

MINUTES
 NEC Pre-conference Meeting
 June 24 & 25, 2011

Marriott Harbourfront Hotel, Halifax, NS

APPROVED JULY 16, 2011

Attendees: Phi Phan (National), Claudia Kurzac (National), Keir Cordner (BC), Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Cameron Weighill (ON), *Nicolas Raymond (QC for Ba)*, Mark Allen (NB), Barry MacGregor (NS), Sara Timpa (NL)

Regrets: Oumar Ba (QC)

Guests: Tim Roark (National Historian), Len Gallant (Chair, Retirees Advisory Committee), Klaus Seeger (Historical Committee), Gary O'Toole (Co-chair, AEC 2011), Doreen Mackley (Co-chair, AEC 2011)

Agenda Item	Notes	Actions
1. Welcome and Introductions Chair	Meeting was called to order at 08:35 by Phan <ul style="list-style-type: none"> Phan welcomed everyone to Halifax and thanked the NS/PEI Branch for their hospitality in hosting 	
2. Approval of Agenda All	Add to New Business: <ul style="list-style-type: none"> Distribution of Financial Statements (Kurzac) Membership info to Branches (MacDonald) MPH students (Diplock) 2011 Awards (MacGregor) 2011 AEC Organizing Committee Report (O'Toole, Mackley) Traincan Recognition of EHO/PHI Training (Allen) EHFC Report (Roark) 	

Agenda Item	Notes	Actions
	Motion to approve the agenda as amended. Chrisp/Philipation. Ayes unanimous. Carried.	
3. Review and Approval of Previous Minutes All	May 14, 2011 – Teleconference Motion to approve the Minutes of the May 14, 2011 teleconference as circulated. Kurzac/Allen. Ayes unanimous. Carried.	
4. Review and Approval of Electronic Motions	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"> • Andrew Papadopolous, Director of the Masters of Public Health Program at the University of Guelph has been chosen as the new editor • Papadopolous to transition into chair of the EHR committee • Working with Canadian Science Publishing to re-design the EHR format • Looking for NEC guidance on content • Each section uploaded to the web will be about-\$95 • Plan to institute a more peer-reviewed process • Thanks to the committee for the hard work on the selection and re-design • Not much feedback since the survey on the format of EHR-electronic seems to be the desired format • Next steps- <ul style="list-style-type: none"> ○ contract and then request for papers within 1 month ○ develop new design ○ one last paper issue • Looking at re-launch for late fall 	Weighill to contact Papadopolous to post an update about the new EHR through the Listserv.

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	<ul style="list-style-type: none"> An update from the new editor for the listserv would be good Discussion around the need for a few hard copies-to be handled by the Branches at this time 	
5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents <div style="text-align: right;">Kurzac</div>	<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): MacDonald to contact Langier-Blythe as to the current status of ToR. COMPLETE.</p> <p>Action Item (May 14/11): All to review circulated policies and forward any comments by June 17, 2011. COMPLETE.</p> <ul style="list-style-type: none"> Kurzac to re-send inventory status of P & P ToR-MacDonald to re-circulate and each committee to review by July 16, 2011 (next teleconference) Making progress-about ½ complete 	<p>MacDonald to re-circulate ToR & all to review by next teleconference on July 16, 2011.</p> <p>Kurzac to re-circulate P & P inventory.</p>
5.3. Member Service Centre <div style="text-align: right;">Weighill</div>	<ul style="list-style-type: none"> Weighill has taken over chairing MSC committee from Diplock Working with cFactor on the event module Behind schedule on testing of event module; lots of work for MSC committee Internet Explorer 6 causing some graphics issues May have to include an enhancement for taxes on this module in the future Soon be ready for broader testing-include NEC and initial beta testers Overall traffic to MSC down-currently no draw to site for members E-mail prompts needed to draw members but this is a time 	

