

## MINUTES

National Executive Council  
March 11 and 12, 2011

Cambridge Suites Hotel  
380 Esplanade  
Sydney NS

**Attendees:** Phi Phan (Chair and Recorder), Keir Cordner (BC), Koreen Anderson (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Oumar Ba (QC), Laura Hamper (*NB for Allen*), Barry MacGregor (NS/PEI), Sara Timpa (NL)

**Regrets:** Claudia Kurzac (National), Mark Allen (NB)

**Guests:** Cameron Weighill (ON)

Agenda Item	Notes	Actions
1. Welcome and Introductions Phan	Meeting called to order @ 08:55 AT.  Phan welcomed everyone to Sydney and thanked MacGregor for his assistance with logistical arrangements for the meeting.	

Agenda Item	Notes	Actions
2. Approval of Agenda  <div style="text-align: right;">All</div>	Add to New Business: <ul style="list-style-type: none"> <li>• 2010 IFEH World Congress Final Report (Kurzac)</li> <li>• ACN Business Proposal (Phan)</li> <li>• Re-evaluation of the Number of NEC Representatives to the BOC (Phan)</li> <li>• AEC 2011 Merchandising (Philipation)</li> <li>• Use of Survey Monkey® (Weighill)</li> <li>• CPC Notifications (Hamper)</li> <li>• AEC 2011 Planning Update (MacGregor)</li> <li>• <i>In camera</i></li> </ul> <p>Motion to approve the agenda as amended. Anderson/Chrisp. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes  <div style="text-align: right;">All</div>	February 11, 2011 – Teleconference <ul style="list-style-type: none"> <li>• Change heading from ‘Presenter’ to ‘Actions’</li> </ul> <p>Motion to approve the Minutes of February 11, 2011 as amended. Chrisp/MacGregor. Ayes unanimous. Carried.</p>	
4. Review and Approval of Electronic Motions  <div style="text-align: right;">All</div>	None.	
5. Standing Items (Items Brought Forward)		

Agenda Item	Notes	Actions
<p>5.1. EHR Transition Options Weighill</p>	<p>Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication.</p> <ul style="list-style-type: none"> <li>• Weighill circulated the proposals received through the RFP process to the NEC. Total of five proposals were received.</li> <li>• The pricing structures of the various proposals do not include costs of retaining a Chief Editor position.</li> <li>• Additional due diligence is needed to gather more information about the proposals</li> <li>• Costs of publication, regardless of being printed and/or provided online, are still significant</li> <li>• Weighill also circulated a summary of the EHR survey results. Responses suggest that members want to move to online access as the primary method of receiving the EHR</li> <li>• Discussion ensued amongst the NEC as to the viable options to maintain the EHR <ul style="list-style-type: none"> <li>○ Options include: <ul style="list-style-type: none"> <li>▪ Online only</li> <li>▪ Online + print (transitional period) only if costs do not exceed the current budgeted \$26,000</li> <li>▪ Print only</li> </ul> </li> <li>○ Print only is not the direction we have received from the majority of respondents to the survey, therefore option was removed from consideration.</li> </ul> </li> <li>• Consensus of NEC was to direct to the EHR Transition Committee to pursue online + print option if the total cost of publication can be maintained at or less than \$26,000 per year.</li> <li>• Further discussion surrounding translation. Consensus was to focus on translating in-house using current infrastructure to control costs. <ul style="list-style-type: none"> <li>○ Suggestion is to translate only the abstracts</li> </ul> </li> </ul>	<p>Continues.</p>

