

MINUTES
National Executive Council
July 16, 2011

Teleconference

Approved August 19, 2011

Attendees: Phi Phan (National), Keir Corder (BC), Darcy Chrisp (MB), Ken Diplock (ON)*, Mark Allen (NB), Sara Timpa (NL)

Regrets: Claudia Kurzac (National), Jason MacDonald (AB), Ryan Philipation (SK), Oumar Ba (QC), Barry MacGregor (NS), Nina van der Pluijm (NB – BoC), Tim Roark (BC – EHFC)

Guests: Cameron Weighill (ON), Janine Strickland (NL)

*Left the meeting at 10:02am PT

Agenda Item	Notes	Action
1. Welcome and Introductions Chair	Meeting called to order at 9:05am PT by P Phan	
2. Approval of Agenda All	Motion to approve agenda as circulated. S Timpa/D Chrisp. Ayes unanimous. Carried.	
3. Review and Approval of Previous Minutes All	June 24 & 25, 2011 – Halifax, NS Motion to approve the Minutes of June 24 & 25, 2011 as circulated. M Allen/K Corder. Ayes unanimous. Carried.	
4. Review and Approval of Electronic Motions	None	
5. Standing Items (Items Brought Forward)		

Agenda Item	Notes	Action
<p>5.1. EHR Transition Options Weighill/Papadopoulos</p>	<p>Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication. COMPLETE.</p> <ul style="list-style-type: none"> • Chair of committee has been transitioned to A Papadopoulos <p>Action Item (Jun 24/11): Weighill to contact Papadopoulos to post an update about the new EHR through the Listserv. CONTINUES.</p> <ul style="list-style-type: none"> • In progress. <p>Other discussion:</p> <ul style="list-style-type: none"> • Contract for Editor in Chief to be circulated to NEC shortly • A Papadopoulos is working with the publishing contracting to finalize the service contract between CIPHI & Canadian Scientific Publishing 	
<p>5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac</p>	<p>Action Item (Jun 24/11): MacDonald to re-circulate ToR & all to review by next teleconference on July 16, 2011. CONTINUES.</p> <p>Action Item (Jun 24/11): Kurzac to re-circulate P & P inventory. COMPLETED.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> • Conflict of Interest Policy Motion to approve the Conflict of Interest Policy as circulated as National Operating Policy #13. D Crisp/S Timpa. <p>No further comments.</p> <p>Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
	<ul style="list-style-type: none"> • Logo use policy Motion to approve the Logo Use Policy as amended as National Operating Policy #14. K Cordner/K Diplock. <p>CoPE will be added as an entity that does not require formal approval to use the CIPHI graphics.</p> <p>Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> • Business Forms Policy Motion to approve the Business Forms Policy as National Operating Policy #15. S Timpa/M Allen. <p>No further comments.</p> <p>Ayes unanimous. Carried.</p>	
<p>5.3. Member Service Centre Weighill</p>	<ul style="list-style-type: none"> • Current focus is on increasing level of communications between cFactor and CIPHI • Work continues on debugging the Event Registration Module • CoPE has provided a listing of requested enhancements. Work now begins to identify required versus “nice-to-have” enhancements as some involve some financial commitment • Reporting parameters are being finalized • Comment that privacy concerns must be addressed with respect to information contained within the MSC <ul style="list-style-type: none"> ○ Draft policy is out for commentary ○ CIPHI must make sure members and users are aware of their rights for privacy and the efforts that we as an organization will undertake to protect privacy 	

