the next two weeks • Question of whether a decision needed to be made based on only preliminary results • Suggestion is that regardless of the decision, the NEC still needs to demonstrate due diligence even if paper-based distribution is not the preferred method. We need to be able to demonstrate the case for moving to an electronic journal • RFP should be written so that all possibilities are covered so that an informed decision can be made • Direction is for the committee to continue developing RFP to include both electronic and paper-based publication and distribution. 	<p>Continues.</p>

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5.2. Conference Scheduling Phan	<p>Action Item (Nov 13/10): All to continue discussion with respective Executives for expression of interest for planning future conferences by December 17, 2010. COMPLETED.</p> <ul style="list-style-type: none">• There has been difficulty in achieving consensus for a protracted schedule for conferencing as circulated in the discussion document.• PHAN indicated that his intention is to confirm hosting agreements for conferences up to and including 2020 to provide ability for longer range financial planning, but will retract the Conference Scheduling discussion document. Any agreement will be done through discussion with the Branch Presidents.	All action items completed. Remove from Standing Items.

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<p>5.3. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac</p>	<p>Action Item (Sep 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. COMPLETED.</p> <p>Action Item (Sep 18/10): Langier-Blythe to forward ToR documents for NEC once compiled. CONTINUES.</p> <ul style="list-style-type: none"> • ToR documents still being compiled. <p>Action Item (Nov 13/10): All to review P&P listing and ensure assigned tasks are completed. CONTINUES.</p> <ul style="list-style-type: none"> • Ba requested that greater attention be paid to update the official documentation of CIPHI to include the Quebec Branch. • Phan apologized for the oversight and requested all NEC members to be cognizant of our responsibilities to be inclusive <p>Agenda items 6.5 and 6.6 were dealt with at this time as Kurzac had to leave the teleconference early.</p> <p>Kurzac left the meeting at 9:45am PT.</p>	<p>Phan to update P&P template to include QC Branch and distribute to the NEC.</p>
<p>5.4. Member Service Centre Diplock</p>	<ul style="list-style-type: none"> • Weighill provided the update • Relaunch has been positively received. Not many issues have been reported. • In order for members to be hooked, information must be input into the MSC. NEC members are asked to lead the participation by creating blogs, discussion points and contribute to the “wikis” 	<p>Continues.</p>

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5.5. Strategic Plan 2010 to 2013 Phan	<p>Action Item (Nov 13/10): Phan to ensure distribution of translated Strategic Plan. In progress.</p> <p>Action Item (Nov 13/10): Phan to update action items including responsibility and timelines. Not completed.</p>	Continues.
5.6. Historian Report & EHFC Report MacGregor	<p>Action Item (Sep 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"> • MacGregor reports that he has spoken to Tim Roark. Concern is that Honorary members don't get any benefits (e.g. EHR subscription) after winning • Policy needs to be updated 	Phan to provide Word documents to MacGregor for follow-up and updating.
5.7. Associate Member Revisited Membership Committee	<p>Action Item (Sep 18/10): Membership Committee to develop policy and procedures in cooperation with National Office to administer Associate Membership. COMPLETED.</p> <p>Action Item (Nov 13/10): All to review and provide comment to Kurzac. COMPLETED.</p>	Membership Committee to bring forward of draft policy for approval as a National Operating Policy at next NEC meeting.
5.8. Corporate Membership policy Diplock	<p>Action Item (Oct 15/10): Diplock to recirculate for final comments.</p> <ul style="list-style-type: none"> • Deferred because Diplock was not on the call. 	Continues.
5.9. Approval of 2009 Financials Cordner	<p>Action Item (Nov 13/10): Phan to contact the National Office and confirm approval of financial statements. COMPLETED.</p>	All action items completed. Remove from Standing Items.

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5.10. Insurance Benefits for Members Phan	Action Item (Oct 15/10): Phan will follow up with Johnson Inc to finalize documentation needed to offer services to members. COMPLETED. <ul style="list-style-type: none"> • Agreement has been signed and Johnson Inc. will be joining CIPHI as Corporate members. Information about insurance offerings will be tailored to each individual member to reflect their situation. 	All action items completed. Remove from Standing Items.
5.11. Nation of Members Initiative Cordner	Action Item (Nov 13/10): Cordner to develop high-level overview of initiative to share as a prelude to setting up a new committee by December 17, 2010. COMPLETED. <ul style="list-style-type: none"> • Committee needs to be developed. • This group will likely be linked to the Communications Committee and the Centenary Committee. 	Phan to solicit interest and participation on committee.
5.12. Committee Budgets Phan	Action Item (Nov 13/10): All to submit budgets for their respective committees before December 17, 2010. COMPLETED. <ul style="list-style-type: none"> • Most large committees have submitted budgets. • Finance committee will incorporate budgets as necessary into the overall operating budget. 	All action items completed. Remove from Standing Items.
5.13. Plan Canada Sierra Leone Project Phan	Action Item (Oct 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. 	Phan to follow-up with HEYWOOD and DIPLOCK.

