

MINUTES
National Executive Council
August 19, 2011

Teleconference

Approved September 17, 2011

Attendees: Claudia Kurzac (Chair, National), Ryan Philipation (SK), Gary Tam (BC), Oumar Ba (QC), Janine Strickland (NL), Darcy Chrisp (MB), Jason MacDonald (AB)

Regrets: Phi Phan (National), Keir Cordner (BC), Ken Diplock (ON), Cameron Weighill (ON), Barry MacGregor (NS/PEI), Mark Allen (NB)

Guests: Nina van der Pluijm (NB-NEC Rep to the BoC)

Agenda Item	Notes	Actions
1. Welcome and Introductions Chair	Meeting called to order by C. Kurzac at 9:05 am Welcome to Janine Strickland of the NL Branch.	
2. Approval of Agenda All	Motion to approve agenda as circulated. D. Chrisp/R. Philipation Ayes unanimous. Carried	
3. Review and Approval of Previous Minutes All	July 16, 2011 Teleconference The page header needs to be changed to “minutes” from “agenda”. Motion to approve the minutes of July 16, 2011 teleconference as amended. G. Tam/D. Chrisp Ayes unanimous. Carried	
4. Review & Approval of Electronic Motions	None	

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5. Standing Items (Items Brought Forward)		
5.1. EHR Transition Options Weighill	<p>Action Item (Jun 24/11): Weighill to contact Papadopoulos to post an update about the new EHR through the Listserv. CONTINUES</p> <p>No update. CONTINUES</p>	
5.2. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Kurzac/MacDonald	<p>Action Item (Jun 24/11): MacDonald to re-circulate ToR & all to review by next teleconference on July 16, 2011.</p> <p>ToR inventory was circulated but will be done once more to ensure everyone has it.</p> <p>Action Item (Jun 24/11): Kurzac to re-circulate P & P inventory Latest version of P & P inventory circulated on August 17. Work continues on outstanding P & P. CONTINUES</p>	<p>MacDonald to circulate ToR inventory.</p>
5.3. Member Service Center Weighill	<p>Update circulated prior to meeting. No discussion. CONTINUES</p>	
5.4. Strategic Plan 2010 to 2013 Phan	<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> <p>No update.</p>	

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5.5. Life & Honourary Member Award Policy Updates MacGregor	Action Item (Jun 24/11): MacGregor to revise P & P's and re-circulate. No update. CONTINUES	
5.6. Plan Canada Sierra Leone Project Update Diplock/Heywood/Phan	Chrisp noted that the banner for this project has been posted on the CIPHI website home page. No other update. CONTINUES	
5.7. Federal Representation at the National Level of CIPHI MacDonald	Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. CONTINUES. MacDonald has been working with Jon Elliot on compiling a list and work continues. An e-mail has been circulated to the NEC requesting information. In consideration of privacy issues, it was suggested to contact supervisors at the Federal level for contact information. Action Item (Jun 24/11): Diplock to look into compiling the private industry list. CONTINUES. No update. CONTINUES	All to forward the names and contact information for any EHO's working at the Federal level to MacDonald.
5.8. Tripartite Committee Update Phan	No update. CONTINUES	
5.9. Retiree Advisory Committee Update Phan	No update. CONTINUES	
5.10. Pricing for Conference Registrations Diplock/Cordner/MacGregor	Action Item (Jun 24/11): Diplock to compile an updated conference planning guide for review by Sept. 17, 2011. CONTINUES. No update. CONTINUES	

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5.11. Finance Committee Update Cordner	No update CONTINUES	
5.12. Centenary Celebrations Update Kurzac	The committee is meeting monthly. Working on dividing up activities between committee members. Need to develop a budget-currently no budget allocation for this committee. Sponsorship to be solicited to fund activities. Need to keep in close communication with the 2013 AEC committee for sponsorship solicitation. CONTINUES	
5.13. Request to Change the Date of EPH Week MacDonald	MacDonald has circulated a draft document for comment. To be posted to the CIPHI ListServ after formatting. The EPH Week date survey will be posted to the MSC. CONTINUES	MacDonald to formatted document and post to the ListServ. Weighill to post the date survey to the MSC.
5.14. Mandatory Membership-Ontario Branch Discussion Diplock	Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. CONTINUES. Action Item (Jun 24/11): Diplock/Committee to draft ToR by end of July 2011 for comments by the NEC. CONTINUES. No update. 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 No update. CONTINUES	

