

MINUTES
National Executive Council
January 15, 2011

Teleconference

Attendees: Phi Phan (Chair and Recorder), Keir Corder (BC), Koreen Anderson (AB), 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)

Guests: Cameron Weighill (ON)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting was called to order at 09:01 am PT by Phan	
2. Approval of Agenda All	Add to New Business: <ul style="list-style-type: none"> • Questions regarding the Annual Education Conference (MacGregor) • Centenary Celebrations (Phan/Timpa) <p>Motion to approve the agenda as amended. Chrisp/Timpa. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes All	December 17, 2010 – Teleconference <p>Motion to approve the minutes from December 17, 2010 as circulated. Corder/MacGregor. Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
4. Review and Approval of Electronic Motions	None.	All
5. Standing Items (Items Brought Forward)		
5.1. EHR Transition Options Weighill	<p>Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication.</p> <ul style="list-style-type: none"> • First draft of RFP has been circulated for comment <ul style="list-style-type: none"> ○ Looking to tender by end of January, with final decision coming up for March • Survey has closed and analysis of comments is underway. Results to be circulated. <ul style="list-style-type: none"> ○ Preliminary results suggest electronic format is preferred • Request for PDF copies of historic EHR articles has been refused by current publisher who has indicated that the contractual obligations have been met as the terms and conditions do not include electronic copies. 	Weighill to circulate results of survey by February 11, 2011
5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac	<p>Action Item (Sep 18/10): Langier-Blythe to forward ToR documents for NEC once compiled. CONTINUES</p> <p>Action Item (Nov 13/10): All to review P&P listing and ensure assigned tasks are completed. CONTINUES.</p> <p>Action Item (Dec 17/10): Phan to update P&P template to include QC Branch and distribute to the NEC. COMPLETED.</p>	Continues.

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5.3. Member Service Centre Diplock	<ul style="list-style-type: none"> • Online payment system is functional and has been operating well. • Next steps include looking at audit module and fine-tuning of self-assessment tool on behalf of CoPE • Increase in # of communities is targeted for Spring 2011 • Discussion regarding use of private community for NEC business <ul style="list-style-type: none"> ○ Phan indicated he will work to increase use of the private NEC community ○ MSC/Database committee to plan to present a training session at March 2011 NEC Meeting 	Continues.
5.4. Strategic Plan 2010 to 2013 Phan	<p>Action Item (Nov 13/10): Phan to ensure distribution of translated Strategic Plan.</p> <ul style="list-style-type: none"> • No update <p>Action Item (Nov 13/10): Phan to update action items including responsibility and timelines.</p> <ul style="list-style-type: none"> • No update 	Continues.
5.5. 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"> • No update <p>Action Item (Dec 17/10): Phan to provide Word documents to MacGregor for follow-up and updating. COMPLETED.</p>	Continues.

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5.6. Associate Member Revisited Membership Committee	<p>Action Item (Dec 17/10): Membership Committee to bring forward of draft policy for approval as a National Operating Policy at next NEC meeting.</p> <p style="color: green;">Motion to approve the Associate Membership Policy as National Operating Policy #7. Cordner/Timpa. Ayes unanimous. Carried.</p>	All action items complete. Remove from Standing Items.
5.7. Corporate Membership policy Diplock	<p>Action Item (Oct 15/10): Diplock to recirculate for final comments.</p> <ul style="list-style-type: none"> • Policy will be recirculated for final comments. 	Continues.
5.8. Nation of Members Initiative Cordner/Phan	<p>Action Item (Dec 17/10): Phan to solicit interest and participation on committee.</p> <ul style="list-style-type: none"> • No update 	Continues.
5.9. Plan Canada Sierra Leone Project Phan	<p>Action Item (Oct 15/10): Diplock to follow up with Heywood to determine interest in remaining as National lead for this initiative. COMPLETED.</p> <p>Action Item (Dec 17/10): Phan to follow-up with Heywood and Diplock. COMPLETED.</p> <ul style="list-style-type: none"> • Peter Heywood has confirmed his desire to lead this initiative. He has formulated several interesting fundraising initiatives which he will share as soon as possible. 	All action items have been completed. Item remains as a Standing Item for updating purposes.
5.10. Next NEC Face-to-Face Meeting Phan	<p>Action Item (Dec 17/10): Phan to contact office to begin planning meeting.</p>	Continues.

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5.11. 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"> No update 	Continues.
5.12. 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 update 	Continues.
5.13. Review of IFEH Exchange Coordinator Phan	Action Item (Dec 17/10): Phan to conduct secret ballot vote using email. COMPLETED <ul style="list-style-type: none"> Successful applicant has been contacted and has accepted the position. Notification will be sent out through ListServ 	All action items completed. Remove from Standing Items.
5.14. Environmental Public Health Week 2011 Anderson/Langier-Blythe	Action Item (Dec 17/10): Branch Presidents to provide updates from provincial EPH Week activities to Langier-Blythe as soon as possible. <ul style="list-style-type: none"> No update 	Continues.
5.15. Approval of 2010 Honorariums Cordner	Action Item (Dec 17/10): Cordner to contact office to confirm payment of honoraria. COMPLETED.	All action items completed. Remove from Standing Items.