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	<p>concern for volunteers-functionality exists</p> <ul style="list-style-type: none"> Members discussion board from website to be moved to MSC but there needs to be some work done before this can happen Need to work on membership reports 	
<p>5.4. Strategic Plan 2010 to 2013 Phan</p>	<p>Action Item (Mar 11/11): Phan to re-circulate 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> <ul style="list-style-type: none"> Intent to have a survey circulated to members in August/September Will include a question to move EPH week for 2012 <p>Action Item (Mar 11/11): All committee chairs to post updates to the MSC in the NEC Community at least quarterly. COMPLETE.</p> <ul style="list-style-type: none"> Committee chairs are reminded to post in their respective communities <p>Action Item (Apr 15/11): Phan to confirm with QC Branch as to the translation of the updated Strategic Plan. COMPLETE.</p> <ul style="list-style-type: none"> No comments from Ba on translation. Has been posted. 	<p>Phan to circulate draft survey to NEC.</p> <p>All committee chairs to post quarterly in communities.</p> <p>All to review strategic plan regularly.</p>
<p>5.5. Life & Honourary Member Award policy updates 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). COMPLETE.</p> <ul style="list-style-type: none"> Comments included into revised P & P Add in the requirement for the Branch to make the practical arrangements for the Life member recipient 	<p>MacGregor to revise P & P's and re-circulate.</p>

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	<ul style="list-style-type: none"> Add in a requirement for this award to be approved a minimum of 1 month in advance to allow for practical arrangements 	
5.6. Corporate Membership policy <div style="text-align: right;">Diplock</div>	<p>Action Item (May 14/11): All to review circulated policy and forward any comments by June 17, 2011</p> <ul style="list-style-type: none"> All comments have been incorporated into the draft policy Minor spelling corrections completed Corporate recruitment letter needs to be updated Noted that the membership committee needs to oversee administrative role (i.e.-forwarding logo to webmaster) Need to make sure the list of corporate & affiliate members is current on web MSC should be able to provide reports on corporate members <p style="color: green;">Motion to approve the Corporate Membership Policy as amended as National Operating Policy #11. Diplock/Cordner. Ayes unanimous. Carried</p>	
5.7. Plan Canada Sierra Leone Project <div style="text-align: right;">Phan</div>	<p>Action Item (Feb 11/11): Phan to work with National webmaster to ensure information added to National site. COMPLETE.</p> <ul style="list-style-type: none"> Need to follow up with the webmaster to include a link to Plan Canada Sierra Leone Project It was noted this fund raiser was initially an ON Branch initiative that National adopted. Noted that the NEC needs to work with the EHFC for future projects similar to this once this project is complete Suggestion that once the fundraiser is completed an EHO should go to Sierra Leone as a follow-up CIPHI should also give consideration to a project in the America's region Need to involve Lisa Vincent in these activities An article to be included in next IFEH magazine about this 	<p>Chrisp to contact CIPHI webmaster to include a link on CIPHI site to Plan Canada Sierra Leone Project.</p>

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	<p style="text-align: center;">project</p> <p>Action Item (Feb 11/11): MacGregor/Heywood to present fundraising ideas to 2011 Conference Committee. COMPLETE.</p> <ul style="list-style-type: none"> • AEC committee has obtained a gift certificate for Fox Harbour (a resort) value of \$850; proceeds to Plan Canada Sierra Leone Project <p>Action Item (May 14/11): Phan to re-circulate information that NEC members should be posting to their Branch websites. CONTINUES.</p> <ul style="list-style-type: none"> • Will be accepting donations at CIPHI booth-need copies of pledge form to submit to Plan Canada for receipt. • Discussion around Branch fundraising activities to meet the \$10,000 target by year's end. • MB Branch donating silent auction proceeds + a donation in place of speakers gifts at their upcoming Branch conference. 	
<p>5.8. Federal Representation at the National Level of CIPH <div style="text-align: right;">MacDonald</div></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. CONTINUES.</p> <ul style="list-style-type: none"> • MacDonald has followed up; connected with Health Canada to obtain a list of Federal EHO's for a survey • Will include Forces & FNIH EHO's • Noted that Branches need to be involved in these relationships including Federal representation at the Branch level • The list will be shared with all Branches; it will be up to the Branches to build the relationships • Identified that a similar list for private industry would be useful; 	<p>MacDonald to work on a list of federal EHO's to use as a survey.</p> <p>Diplock to look into compiling the private industry list.</p>