Agenda Item	Notes	Action
5.4. Strategic Plan 2010 to 2013 <p style="text-align: right;">Phan</p>	<p>Action Item (Mar 11/11): Phan to re-circulate New Member Kit to NEC by April 15, 2011. COMPLETED.</p> <p>Action Item (Jun 24/11): Phan to circulate draft survey to NEC by August 1, 2011. CONTINUES.</p> <p>Action Item (Jun 24/11): All committee chairs to post quarterly in communities. CONTINUES.</p> <p>Action Item (Jun 24/11): All to review strategic plan regularly. CONTINUES.</p>	
5.5. Life & Honourary Member Award policy updates <p style="text-align: right;">MacGregor</p>	<p>Action Item (Jun 24/11): MacGregor to revise P & P's and re-circulate. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	
5.6. Plan Canada Sierra Leone Project <p style="text-align: right;">Diplock/Heywood/Phan</p>	<p>Action Item (May 14/11): Phan to re-circulate information that NEC members should be posting to their Branch websites. COMPLETED.</p> <p>Action Item (Jun 24/11): Chrisp to contact CIPHI webmaster to include a link on CIPHI site to Plan Canada Sierra Leone Project. COMPLETED.</p> <ul style="list-style-type: none"> • No update. 	
5.7. Federal Representation at the National Level of CIPHI <p style="text-align: right;">MacDonald</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. EXPIRED.</p> <p>Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. CONTINUES.</p> <ul style="list-style-type: none"> • J MacDonald to compile the list of federal EHOs and will have 	

Agenda Item	Notes	Action
	<p>a list ready for the membership survey or September 1, whichever comes first</p> <p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list. CONTINUES.</p>	
5.8. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> No update. 	
5.9. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> RAC Meeting Minutes from Halifax have been circulated to the NEC. If there are comments, forward to P Phan 	
5.10. Pricing for Conference Registrations Diplock/Cordner/MacGregor	<p>Action Item (Dec 17/10): Conference Committee to update conference planning guide. CONTINUES.</p> <p>Action Item (Jun 24/11): Diplock to compile an updated conference planning guide for review by Sept. 17, 2011. CONTINUES.</p>	
5.11. Finance Committee Update Cordner	<ul style="list-style-type: none"> Notice of Motion passed in Halifax Accounting charges were double what was expected, likely due to the extra consultation required to understand this year's financial report Next step is to do a mid-year review of budget and current expense for comparison M Allen has been added to the Committee 	
5.12. Centenary Celebrations Kurzac	<p>Action Item (May 14/11): Phan to send out potential templates to NEC. COMPLETE.</p> <ul style="list-style-type: none"> Agreement to use the Centenary Logo Letterhead with the solidly coloured Canada, which provides greatest flexibility for output. Especially important when sending out to ensure that if printed the logo will appropriate regardless of media <p>Action Item (Jun 24/11): Phan to circulate the centenary logo to all</p>	

Agenda Item	Notes	Action
	<p>NEC members to use on letterhead. CONTINUES.</p> <p>Action Item (Jun 24/11): Kurzac to circulate a list of centenary initiatives to NEC. COMPLETED.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> • S Timpa reported on several initiatives including a mascot and graphic mosaic 	
<p>5.13. Request to change the date of EPH Week Diplock/Heywood</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> <p>Action Item (Mar 11/11): Phan to include options for EPH Week in upcoming member survey. CONTINUES.</p> <p>Action Item (Jun 24/11): Phan to communicate the cost-share arrangement to the CIPHI Office. COMPLETED.</p> <p>Action Item (Jun 24/11): EPH Committee to explore the option of printing locally & cost implications. CONTINUES.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> • Concern of the timing required to produce posters if the date remains in January 	<p>P Phan to interface with EPH Week Committee to discuss contingencies before August 19, 2011</p>
<p>5.14. Mandatory Membership – Ontario Branch Discussion Diplock</p>	<p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. CONTINUES.</p> <p>Action Item (Jun 24/11): Diplock/Committee to draft ToR by end of</p>	

