

Attendees: Phi Phan (Chair and Recorder), Claudia Kurzac (National), Keir Corder (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Oumar Ba (QC), Barry MacGregor (NS), Sara Timpa (NL)

Regrets: Ken Diplock (ON), Mark Allen (NB), Nina van der Pluijm (NB)

Guests: Cameron Weighill (ON)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order at 9:05am PT	
2. Approval of Agenda All	<p>Add to New Business</p> <ul style="list-style-type: none"> • Francophone BOC Candidates Undertaking Exams in Predominantly Anglophone Branches (Timpa) • Conférence annuelle 2011 de l'Association canadienne de santé publique (Ba) <p>Motion to approve the agenda as amended. Ba/Timpa. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes All	<p>April 15, 2011 – Teleconference</p> <ul style="list-style-type: none"> • Name needs to be corrected for adjournment <p>Motion to approve the Minutes of April 15, 2011 as amended. Corder/MacGregor. Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
4. Review and Approval of Electronic Motions All	None.	
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. CONTINUES.</p> <ul style="list-style-type: none"> • 6 resumes were received for the position of Editor-in-Chief of the new EHR • Selection matrix was used and two candidates received equal scores • Next steps <ul style="list-style-type: none"> ○ Interview panel <ul style="list-style-type: none"> ▪ Phan, Kurzac, Timpa to participate ▪ Weighill to coordinate and chair ○ Reference checks <ul style="list-style-type: none"> ▪ Phan will conduct references ○ Looking to have a chosen Editor by mid-May with signing of final contract by end of May • Concern raised with respect to the potential biases of the selection matrix <ul style="list-style-type: none"> ○ Issues related to the disconnect between the weighting of the matrix categories and components of the job description that was sent out ○ As a “lesson learned” future matrices should be sent to the NEC or others for assessment to avoid and/or limit bias 	Continues

Agenda Item	Notes	Action
<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&P listing and ensure assigned tasks are completed. CONTINUES.</p> <p>Action Item (Mar 11/11): All to review and provide comments and/or identify missing ToR by April 8, 2011. CONTINUES.</p> <p>Action Item (Apr 15/11): Phan to contact Langier-Blythe as to the current status of ToR. ASSIGNED TO MACDONALD.</p>	
<p>5.3. Member Service Centre Diplock</p>	<ul style="list-style-type: none"> • Event Management Module testing current underway <ul style="list-style-type: none"> ○ Using the CIPHI Ontario 2-day CD conference as the template. ○ Invitations to register in the test event to the NEC and MSC testers in the coming days ○ Registration will be through the test site, not the live site ○ Kurzac offered her assistance to test module • Automatic account generation also under testing <ul style="list-style-type: none"> ○ Meant to ease administrative burden of creating new accounts • Work continues on identifying analytics required by NEC and other stakeholders 	
<p>5.4. Strategic Plan 2010 to 2013 Phan</p>	<p>Action Item (Mar 11/11): Phan to recirculate New Member Kit to NEC by April 15, 2011. CONTINUES.</p> <p>Action Item (Mar 11/11): Phan to develop and circulate updated member survey for NEC review by April 8, 2011. CONTINUES.</p> <p>Action Item (Mar 11/11): All committee chairs to post updates to the MSC in the NEC Community at least quarterly. CONTINUES.</p> <p>Action Item (Mar 11/11): Phan 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</p>	

Agenda Item	Notes	Action
	<p>deviation from the original plan to show transparency in the modifications. To be sent to the NEC by April 15, 2011. COMPLETED.</p> <p>Action Item (Apr 15/11): Phan to confirm with QC Branch as to the translation of the updated Strategic Plan. CONTINUES.</p>	
<p>5.5. Historian Report & EHFC Report MacGregor</p>	<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"> • Policy has been recirculated with minor changes to Honourary and Life Member Policies to reflect current practices 	<p>All to review circulated policies and forward any comments by June 17, 2011</p>
<p>5.6. Corporate Membership policy Diplock</p>	<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</p> <ul style="list-style-type: none"> • Policy has been recirculated with changes 	<p>All to review circulated policy and forward any comments by June 17, 2011</p>
<p>5.7. Plan Canada Sierra Leone Project Heywood</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): MacGregor/Heywood to present fundraising ideas to 2011 Conference Committee. CONTINUES.</p> <ul style="list-style-type: none"> • Discussions have been held 	<p>Phan to recirculate information that NEC members should be posting to their Branch websites.</p>

Agenda Item	Notes	Action
5.8. 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. ASSIGNED TO MACDONALD. <ul style="list-style-type: none"> No update. 	
5.9. Environmental Public Health Week 2011 MacDonald	Action Item (Mar 11/11): Langier-Blythe/Anderson to collate and distribute summary report by April 15, 2011.COMPLETED. <ul style="list-style-type: none"> Summary reports from Victor Mah and Koreen Anderson received. Action Item (Apr 15/11): MacDonald to follow-up with Anderson and Langier-Blythe to determine progress of report. COMPLETED.	All action items complete. Remove from Standing Items.
5.10. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> No update. 	
5.11. Retiree Advisory Committee Update Phan	Action Item (Apr 15/11): Phan to forward updated Terms of Reference and minutes from the last RAC meeting. COMPLETED. <ul style="list-style-type: none"> No update. 	
5.12. Pricing for Conference Registrations Diplock, Cordner, MacGregor	Action Item (Dec 17/10): Conference Committee to update conference planning guide. <ul style="list-style-type: none"> No update. 	