Agenda Item	Notes	Actions
<p>5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac</p>	<p>Action Item (Nov 13/10): All to review P&amp;P listing and ensure assigned tasks are completed.</p> <ul style="list-style-type: none"> <li>• The proposed Website and Data Management Policies will be amalgamated as they speak to different parts of a common topic.</li> <li>• Additional policy was suggested for development               <ul style="list-style-type: none"> <li>○ AEC Profit/Liability Sharing Policy. To be assigned to Conference Committee</li> </ul> </li> </ul> <p>Action Item (Feb 11/11): Langier-Blythe to circulate draft ToR by Feb 18/11</p> <ul style="list-style-type: none"> <li>• Langier-Blythe has circulated a Terms of Reference discussion document. All to review and provide comments and/or identify missing ToR by April 8, 2011.</li> </ul> <p>Action Item (Feb 11/11): Kurzac to circulate updated P&amp;P listing by Feb 18/11. COMPLETED.</p>	<p>Continues.</p>
<p>5.3. Member Service Centre Diplock</p>	<ul style="list-style-type: none"> <li>• Update was provided</li> <li>• Request to Branch Presidents to utilize the MSC more so that there is new information to attract traffic</li> <li>• MSC Committee offered to create Communities for each Branch               <ul style="list-style-type: none"> <li>○ Caution was provided to Presidents to ensure that if a community is created that enough moderators and contributors are identified to ensure community remains active and updated</li> </ul> </li> <li>• Question regarding the reporting ability of the MSC for Branch administration               <ul style="list-style-type: none"> <li>○ Reporting functionality is still within the system and just needs to be tested and activated</li> <li>○ This functionality is one of the core reasons for moving to a centralized system</li> </ul> </li> </ul>	<p>Continues.</p>

Agenda Item	Notes	Actions
<p>5.4. Strategic Plan 2010 to 2013 Phan</p>	<p>March 11, 2011: Motion to table this agenda item until Saturday, March 12, 2011: Diplock/Philipation. Ayes unanimous. Carried.</p> <p>March 12, 2011: Motion to untable this agenda item.</p> <ul style="list-style-type: none"> <li>• Review of Strategic Plan was undertaken by the NEC with the intent to review and revise identified objectives and/or timelines to reflect current environments and resource levels</li> <li>• Changes were suggested and discussed, with action items identified and assigned, which are described in the next column</li> <li>• Highlights of the discussion include: <ul style="list-style-type: none"> <li>○ 1.1... CIPHI is working towards this goal, but more</li> <li>○ 1.2... New member kit was completed, but not circulated to the NEC</li> <li>○ 1.3... to be discussed later in the agenda for this meeting</li> <li>○ 1.4... need to standardize communications between committees</li> <li>○ 1.5... need to communicate other accomplishments beyond CPC; need to have more information put onto the MSC</li> <li>○ Performance Measures for Strategic Objective 1 <ul style="list-style-type: none"> <li>▪ Survey still needs to be done. Will be sent out in multiple formats</li> <li>▪ 5% increase in membership has been achieved</li> <li>▪ 50%, 60% and 70% improvement of satisfaction needs to be assessed</li> <li>▪ An example of Branch incentive to improve membership was provided by Hamper. NB provides \$100 for on-time renewal of membership which augments current employer reimbursement</li> </ul> </li> <li>○ 2.1... Orientation manual for MSC would be beneficial</li> <li>○ 2.2... ToR development ongoing.</li> <li>○ 2.3... Financial discussion to occur later in this agenda</li> <li>○ 2.4.1... This objective can be split to better reflect the complexity and interconnectivity of the objectives.</li> <li>○ 2.4.2... Need to clarify the terms “permanent” and</li> </ul> </li> </ul>	<p>Phan to recirculate New Member Kit to NEC by April 15, 2011</p> <p>Phan to develop and circulate updated member survey for NEC review by April 8, 2011</p> <p>Refer to discussion about ToR in Item 5.2 in these minutes.</p>