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	<p>need a champion within private industry to lead this initiative; On Branch will look into the private industry link</p> <ul style="list-style-type: none"> • Discussion around lobbying the CFIA to include the CPHI(C) as a requirement 	
5.9. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> • Joint meeting scheduled for June 25. • No update 	
5.10. Retiree Advisory Committee Update Gallant	<ul style="list-style-type: none"> • Committee grateful to NEC for support (newsletter & teleconference line) • Johnson Inc. program set up for CIPHI members including retirees • Stamp project <ul style="list-style-type: none"> ○ actively lobbying individuals to provide letters of support – currently about 80 letters obtained. Need to continue this effort • Difficulty identifying new retirees; Branches need to keep Retirees committee up to date on new retirements; committee relies on reps. in each Branch but need more frequent notification so they can follow-up with newly retired to encourage retired membership-need to capture individuals within first 2 years of retirement • Committee needs to recruit new members to replace existing members • Gallant planning to step down as chair next year • Next Retiree Advisory Committee meeting on June 27, 2011 	
5.11. Pricing for Conference Registrations Diplock, Cordner, MacGregor	<p>Action Item (Dec 17/10): Conference Committee to update conference planning guide. CONTINUES.</p> <ul style="list-style-type: none"> • Reviewed a proposal for standardized pricing for conf. registrations however it was concluded that there needs to be flexibility for regional differences 	<p>Diplock to compile an updated conference planning guide for review by Sept. 17, 2011</p>

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	<ul style="list-style-type: none"> • Discussed including a standardized exhibitor package • Discussion around the role of a conference coordinator and how this needs to be explored 	
5.12. Finance Committee Update <p style="text-align: right;">Cordner</p>	<ul style="list-style-type: none"> • A review of revenue/expense trends since 2006 has been completed and the review revealed an over reliance on conference profits for the operating budget • Finances are not robust enough to be sustainable over the long-term; decision to move to a \$25 National membership increase for regular members to help support additional expenses such as MSC & CoPE for the short-term • Education a potential revenue generating stream; need to explore other funding opportunities • Motion has been proposed for this AGM for a dues increase • CPC funding-project deficit needed to be factored in (funding has ended) • Finance committee prepared a Q & A that was distributed via listserv • Thanks to Cordner for all of his time sorting out the finances and Q & A 	
5.13. Centenary Celebrations <p style="text-align: right;">Kurzac/Timpa</p>	<p>Action Item (May 14/11): Phan to send out potential templates to NEC. CONTINUES.</p> <ul style="list-style-type: none"> • Kurzac to circulate a finalized list of celebratory ideas for review by the NEC • Weighill to forward a name of an ON member to join the committee • Link in with EPH week committee • June 23-26, 2013-Centenary conference in Winnipeg-Hotel Fort Garry • Historical committee is working on historical memorabilia for 	<p>Phan to circulate the centenary logo to all NEC members to use on letterhead.</p> <p>Kurzac to circulate a list of centenary initiatives to NEC.</p>

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	display at the conference.	
5.14. Request to change the date of EPH Week Heywood, Diplock	<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> <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"> • 3 Options: March, Sept. or leave as is • Survey to membership to include the options; leaning towards Sept.; Sept. is also World Environmental Health Day • Activities include posters, news releases, declarations by Chief PHO • Finance committee has looked at sharing the cost of the poster production (design, printing) with Branches (25% Branch; 75% National); shipping to be billed directly to Branches • Noted that decisions around cost share should go to the Branches for discussion • Query regarding how the 25% is divided up-billed according to number ordered by each Branch • Branch Presidents in agreement with this arrangement • EPH committee to explore the option of the Branches obtaining the PDF file and printing locally 	<p>Phan to communicate the cost-share arrangement to the CIPHI Office.</p> <p>EPH Committee to explore the option of printing locally & cost implications.</p>
5.15. Mandatory Membership – Ontario Branch Discussion Diplock	<p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership.</p> <ul style="list-style-type: none"> • Diplock working on the development of ToR for this committee & identifying members • Looking at newly certified members to begin with; this is a more phased in approach but it requires more study 	<p>Diplock/Committee to draft ToR by end of July 2011 for comments by the NEC.</p>