Agenda Item	Notes	Action
<p>5.13. Finance Committee Update Cordner</p>	<p>Action Item (Apr 15/11): Phan to coordinate the formatting and dissemination of the proposed budget and associated fee increase. COMPLETED.</p> <ul style="list-style-type: none"> • Notice of motion was sent to members on April 28, 2011 which satisfies requirement for 60-day notice for changes to the Bylaws • 2010 books have been reviewed 	
<p>5.14. Centenary Celebrations Timpa</p>	<p>Action Item (Apr 15/11): Timpa to forward minutes of previous Centenary Committee meeting to NEC. COMPLETED.</p> <ul style="list-style-type: none"> • Timpa has stepped down from the Chair position. Kurzac has offered to take over lead. • Request to add a member of the 2013 CIPHI Ontario Branch Conference Organizing Committee to Centenary Committee <p>Motion to adopt the 2013 AEC logo as the official logo of CIPHI until July 1, 2013. Kurzac/Cordner. Ayes unanimous. Carried.</p>	<p>Phan to send out potential templates to NEC.</p>
<p>5.15. 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. CONTINUES.</p> <ul style="list-style-type: none"> • No update. <p>Action Item (Mar 11/11): Phan to include options for EPH Week in upcoming member survey. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	

Agenda Item	Notes	Action
5.16. 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. CONTINUES. <ul style="list-style-type: none"> No update. 	
5.17. 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. CONTINUES. <ul style="list-style-type: none"> No update. 	
5.18. Clarifying Intent and Focus of EPH Week Anderson, MacDonald	Action Item (Apr 15/11): MacDonald to follow-up with Anderson to determine current status. COMPLETE. <ul style="list-style-type: none"> Anderson wishes to continue working on this issue Seeking clarification with respect to intent of moving EPH Week date for 2012 	
5.19. Disaster Relief and CIPHI Anderson, MacDonald, Timpa	Action Item (Mar 11/11): 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. CONTINUES. <ul style="list-style-type: none"> Some initial inquiries has been made Communication required between all members of this ad hoc group 	
5.20. Board of Certification Standards for Approved Instructional Programs van der Pluijm	<ul style="list-style-type: none"> No update 	

Agenda Item	Notes	Action
5.21. Practicums and CIPHI van der Pluijm	<ul style="list-style-type: none"> No update 	
5.22. NEC Preparations for AEC 2011 Phan	<ul style="list-style-type: none"> Request for reports, photos and in memoriam issued last week <ul style="list-style-type: none"> Deadline is May 24, 2011 for submission to Bonnie at National Office 	
5.23. 2010 IFEH World Congress Final Report Kurzac	<ul style="list-style-type: none"> Final financial transactions still need to be completed 	
5.24. Re-evaluation of the Number of NEC Representatives to the BOC Phan	<ul style="list-style-type: none"> No update 	
5.25. AEC 2011 Merchandising Philipation	<ul style="list-style-type: none"> Shirts have been delivered to NS already No giveaways will be ordered this year due to financial restraints Booth timetable/schedule will be circulated by Philipation shortly 	
5.26. AEC 2011 Conference Planning Update MacGregor	<ul style="list-style-type: none"> Approximately 180 registrations to date. Still aiming for 200. Still seeking 6 sponsors/exhibitors for booths 	
5.27. NEC Representative to the BOC Report van der Pluijm	<ul style="list-style-type: none"> No update. 	
5.28. Copyright protection of CIPHI/ICISP Phan	Action Item (Apr 15/11): Phan to send out a confirmatory email with respect to this issue. COMPLETED.	All action items completed. Remove from Standing Items.
6. New Business		

Agenda Item	Notes	Action
6.1. Sharing Administration Tasks of the NEC Phan	<ul style="list-style-type: none"> Phan requested that all NEC members begin taking turns taking minutes of NEC meetings to share the administrative burden No objections noted Schedule for taking minutes will be started after the 2011 AEC in Halifax 	
6.2. Francophone BOC Candidates Undertaking Exams in Predominantly Anglophone Branches Timpa	<ul style="list-style-type: none"> Francophone candidate has requested to sit their examinations in NL. The exam will be in English, but the submitted reports are in French. NL, much like other Branches do not have any significant ability to operate in French Issue needs to be forwarded to the BOC 	van der Pluijm to bring this issue to BOC for clarification and direction.
6.3. Conférence annuelle 2011 de l'Association canadienne de santé publique Ba	<ul style="list-style-type: none"> Question whether CIPHI National will be present at the ASPC/CPHA conference Although we do have a representative on the Environmental Health advisory group for ASPC/CPHA, we do not have the financial capacity at this time to support their travel to Montreal Ba also related that CIPHI/ICISP is very well respected by our colleagues at PHAC and he congratulated everyone for their hard work in become recognized and getting environmental health onto the agenda 	No further discussion. Do not move topic to Standing Items.

Agenda Item	Notes	Action
7. Date of Next Meeting	<p>Date: Friday June 17, 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>	All
8. Adjournment Phan	<p>Motion to adjourn. Kurzac/Chrisp. Ayes unanimous. Carried.</p> <p>Meeting adjourned at 9:30am PT.</p>	

Approved June 24, 2011