Agenda Item	Notes	Actions
	<p>“operational” aspects. Consensus was this item may be considered completed.</p> <ul style="list-style-type: none"> <li>○ 2.4.3... Moving to a governance board is underway. Engagement and utilization of willing volunteers to decentralize the work of the board has been helpful Need to move development of business case for an Exec Director as a subset of 2.4.1 Need to move timeline up (earlier deliverable date)</li> <li>○ 2.5... remove the responsibility from ED to National President, which reflects the realities of the current situation</li> <li>○ Performance Measures for Strategic Objective 2</li> <li>○ Keep the targeted values</li> <li>○ 3.1... Completed. Should be considered ongoing.</li> <li>○ 3.2... Publication of NEC Minutes up to date and ongoing.</li> <li>○ 3.3... Committees’ updates should be posted to the MSC. Expectation is that updates be done quarterly at a minimum.</li> <li>○ 3.4... Completed.</li> <li>○ 3.5... Completed.</li> <li>○ 3.6.1... Need to keep working on focused messaging (consistency)</li> <li>○ 3.6.2... Still require an overall plan for communications internally and externally.</li> <li>○ 3.6.3... Remove</li> <li>○ 3.6.4... No comments</li> <li>○ 3.6.5... No comments</li> <li>○ 4.0 Performance Measures... remove membership dues</li> <li>○ 5.1... More direction is needed in terms of how this information is to be obtained. Assistance to be provided by all Branch Presidents.</li> <li>○ 5.2... Ongoing</li> <li>○ Add new deliverable as 5.5.1, i.e. Educational Needs Survey of EPH to identify gaps in education to allow development of initiatives to fill those gaps</li> </ul>	<p>All committee chairs to post updates to the MSC in the NEC Community at least quarterly.</p> <p>Plan to update the Strategic Plan to reflect the discussion points. All modifications to the content, excluding timelines, will be marked and described as to the rationale for the deviation from the original plan to show transparency in the modifications. To be sent to the NEC by April 15, 2011</p>

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5.5. Historian Report & EHFC Report <p style="text-align: right;">MacGregor</p>	Action Item (Sep 4/10): Awards Committee to follow-up on process for Life and Honourary Members (potential interaction with Membership Committee). <ul style="list-style-type: none"> <li>• Clarification was received from the National Office. Honourary Members already get an indefinite subscription to the EHR. Need to incorporate into the policy to clarify the benefits of Honourary Membership.</li> </ul>	Continues.
5.6. Corporate Membership policy <p style="text-align: right;">Diplock</p>	Action Item (Feb 11/11): All to review and provide comments to Diplock with respect to the Corporate Membership policy by February 25, 2011 <ul style="list-style-type: none"> <li>• Additional feedback has been received.</li> <li>• Policy to be recirculated to reflect the feedback as well the potential changes to the publication model of the EHR</li> </ul>	Continues.
5.7. Nation of Members Initiative <p style="text-align: right;">Cordner, Phan</p>	Action Item (Dec 17/10): Phan to solicit interest and participation on committee. <ul style="list-style-type: none"> <li>• This topic will be incorporated into the Centenary Committee deliberations (see Item 5.16)</li> </ul>	Action Item will be amalgamated with Item 5.16. Remove from Standing Items.

Agenda Item	Notes	Actions
<p>5.8. Plan Canada Sierra Leone Project Heywood</p>	<p>Action Item (Feb 11/11): Heywood to forward the web banner to the NEC before February 18, 2011. COMPLETED.</p> <p>Action Item (Feb 11/11): Branch Presidents to work with your respective webmasters to include the link to the donation page on Branch sites. CONTINUES.</p> <p>Action Item (Feb 11/11): Phan to work with National webmaster to ensure information added to National site. CONTINUES.</p> <p>Action Item (Feb 11/11): Phan/Heywood to develop a short article for the use of the Branch Presidents.</p> <ul style="list-style-type: none"> <li>The blurb from the Plan Canada site can be used as the information. Site address is <a href="https://secure.e2rm.com/registrator/LoginRegister.aspx?EventID=45794">https://secure.e2rm.com/registrator/LoginRegister.aspx?EventID=45794</a></li> </ul> <p>Action Item (Feb 11/11): MacGregor/Heywood to present fundraising ideas to 2011 Conference Committee. CONTINUES.</p>	<p>Continues.</p>
<p>5.9. Next NEC Face-to-Face Meeting Phan</p>	<p>Action Item (Dec 17/10): Phan to contact office to begin planning meeting. COMPLETED.</p>	<p>No further discussion and/or actions required of this item. Remove from Standing Items.</p>
<p>5.10. Federal Representation at the National Level of CIPHI Phan</p>	<p>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.</p> <ul style="list-style-type: none"> <li>No update.</li> </ul>	<p>Continues.</p>



Agenda Item	Notes	Actions
5.11. Environmental Public Health Week 2011 Anderson, Langier-Blythe	<p>Action Item (Dec 17/10): Branch Presidents to provide updates from provincial EPH Week activities to Langier-Blythe by February 28, 2011. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Updates have been provided to Langier-Blythe.</li> <li>• A summary report is requested to be shared to the NEC</li> </ul>	Langier-Blythe/Anderson to collate and distribute summary report by April 15, 2011.
5.12. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	Continues.
5.13. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	Continues.
5.14. Pricing for Conference Registrations Diplock, Cordner, MacGregor	<p>Action Item (Dec 17/10): Conference Committee to update conference planning guide.</p> <ul style="list-style-type: none"> <li>• Many factors are influencing the cost</li> <li>• The updated planning guide should provide a minimum with associated rationale for the pricing structure</li> </ul>	Continues.