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<p>5.16. Clarifying Intent/Focus of EPH Week</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Jun 24/11): MacDonald to lead a review of this with the committee. CONTINUES.</p> <p>MacDonald has had a discussion with Victor Mah, the originator of the EPH Week concept. One date change has already taken place from the first week of January to the middle of January.</p> <ul style="list-style-type: none"> • Internally for the profession to recognize their contribution to public health. • Externally for the profession to communicate/educate other public health professionals about the profession. <p>It was noted that engaging the average public is not a realistic goal. Need to focus on the public health community as the target audience externally</p> <p>It was suggested that the EPH Week Committee ToR be updated with this information so the committee intent is clear to subsequent NEC members. CONTINUES</p>	<p>MacDonald to update EPH Week ToR with the intent.</p>
<p>5.17. Disaster Relief and CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Mar 11/11): Timpa, 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> <p>It was noted that Timpa has compiled a list of resources and identified an EHO in the Maritimes who has done work for the Red Cross.</p> <p>This committee needs updated contact info. for L. Vincent. CONTINUES</p>	

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5.18. Board of Certification Standards for Approved Instructional Programs van der Pluijm	Unclear on the question around this item and 5.19. Refer to P. Phi for clarification. It was suggested items relating to the BOC should go under the NEC Representative to the BOC Update.	Phan to clarify this item and 5.19 at next meeting.
5.19. Practicums and CIPHI van der Pluijm	See 5.18	
5.20. AEC 2011 Conference Committee Update MacGregor	No update. CONTINUES	
5.21. NEC Representative to the BOC Update van der Pluijm	See 6.1 CONTINUES	
5.22. Meeting Planning Policy Review Phan	No update. CONTINUES	
5.23. AEC 2012 Planning Update Diplock	No update. CONTINUES	
5.24. AEC 2013 Planning Update Chrisp	Committee work is progressing during the summer vacation season. The T-shirt sold at the AEC 2013 booth in Halifax was very popular. The AEC 2013 committee has decided to offer the Branches the opportunity to purchase some T-shirts for sale at Branch conferences. CONTINUES	All Branches to contact D. Chrisp to order the AEC 2013 promotional T-shirts.
5.25. Long Term Planning for Annual Education Conferences Phan	No update CONTINUES	
5.26. Membership Info. to Branches Kurzac	Once the MSC reporting function is finalized this will resolve this issue. CONTINUES	Kurzac to contact the CIPHI office to confirm reporting frequency of membership lists.

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5.27. MPH Student Projects Diplock	No update. CONTINUES	
5.28. 2011 Awards MacGregor	No update. CONTINUES	
5.29. EHFC Update de Burger/Roark/Phan	Action Item (Jun 24/11): Roark to forward correspondence to Phan regarding corporate contacts. CONTINUES. No update. CONTINUES	
5.30. Review of Committee and Representative Appointments Phan	Reminder to all new NEC members to complete their skills matrix and return it to Phan. CONTINUES	
6.0 New Business		
6.1 Branch BOC Members- Expiry of Term van der Pluijm	van der Pluijm advised the following BOC Branch representatives terms have expired in July 2011: NS/PEI, BC, ON The Branches need to re-appoint or appoint a new representative and forward the name of the representative to van der Pluijm. CONTINUES	Kurzac to advise NS/PEI & ON Branch of this issue. ON, NS/PEI & BC Branch to advise van der Pluijm of Branch representative.
6.2 Funding for IFEH President- IFEH Council Meetings Kurzac/Phan	Discussion regarding funding CIPHI representatives to the IFEH council meetings. Budget for 2012 should consider funding for the IFEH council meeting in Lithuania. CONTINUES	
7.0 Date of Next Meeting	Date: September 17, 2011 Time: 9 am (Pacific Daylight Time) Location: Teleconference	
8.0 Adjournment	Meeting was adjourned at 9:45 am by Kurzac.	