Agenda Item	Notes	Action
	July 2011 for comments by the NEC. CONTINUES.	
5.15. 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"> • Policy is currently being developed that provides guidance for use of ListServ including student surveys 	
5.16. Clarifying Intent and Focus of EPH Week MacDonald	Action Item (Jun 24/11): MacDonald to lead a review of this with the committee. CONTINUES. <ul style="list-style-type: none"> • A meeting has been set for late July with V Mah to discuss 	
5.17. Disaster Relief and CIPHI MacDonald	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. Action Item (Jun 24/11): MacDonald to explore options with the committee. Other discussion: <ul style="list-style-type: none"> • J MacDonald will be working with Committee and S O'Toole (NS/PEI) to generate contacts with Red Cross nationally • L Vincent (ON) should be involved in the discussions 	
5.18. Board of Certification Standards for Approved Instructional Programs van der Pluijm	<ul style="list-style-type: none"> • No update 	
5.19. Practicums and CIPHI van der Pluijm	<ul style="list-style-type: none"> • No update 	

Agenda Item	Notes	Action
5.20. Re-evaluation of the Number of NEC Representatives to the BOC Phan	<ul style="list-style-type: none"> This topic will be combined with Item #6.2 and closed. 	Item is being combined with Item #6.2. Remove from <i>Standing Items</i> .
5.21. AEC 2011 Merchandising/Booth Philipation	<ul style="list-style-type: none"> R Philipation thanked everyone for helping with set-up, take down, moving and working the booth in Halifax Sold 44/50 shirts @ \$20 each (\$880). Cost of 50 shirts was \$977. Currently 5 shirts left for Branch purchase. Contact D Chrisp or R Philipation if interested in purchasing. The National Office will invoice directly. <ul style="list-style-type: none"> M Allen offered to purchase all remaining shirts for the NB Branch. AEC organizing committee was very happy with the workers at the CIPHI booth who sold tickets for the painting. 	Item is complete. Remove from <i>Standing Items</i> .
5.22. AEC 2011 Conference Planning Update MacGregor	<ul style="list-style-type: none"> No update 	
5.23. NEC Representative to the BOC Report van der Pluijm	<ul style="list-style-type: none"> No update 	
5.24. 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. COMPLETED.</p> <ul style="list-style-type: none"> S Timpa reports that this was an administrative error that should have been caught at the office. Procedurally, francophone candidates requesting French examination will be handled by BoC 	Item is completed. Remove from <i>Standing Items</i> .
5.25. Meeting Planning Policy Review	Action Item (Jun 24/11): Kurzac to forward completed policy to Phan	P Phan to revise Meeting Policy to clarify process.

Agenda Item	Notes	Action
Kurzac	<p>who will circulate to BoC & CoPE. COMPLETED.</p> <ul style="list-style-type: none"> • Comment from the BoC that there should not be a required approval of the National President for their operations (i.e. meeting) • As long as the budgetary aspects are approved annually, the Chair of the BoC is responsible for operations, including meetings. • Policy will be revised to indicate that BoC and CoPE meetings do not require approval of the National President, only notification is required. 	
5.26. National Historian Report Phan/Roark	<p>Action Item (Jun 24/11): Branch Executives to identify a Branch historian. COMPLETED.</p> <ul style="list-style-type: none"> • This task is strictly a Branch issue, thus is no longer required on the National agenda 	Item is complete. Remove from <i>Standing Items</i> .
5.27. AEC 2012 Planning Update Diplock	<ul style="list-style-type: none"> • No update 	
5.28. AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> • Planning continues. Nothing major to report. 	
5.29. Annual Education Conference Cost/Profit Sharing Model Discussion Chrisp	<p>Action Item (Jun 24/11): Conference Committee to include this information in conference planning binder. CONTINUES.</p> <ul style="list-style-type: none"> • Item to be combined with Item #5.11 	Item to be combined with Item #5.11 Remove from <i>Standing Items</i> .
5.30. Long-term planning for Annual Education Conferences Phan	<p>Action Item (Jun 24/11): Phan to circulate two conference scheduling models for consideration. COMPLETE</p>	Phan to draft Memorandum of Understanding for review of NEC by September 2011.