Agenda Item	Notes	Actions
<p>5.15. Finance Committee Update</p> <p style="text-align: right;">Cordner</p>	<p>March 11, 2011: Motion to table this agenda item. Diplock/Cordner. Ayes unanimous. Carried.</p> <p>March 12, 2011: Motion to untable this agenda item. Hamper/MacGregor. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> <li>• Cordner presented potential financial models for the operational budget</li> <li>• Cuts need to be made to trim the operational expenses across all business units of CIPHI including travel, accommodations, stationery, etc.</li> <li>• Several suggestions made for cuts as well as potential savings and access to alternative revenues.</li> </ul>	<p>Committee to review and send a preferred budget model to the NEC by March 18, 2011.</p>
<p>5.16. Centenary Celebrations</p> <p style="text-align: right;">Timpa, Phan</p>	<p>Action Item (Feb 11/11): Phan, Centenary Committee to have a teleconference before February 11, 2011</p> <ul style="list-style-type: none"> <li>• Meeting has been scheduled for March 18, 2011 to discuss potential ideas.</li> <li>• Invitees include Phan, Timpa, Anderson, Kurzac, Ron deBurger, Jim McCorry, Peter Heywood, Tim Roark, Stéfane Gravelle, Klaus Seeger</li> <li>• Potential ideas include: <ul style="list-style-type: none"> <li>○ Stamp (currently underway)</li> <li>○ Calendar</li> <li>○ Ring</li> <li>○ Book</li> <li>○ Pins</li> <li>○ Presentations</li> </ul> </li> <li>• Messaging should be cohesive through National, the Branches and all associated events and communication methods</li> </ul>	<p>Continues.</p>

Agenda Item	Notes	Actions
<p>5.17. NEC Rep to the BoC Phan</p>	<p>Action Item (Feb 11/11): Phan to contact NEC Rep to the BoC before March 11, 2011. COMPLETED.</p> <ul style="list-style-type: none"> <li>• One of the NEC Reps to the BOC has indicated his desire to step down from his position.</li> <li>• The NEC will post the volunteer opportunity upon completion of a review of the current operational framework of the NEC Rep to the BOC position including accountability, expectations of Reps, etc.</li> </ul>	<p>No further discussion and/or actions required of this item. Remove from Standing Items.</p>
<p>5.18. Request to change the date of EPH Week Heywood, Diplock</p>	<p>Action Item (Feb 11/11): Phan to identify and appoint individuals to a committee to investigate potential options for moving EPH Week.</p> <ul style="list-style-type: none"> <li>• Consensus amongst the NEC that moving EPH Week would help uptake and engagement.</li> <li>• Choice of Spring, Fall or status quo will be given to the membership to vote upon via online survey               <ul style="list-style-type: none"> <li>○ There are advantages and disadvantages to all options.</li> </ul> </li> <li>• Key is to avoid conflicting with another allied health profession or already established recognition week</li> </ul>	<p>Phan to include options for EPH Week in upcoming member survey.</p> <p>Anderson to check with EPH Week Committee and report back to the NEC by April 15, 2011.</p>