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	<ul style="list-style-type: none"> • Would need to canvass the rest of the Branches to see how this might work in other provinces • Suggestion to have anyone certified in 2013 and after required to be a CIPHI member and participate in CPC in order to use CPHI(C) Discussion around the best approach to gain acceptance of the CPC Program and recognition by employers/unions • Question about what the integrated approach is for achieving acceptance/recognition-need a “roadmap” to guide activities • Discussion about committee structure & membership 	
5.16. Student Research Requests Diplock, Phan	<p>Action Item (Feb 11/11): Phan/Diplock to develop policy to address the issue of ListServ uses for student research.</p> <ul style="list-style-type: none"> • No update. 	
5.17. Clarifying Intent and Focus of EPH Week MacDonald	<ul style="list-style-type: none"> • Questions come up regularly about theme, toolkit, other resource material etc. • More direction needed from CIPHI National • Committee to follow-up 	MacDonald to lead a review of this with the committee.
5.18. Disaster Relief and CIPHI MacDonald	<p>Action Item (Mar 11/11): Timpa and Anderson MacDonald to lead the identification and collation of resources for CIPHI members to assist and/or participate in domestic and international EH disaster responses. CONTINUES.</p> <ul style="list-style-type: none"> • EHIDE-Could use a “train the trainer” type of model to provide training to Canadian EHO’s • Need to get information to members about what is involved in obtaining international disaster relief training-conferences; suggestion to use a webinar format such as CHNetWorks to reach more member • Reviewed a number of initiatives EHO’s can get involved in; 	MacDonald to explore options with the committee.

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	disaster relief usually involves training or experience	
5.19. Board of Certification Standards for Approved Instructional Programs van der Pluijm	<ul style="list-style-type: none"> No update 	
5.20. Practicums and CIPHI Van der Pluijm	<ul style="list-style-type: none"> No update 	
5.21. NEC Preparations for AEC 2011 Phan	<ul style="list-style-type: none"> AGM reports have been posted Provide an agenda & basic meeting rules at start of meeting Notice of motion for dues increase has been circulated; Cordner as finance chair to present motion; has been vetted by a committee it doesn't need seconding but we will second to avoid confusion Colour voting cards will be issued ; 75% required for approval NS Branch to provide parliamentarian, scrutineers (Tam and Weighill), Sergeant-at-arms Kurzac, Timpa, Chrisp and MacGregor to look after check-in Unless a report has any actions there is no need to speak to the report; just ask for questions Proxies will be given to Philipation, Weighill and Allen to validate Two reserved tables for NEC at awards lunch 	Item is expired. Remove from <i>Standing Items</i> .
5.22. 2010 IFEH World Congress Final Report Kurzac	<ul style="list-style-type: none"> Review of final report Discussion around conference deficit; a large loss in revenue was realized due to the large number of complimentary and discounted conference registrations Bad experience with the conference registration provider Overall conference was a success 	Item is completed. Remove from <i>Standing Items</i> .
5.23. Re-evaluation of the	<ul style="list-style-type: none"> Some changes to BoC Regulations planned including 	

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Number of NEC Representatives to the BOC Phan	<p>leadership structure</p> <ul style="list-style-type: none"> • BoC would like to create a vice-chair position • Good communication between the 3 boards currently • CIPHI President oversees direction of all 3 to ensure all are working in the same direction 	
5.24. AEC 2011 Merchandising/Booth Philipation	<ul style="list-style-type: none"> • Running shirts \$20 each • Laptop with presentation about Plan Canada Sierra Leone Project will be running at booth • Booth also includes info. on volunteering for CIPHI • Conference committee would like to raffle off a print at the booth with the proceeds to the Sierra Leone project 	
5.25. AEC 2011 Conference Planning Update MacGregor	<ul style="list-style-type: none"> • MacGregor extended his thanks to the NEC for their support • 240 delegates registered to date (exceeds target of 200) • 5 laptops set up to update “virtual” binder on memory sticks • Hotel has been very professional • 26 exhibit booths • Boat cruise is 1.5 hours • Band for President’s banquet 	
5.26. NEC Representative to the BOC Report van der Pluijm	<ul style="list-style-type: none"> • No update. 	
5.27. Francophone BOC Candidates Undertaking Exams in Predominantly Anglophone Branches van der Pluijm	<p>Action Item (May 14/11): van der Pluijm to bring this issue to BOC for clarification and direction.</p> <ul style="list-style-type: none"> • No update 	
	<p style="color: red;"><i>Meeting suspended at 4:18pm AT, June 24; 2011.</i></p> <p style="color: red;"><i>Meeting resumed at 8:30am AT, June 25, 2011.</i></p>	