Agenda Item	Notes	Action
	<p>Other Discussion:</p> <ul style="list-style-type: none"> • Consensus is that the schedule that cycles through all Branches is preferred • Next steps are to develop the process for addressing the operational aspects of scheduling including confirmation deadlines and process for accepting bids. 	
<p>5.31. Membership info to Branches MacDonald</p>	<p>Action Item (Jun 24/11): Kurzac to check with CIPHI Office regarding notification of Branches of newly certified individuals. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	
<p>5.32. MPH Student Projects Diplock</p>	<p>Action Item (Jun 24/11): Diplock to move forward with fact finding. CONTINUES.</p> <p>Action Item (Jun 24/11): NEC members to forward project ideas to Diplock by July 8/11. COMPLETED.</p> <p>Other discussion:</p> <ul style="list-style-type: none"> • K Diplock reports that a meeting will be held with the prospective MPH student and the school to determine feasibility of proceeding. K Diplock to report back to the NEC. 	
<p>5.33. 2011 Awards MacGregor</p>	<ul style="list-style-type: none"> • No update 	
<p>5.34. EHFC Update Phan/de Burger/Roark</p>	<p>Action Item (Jun 24/11): Roark to forward correspondence to Phan regarding corporate contacts. CONTINUES.</p> <ul style="list-style-type: none"> • T Roark indicates that the original correspondence from A 	

Agenda Item	Notes	Action
	Grant has been located yet. The search continues.	
6. New Business		
6.1. TrainCan Recognition of Trainers	<ul style="list-style-type: none"> • Concern forwarded by M Allen on behalf of the NB Branch • The Government of New Brunswick has adopted the TrainCan Food safety program as the in-house program. However, for trainers to be recognized an examination must be passed. Concern expressed is that the requirement for examination is an affront to the CPHI(C) credential and its inherent training • Discussion that as an externally developed program, it's a requirement built into the system and something that must be adhered to. • Although the CPHI(C) credential provides the basis, there is no guarantee (depending on the individual's scope of practice) that food safety and sanitation would be up-to-date and/or relevant. 	Item is closed. Do not move to <i>Standing Items</i> .
6.2. Review and approval of proposed changes to the Regulations Governing the Board of Certification Phan	<ul style="list-style-type: none"> • Question regarding the jurisdiction between Branches and the BoC with respect to appointment of examiners <ul style="list-style-type: none"> ○ If there was a concern raised by the Branch about an individual serving, who should take the lead? ○ Need formalization of the relationship ○ Issue to be forwarded to the NEC Rep to the BoC <p style="color: green;">Motion to accept the revised Regulations Governing the Board of Certification as circulated. M Allen/S Timpa. Ayes unanimous. Carried.</p>	P Phan to discuss issue with N van der Pluijm
6.3. Review of Committee and Representative Appointments	<ul style="list-style-type: none"> • P Phan asked everyone to review their committee appointments 	All new NEC members to complete the Skills Matrix and return to P Phan.

Agenda Item	Notes	Action
Phan	<ul style="list-style-type: none"> • Further discussion to be held at the next teleconference 	
6.4. Climate Change Advocacy	<ul style="list-style-type: none"> • BC Branch member who initially championed the idea of Climate Change advocacy has found additional time to commit • A previous NEC committee was collapsed due to non-activity. 	K Cordner to instruct interested member to contact D Chrisp to discuss Climate Change within the Advocacy and Translation Committee scope
6.5. Keystone Learning and Potential Opportunities Cordner	<ul style="list-style-type: none"> • K Cordner and C Nowakowski (BC – CoPE Chair) met with representatives of Keystone Learning. • Interesting opportunity to not only augment the financial bottom-line, but also to provide a service that will help members meet the requirements of CPC. Overall helps fulfill key objective of CIPHI • Novel idea of creating advanced credentialing • Process needs to be transparent and cannot proceed unilaterally with Keystone. Open competition is important. 	K Cordner to begin discussion concerning opportunities
7. Date of Next Meeting	<p>Date: Friday, August 19, 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>	
8. Adjournment	Without objection, P Phan adjourned the meeting at 10:37am PT	