Agenda Item	Notes	Actions
5.19. Mandatory Membership – Ontario Branch Discussion Diplock, Weighill, Heywood	Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership <ul style="list-style-type: none"> <li>• Question regarding individuals who would be appropriate to invite to participate</li> <li>• Recommendations include:               <ul style="list-style-type: none"> <li>○ Private industry</li> <li>○ BOC</li> <li>○ Management</li> <li>○ Etc.</li> </ul> </li> <li>• A potential avenue to initiate mandatory membership is to request the BOC investigate changing conditions of granting the Certificate in Public Health Inspection (Canada) for new candidates</li> </ul>	Phan to initiate discussions at the BoC about changes to granting the Certificate.
5.20. Student Research Requests Diplock, Phan	Action Item (Feb 11/11): Phan/Diplock to develop policy to address the issue of ListServ uses for student research. <ul style="list-style-type: none"> <li>• More than just students looking to use the ListServ for distributing surveys</li> <li>• Policy needs development</li> </ul>	Continues.
6. New Business		
6.1. Meet-and-Greet with Cape Breton University students All	*Please note that this agenda item is a <b>scheduled event</b> (1:00pm to 3:30pm @ Cape Breton University, Room A230) <ul style="list-style-type: none"> <li>• The NEC provided a presentation to the staff and students of the Environmental Health Program at Cape Breton University</li> <li>• Positive reviews were received with respect to the visit</li> </ul>	No further discussion and/or actions required of this item. Remove from Standing Items.

Agenda Item	Notes	Actions
<p>6.2. Clarifying Intent and Focus of EPH Week Anderson</p>	<ul style="list-style-type: none"> <li>• Question was raised as to the intent of EPH Week and what CIPHI hopes to accomplish</li> <li>• Unsure as to whether celebrations should be inward looking as a method of recognition of current practitioners or used as advocacy outwardly to the public and allied health professions/professionals</li> <li>• There has been a lack of leadership from CIPHI National, so Branches have been developing their own initiatives with variability in terms of inward/outward focus</li> <li>• Consensus is that more direction is needed from National and focus should be on outward advocacy</li> </ul>	<p>Continues</p>
<p>6.3. Disaster Relief and CIPHI Anderson</p>	<ul style="list-style-type: none"> <li>• Request to investigate potential assistance CIPHI National can provide for international disaster relief</li> <li>• Members are also interested in volunteering their services abroad, but the skill set needed “on the ground” typically require engineering or similar training</li> <li>• A comment was made that there are Environmental Health issues in Canada that also deserve the attention and assistance of CIPHI and that focus on international disasters as the only avenue of advancing the ideals of Environmental Health is not appreciative of the scope of our practice here</li> </ul>	<p>Timpa and Anderson to lead the identification and collation of resources for CIPHI members to assist and/or participate in domestic and international EH disaster responses.</p>

Agenda Item	Notes	Actions
<p>6.4. Board of Certification Standards for Approved Instructional Programs Diplock</p>	<ul style="list-style-type: none"> <li>• The current BOC requirement for 50% of instructors in approved EH schools is a stumbling block for the establishment of a new school in Sault Ste Marie. The issue will also become an issue for Ryerson University as they move to full-university status</li> <li>• As full universities, lead instructors are required to be PhD trained, but there are insufficient numbers of PhD trained CPHI(C) holders, therefore the potential pool of qualified instructors is limited.</li> <li>• Comment was made that practical application of EPH principles should be done by a CPHI(C) as the job is both an art and science and cannot be done by blindly following theories and textbooks... i.e. there is value in maintaining CPHI(C) holders as instructors</li> <li>• Consensus is that there should be flexibility provided in the approval process to ensure that all parties are satisfied with the educational programming for entry-level PHIs</li> </ul>	<p>Phan to contact BoC to ask for further investigation of potential flexibility of proportion of CPHI(C) holders on faculty for approved schools.</p>
<p>6.5. Practicums and CIPHI Diplock</p>	<ul style="list-style-type: none"> <li>• Comment was made that there is still some lack of clarity with respect to the role of CIPHI and provision of practicums</li> <li>• CIPHI has no direct role in ensuring practicum placements or ensuring the quality of said practicums. Our mandate is to develop the standards, not provide the experience.</li> <li>• BoC should place this information on the website as clarification of CIPHI's role</li> </ul>	<p>Phan to contact BoC to ask for further investigation of posting a notification on the website that clarifies CIPHI's roles in practicums.</p>
<p>6.6. AEC 2011 Preparations Phan</p>	<ul style="list-style-type: none"> <li>• Registrations will be handled by the National office.</li> <li>• Travel will be coordinated through Claudia and the National Office to take advantage of accumulated Avion® points, which will offset the costs of travel significantly.</li> <li>• Phan indicated that he will be asking for reports to allow for collation and posting of the AGM booklet to the website prior to the conference to allow members to review the information beforehand</li> <li>• An AGM booklet will not be printed to reduce costs as well as to reduce ecological impact</li> </ul>	<p>Phan to contact the National Office to coordinate registration and travel arrangements.</p>