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6. New Business		
6.1. Meeting Planning Policy Review Kurzac	<ul style="list-style-type: none"> • Discussion about the policy • Add in a reference to the Expense Reimbursement & Cost Share Policy (i.e. using the cheapest economy flight etc.) <p style="color: green;">Motion to approve the Meeting Planning Policy as amended. Kurzac/Diplock. Ayes unanimous. Carried.</p>	Kurzac to forward completed policy to Phan who will circulate to BoC & CoPE
6.2. National Historian Report Roark	<ul style="list-style-type: none"> • Still trying to collect information; need historical info for 2013 conference • Branches collect info all the time so it is imperative that each Branch have an identified Historian • Only BC, MB & ON have dedicated historians - leaves the opportunity open for information to be lost; Roark encourages each Branch to appoint a historian • Not just collecting documents but also interviews with retirees including former National Presidents • Committee has a template of questions that can be shared with Branches for interviews of retirees • Over 1000 retired EPHP's in Canada who would be good volunteers for this role • Phan thanked Roark & the committee for all of their work 	Branch Executives to identify a Branch historian.
6.3. AEC 2012 Planning Update Diplock	<ul style="list-style-type: none"> • To be held at Blue Mountain; resort community in ON • September 2012 • 1.5 hours away from airport ; committee will make arrangements for transportation 	
6.4. AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> • Planning underway • "100 Years of "Distinction in Public Health Protection" • Promotion beginning this year • Selling promotional items 	

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	<ul style="list-style-type: none"> • Venue: Fort Garry Hotel-also celebrating a 100th anniversary • June 23-26, 2013 	
6.5. Annual Education Conference Cost/Profit Sharing Model Discussion Chrisp	<ul style="list-style-type: none"> • Branches are responsible for all of the expenses for organizing a conference however there is a profit share agreement in place with National • Suggestion that there be a cost-share for the expense of hosting the conference with National • Noted that the conference budget should cover the expenses so the Branch is not losing anything • Discussion around the current National AEC model • Recognition that the work is all done by Branch volunteers and a National AEC lends a different weight to a conference • There may be opportunities for greater National involvement such as the registration component/hotel negotiation-needs to be explored • Incorporate this background into conference planning binder for future conferences 	Conference Committee to include this information in conference planning binder.
6.6. Long-term planning for Annual Education Conferences Phan	<ul style="list-style-type: none"> • Proposal for scheduling conferences reviewed as there was some push-back regarding proposed schedule presented in 2010 (larger Branches to host more frequently) • Need to recognize that it takes some time to plan a conference and long-term planning for CIPHI is needed • How can we create long-term stability for CIPHI in terms of conference venue planning? • The current model of having conference bids as a standing item doesn't work well (e.g. to date no bids have been received for 2014) • The idea of the schedule is to have some general sense of where conferences will be; doesn't mean a Branch is bound by the schedule • Branches to consider using a guide of 2-3 years out to commit 	Phan to circulate two conference scheduling models for consideration.

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	<ul style="list-style-type: none"> • ON has used a conference coordinator for the last 2 Branch conferences which eased the workload for the volunteers; this year ON is partnering with private industry (budget 10-15K for conference planner) • Suggestion that a schedule approach can be used but still allow for bids • Noted that some Branches need conference revenue for financial stability 	
6.7. Distribution of Financial Statements Kurzac	<ul style="list-style-type: none"> • Concern about the financial statements being circulated in a PDF on the listserv; recommend that the financial statement be circulated as part of an annual report so that it is not "out of context" • Format that was circulated was very confusing to the average member • Suggested to use the MSC in future for this kind of circulation • Format was used as there wasn't time to re-format prior to the AGM and the documents needed to go out to the members • Process for financial reporting needs to be clarified • Aim for 2013 for clarity of financial process 	Item is complete. Do not move to <i>Standing Items</i> .
6.8. Membership info, to Branches MacDonald	<ul style="list-style-type: none"> • Membership Committee Chair for AB concerned about mechanism for obtaining membership reports • Weighill to follow-up with cFactor & AB Membership Committee Chair • For newly certified individuals, are the Branches automatically notified of these new members? • Previously had quarterly reporting of membership data but this was put on hold pending the MSC • Re-evaluate this in September 2011 	Kurzac to check with CIPHI Office regarding notification of Branches of newly certified individuals.
6.9. MPH Student Projects Diplock	<ul style="list-style-type: none"> • Potential for an MPH student to do a project for CIPHI • University of Waterloo MPH program has a project-based 	Diplock to move forward with