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5.14. Next NEC Face-to-Face Meeting Phan	Action Item (Nov 13/10): 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. COMPLETED. <ul style="list-style-type: none"> • Majority vote is to meet in Sydney in March 2011 	Phan to contact office to begin planning meeting.
5.15. Federal Representation at the National Level of CIPHI Phan	Action Item (Nov 13/10): 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. <ul style="list-style-type: none"> • Request has been made from the Regional Environmental Health Manager from Alberta to provide the contact list. • Target distribution of a survey in January. 	Continues.
5.16. Presence of CIPHI at CPHA Conferences Phan	Action Item (Nov 13/10): Phan to draft and distribute Memorandum of Understanding to the Branch Presidents by December 17, 2010. <ul style="list-style-type: none"> • No progress. 	Continues.
5.17. Prize giveaway for Member Service Centre Contest Cordner	Action Item (Nov 13/10): Cordner to inform National Office of membership prize arrangement. COMPLETED.	All action items completed. Remove from Standing Items.
5.18. Review of IFEH Exchange Coordinator Phan	Action Item (Nov 13/10): Phan to establish review committee and complete due diligence. COMPLETED. <ul style="list-style-type: none"> • Both candidates are very capable and well respected by their referees. • Final selection of a candidate will be made by secret ballot via email. 	Phan to conduct secret ballot vote using email.

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5.19. Support for Major O'Hara Award and EHFC Funding Phan	Action Item (Nov 13/10): Phan to inform EHFC of decisions. COMPLETED.	All action items completed. Remove from Standing Items.
5.20. Environmental Public Health Week 2011 Langier-Blythe	<ul style="list-style-type: none"> • Letters to Federal Minister of Health and Chief Public Health Officer of Canada have been sent • Posters have been printed and sent out for delivery already • No coordinated National efforts have been started at this time 	Branch Presidents to provide updates from provincial EPH Week activities to Langier-Blythe as soon as possible.
6. New Business		
6.1. Approval of 2010 Honorariums Cordner	<p style="color: green;">Motion to approve provision of all applicable honoraria for 2010 as per the National Benefits Policy. Cordner/Allen. Ayes unanimous. Carried.</p> <p>Cordner left the meeting at 10:15am PT.</p>	Cordner to contact office to confirm payment of honoraria.
6.2. Review and Approval of Formal BOC Appeal Panel Policy Chrisp	<p style="color: green;">Motion to approve draft Formal BOC Appeal Panel Policy as National Operation Policy #6. Chrisp/MacGregor. Ayes unanimous. Carried.</p>	All action items completed. Remove from New Business.
6.3. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> • Board of Certification <ul style="list-style-type: none"> ○ BoC Chair's term has concluded and the new Chair will be Gord Stewart (BC). ○ Development of a new position of "Vice Chair" under consideration to allow for knowledge transfer and easier transitions. Changes in the Regulations governing the BoC are needed. • Council of Professional Experience <ul style="list-style-type: none"> ○ Gearing up for the first round of audits 	Ongoing. Move to Standing Items.

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6.4. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> • A meeting summary between RAC and PHAN was circulated previously • Question as to the relationship of the RAC and the Branches <ul style="list-style-type: none"> ○ A request for an updated ToR document has been made and will be forwarded to the NEC as soon as possible ○ Currently, the group is an advisory group to CIPHI National only, although that is open for discussion if there is a desire for them to be of assistance to the Branches 	Ongoing. Move to Standing Items.
6.5. Approval of First Year Membership policy (Kurzac)	<p>Motion to approve the draft First Year Membership Policy as National Operating Policy #4. Kurzac/Langier-Blythe. Ayes unanimous. Carried.</p>	All action items completed. Remove from New Business.
6.6. Approval of Membership Recognition policy (Kurzac)	<p>Motion to approve the draft Membership Recognition Policy as National Operation Policy #5. Kurzac/Langier-Blythe. Ayes unanimous. Carried.</p>	All action items completed. Remove from New Business.
6.7. Request for input from the Community Health Nurses of Canada (Phan)	<ul style="list-style-type: none"> • The NEC has directed PHAN to participate in the consultation on behalf of the NEC 	Phan to follow-up with the Community Health Nurses of Canada.

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6.8. Pricing for Conference Registrations (Phan)	<ul style="list-style-type: none"> • Request to review the pricing of the upcoming 2011 Annual Education Conference in order to keep profitable, yet not appearing to be gouging our members • Many factors need to be weighed to come up with an appropriate pricing structure. • Allen commented that fees for students and retirees must reflect break-even costs, as these individuals are not typically sponsored by employers and their costs are borne out-of-pocket. • As it currently stands, the NEC agrees that the current pricing for the 2011 AEC. • Development of guidance documents needed to ensure conferences keep in line with “accepted” pricing guidelines. Updating the conference planning guide would be a good first step in this regard. 	Conference Committee to update conference planning guide.
7. Date of Next Meeting	<p>Date: Saturday January 15, 2010</p> <p>Time: 0900 to 1000 PT</p> <p>Location: Teleconference</p>	
8. Adjournment	<p>Motion to adjourn. Langier-Blythe/Chrisp. Ayes unanimous. Carried.</p> <p>Meeting was adjourned at 10:45PT</p>	

Approved January 15, 2011