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5.16. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> • BoC has new Chair in Gord Stewart (BC) • Ann Thomas will continue to be involved during a transition period. • Concern expressed with the lack of input and participation with certain appointments to the BoC. The NEC may need to address this situation at the next NEC meeting. • CoPE is gearing up for the first year of audits • Phan indicated that these regular phone calls have been beneficial in building a cohesive organization 	Continues.
5.17. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> • No update 	Continues.
5.18. Request for input from the Community Health Nurses of Canada Phan	Action Item (Dec 17/10): Phan to follow-up with the Community Health Nurses of Canada. COMPLETED.	All action items completed. Remove from Standing Items.
5.19. Pricing for Conference Registrations Conference Committee	Action Item (Dec 17/10): Conference Committee to update conference planning guide. <ul style="list-style-type: none"> • No update 	Continues.
6. New Business		

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<p>6.1. Amendment of Item 6.5 contained within the Minutes of November 13, 2010 Phan</p>	<ul style="list-style-type: none"> • Due to an error, the intent of the Environmental Health Foundation with respect to the Major O’Hara Award was incorrectly represented in the minutes of November 13, 2010. • The approved minutes state, “The NEC is supportive of the re-establishment of the Major O’Hara Award at Ryerson” whereas the EFHC actually intends to revise the Major O’Hara award into a National EHFC Award <p>Motion to amend the minutes of November 13, 2010, specifically Item 6.5 to indicate “The NEC is supportive of the establishment of the Major O’Hara Award as a National award issued by the EHFC.” Diplock/MacGregor. Ayes unanimous. Carried.</p>	<p>All action items complete. Remove from New Business.</p>
<p>6.2. Finance Committee Update Phan/Cordner</p>	<ul style="list-style-type: none"> • Phan thanked the Finance Committee for their hard work in reviewing, analyzing and working on a new budget for CIPHI • Cordner indicates costs of operating of CIPHI have increase across the board • Sustainability model needs to be identified including new revenue streams • Work continues to develop a fiscally responsible budget for CIPHI 	<p>Continues.</p>
<p>6.3. Review and approval of Expense Policy Cordner</p>	<ul style="list-style-type: none"> • Comments to be integrated into Policy for re-circulation 	<p>Continues.</p>
<p>6.4. Review and approval of Accounting Policy Chrisp</p>	<ul style="list-style-type: none"> • Comments to be integrated into Policy for re-circulation 	<p>Continues.</p>

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6.5. Review and approval of Constitution & Bylaws Policy Philipation	<ul style="list-style-type: none"> • Additional time needed for comments. 	Continues.
6.6. National Directory for Environmental Health Phan	<ul style="list-style-type: none"> • This request stemmed from work with the NCCEH who asked whether CIPHI could develop a National Directory for Environmental Health • Consensus from NEC members was to take back to NCCEH to determine whether a partnership could be formed with associated financial support to develop 	Phan to speak with NCCEH with respect to potential funding of this initiative.
6.7. Questions regarding the Annual Education Conference (MacGregor)	<ul style="list-style-type: none"> • Who is responsible for contacting National sponsors? <ul style="list-style-type: none"> ○ Organizing committee takes the lead for all contacts • What is the expectation for sponsorship from Branches and/or National <ul style="list-style-type: none"> ○ Historically, Branches have shared the cost of the opening wine/cheese reception as well as providing a silent auction item ○ An open call for donations (beyond those described in the previous point) have also been made to branches in the past • Are CIPHI conferences eligible for HST refunds? <ul style="list-style-type: none"> ○ Best to ask Dianne at the office as she is well versed with the rules related to taxation • Much like profit sharing, are deficits also equally shared? <ul style="list-style-type: none"> ○ Yes. If there is a deficit, there is equal split between the hosting Branch and National 	
6.8. Centenary Celebrations (Phan/Timpa)	<ul style="list-style-type: none"> • Some preliminary work has been done • The task is daunting when compared to CPHA's centenary celebration • Teleconference need to discuss potential initiatives 	Phan, Centenary Committee to have a teleconference before February 11, 2011.

Agenda Item	Notes	Action
7. Date of Next Meeting	Date: Friday February 11, 2011 Time: 0900 to 1000 PT Location: Teleconference	Phan
8. Adjournment	Motion to adjourn. Timpa/MacGregor. Ayes unanimous. Meeting was adjourned at 10:45am PT	

Approved February 11, 2011