Agenda Item	Notes	Actions
6.7. 2010 IFEH World Congress Final Report Kurzac	<ul style="list-style-type: none"> <li>• Kurzac joined the meeting by teleconference at 1:30pm AT to speak to the report she had submitted and which had been circulated to the NEC</li> <li>• The IFEH/AEC Congress/Conference was successful in many regards, although numerous lessons were identified and will be shared</li> <li>• Financial books will hopefully be closed in short-order, but no definite date has been identified yet as there are some outstanding invoices still to be paid to the conference organizers</li> <li>• Ultimately there will be a deficit stemming from the conference that will be shared equally between CIPHI National and the BC Branch. The final amount has not been finalized yet.</li> <li>• Kurzac left the meeting at 1:40pm local time.</li> </ul>	Continues.
6.8. ACN Business Proposal Phan	<ul style="list-style-type: none"> <li>• Phan presented information concerning a business proposal by JL Archambault</li> </ul> <p style="color: green;">Motion to investigate the business proposal presented by Jean Luc Archambault further. Phan/Ba. Nays unanimous. Defeated.</p>	Phan to contact Archambault to convey the decision of the NEC.
6.9. Re-evaluation of the Number of NEC Representatives to the BOC Phan	<ul style="list-style-type: none"> <li>• A request was made by the BoC to review the number of NEC Reps to the BoC in light of current financial circumstances</li> <li>• Rationale include the representation of the NEC through the Branch Presidents and the appointed provincial reps</li> <li>• Cost share between the NEC and BOC means that the reduction of expenses would benefit both budgets</li> <li>• No opposition to reducing the number of NEC Reps to the BoC as required in the Regulations that govern the BOC</li> <li>• Suggested alternative to two reps to have a standing backup rep be an NEC member, in any circumstance the primary NEC Rep cannot attend a meeting</li> </ul>	Phan to contact the BoC to request further investigation into the amendment of the Regulations that govern the BoC to potentially reduce the number of NEC Reps to 1 from 2.

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6.10. AEC 2011 Merchandising Philipation	<ul style="list-style-type: none"> <li>• Philipation provided an update on merchandise that will be sold at the 2011 AEC</li> <li>• Work to obtain competitive quotes is ongoing.</li> </ul>	Continues.
6.11. Use of Survey Monkey® Weighill	<ul style="list-style-type: none"> <li>• Weighill inquired about the desire for National to maintain a permanent account with SurveyMonkey</li> <li>• As the number of surveys that National does on an annual basis is limited, it is not cost-effective to maintain a permanent account</li> <li>• Further, not all jurisdictions allow access to SurveyMonkey, therefore need to assess the platform that will allow wide spread use</li> <li>• As the Ontario Branch uses SurveyMonkey more, it would be better for the ON Branch to maintain an account that National could access on a pay-per-use basis</li> </ul>	No further discussion and/or actions required of this item. Remove from Standing Items.
6.12. AEC 2011 Planning Update MacGregor	<ul style="list-style-type: none"> <li>• MacGregor provided an update concerning the planning of the 2011 AEC in Halifax</li> </ul>	Branch Presidents to encourage attendance from their respective jurisdictions as well as encourage use of reserved room block.
6.13. <i>In camera</i>	Explanation: An <i>in camera</i> session covers information not recorded in the minutes.	
7. Date of Next Meeting	<p>Date: Friday April 15, 2011</p> <p>Time: 09:00am to 10:00am Pacific 10:00am to 11:00am Mountain 11:00am to 12:00pm Central 12:00pm to 01:00pm Eastern 01:00pm to 02:00pm Atlantic 01:30pm to 02:30pm Newfoundland</p> <p>Location: Teleconference</p>	



Agenda Item	Notes	Actions
8. Adjournment	Motion to adjourn. Anderson/Cordner. Ayes unanimous. Carried.  Meeting adjourned at 4:30pm AT, March 12, 2011.	

Approved April 15, 2011