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	<p>practicum with the stipulation that it has to be outside of current employment; poses difficulty with students</p> <ul style="list-style-type: none"> • Requirements for a host organizations are very broad; host is open but will need to sign off on report • CIPHI could be a host for a student • Projects can be posted so students can bid for projects • Need to explore the requirements for the supervisor; potential for multiple projects • Diplock prepared to follow-up with University of Waterloo to explore further and potentially to work with 2 current students on projects • NEC members to come up with projects and prioritize 	<p>fact finding.</p> <p>NEC members to forward project ideas to Diplock by July 8/11.</p>
<p>6.10. 2011 Awards MacGregor</p>	<ul style="list-style-type: none"> • 9 nominations for awards this year • Alex Cross Award <ul style="list-style-type: none"> ○ Motion to award an Alex Cross Award to Michael McCann for 2011. MacDonald/Cordner. No discussion. All in favour. One abstained. Carried. ○ Motion to award an Alex Cross Award to Gary Moulton for 2011. MacGregor/Timpa. No discussion. All in favour. None opposed. Carried. • Alexander Officer Award 	

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	<ul style="list-style-type: none"> ○ Motion to award an Alexander Officer Award to the Nova Scotia Department of Health & Wellness (Dr. Robert Strang, Chief Medical Health Officer) for 2011. MacGregor/Philipation. <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p> ○ Motion to award an Alexander Officer Award to Environmental Public Health Services, First Nation & Inuit Health, Health Canada, Alberta for 2011. MacDonald/Timpa. <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p> ○ Motion to award an Alexander Officer Award to Guelph Food Technology Centre (Petra Schennach) for 2011. MacGregor/MacDonald. <p>Nomination is not significantly different than a previous nomination received in 2009.</p> <p>Paperwork is not complete.</p> <p>None in favour. All opposed. Defeated.</p> ● Environmental Health Review Award <ul style="list-style-type: none"> ○ Motion to award an Environmental Health Review Award to Yvonne Graf, Ian Harrison and Kathleen Rispler of the Regina Qu'Apple Health Region for 	

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	<p>2011. MacDonald/Cordner.</p> <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p> <ul style="list-style-type: none"> • President's Award <ul style="list-style-type: none"> ○ Motion to award a President's Award to Jasmina Egeler for 2011. MacGregor/Philipation. <p>No discussion.</p> <p>All in favour. Two abstained. None opposed. Carried.</p> <ul style="list-style-type: none"> • Honourary Membership Award <ul style="list-style-type: none"> ○ Motion withdrawn. (to be re-considered prior to AGM) <ul style="list-style-type: none"> • Life Member Award <ul style="list-style-type: none"> ○ Motion to put forward Mark Durkee as Life Member for approval at the 2011 Annual General Meeting. MacGregor/Timpa. <p>No discussion.</p> <p>All in favour. None opposed. Carried.</p>	
<p>6.11. 2011AEC Update O'Toole/Mackley</p>	<ul style="list-style-type: none"> • Organizing committee started in 2011 • Destination Halifax has helped the committee tremendously • Education program has been planned to be diverse • Conference theme centered around collaboration which highlights the structure in NS with multiple programs having responsibility for EPH 	<p>Item is complete. Do not move to <i>Standing Items</i>.</p>

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	<ul style="list-style-type: none"> • Included technical tours as part of the conference • Social program to highlight NS • Sponsorship from a variety of sources; HC, PHAC, 3 collaborating centres, Orkin PCO • Silent Auction retail value of about \$8k • About 241 delegates/exhibitors/speakers registered • Projected profit of 35K • Compiling a lessons learned list to be shared with the NEC 	
6.12. Traincan Recognition of Trainers Allen	<ul style="list-style-type: none"> • Deferred to next NEC meeting. 	
6.13. EHFC Update Roark	<ul style="list-style-type: none"> • 3 new trustees: Tammy Carroll, Gary Gallivan, Cameron Colby (Ottawa) • Still issuing awards • Encouraging donations from Branches • Discussion around what EHFC is doing for fundraising activities-appeals to National, Branches, regular mailout to members • National limiting ability of EHFC to canvass corporate members-Roark to forward correspondence to Phan 	Roark to forward correspondence to Phan regarding corporate contacts.
7. Date of Next Meeting	<p>Date: Saturday, July 16, 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 the meeting. Corder/Diplock. Meeting was adjourned at 15:45 by Phan.	