

Approved November 18, 2011

Attendees: Claudia Kurzac (National-Chair), Keir Cordner (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Laura Hamper (NB representative), Sara Timpa (Guest)

Regrets: Phi Phan (National), Nina van der Pluijm (NB-NEC Rep to the BoC), Janine Strickland (NL), Gary Tam (BC), Mark Allen (NB), Barry MacGregor (NS/PEI)

Agenda Item	Notes	Actions
1. Welcome and Introductions Chair	Meeting was called to order by C. Kurzac. Welcome to Laura Hamper representing the NB Branch.	
2. Approval of Agenda All	Motion to approve the agenda amended. R. Philipation/D. Chrisp Ayes unanimous. CARRIED	
3. Review and Approval of Previous Minutes All	Aug. 19, 2011 Teleconference Motion to approve the minutes of the Aug.19, 2011 teleconference. K. Cordner/R. Philipation Ayes unanimous. CARRIED	
4. Review & Approval of Electronic Motions	None	
5. Standing Items (Items Brought		

Agenda Item	Notes	Actions
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.</p>	
5.2. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Kurzac	<p>Discussion regarding the draft Communications policies & procedures.</p> <p>Listserv policy-Discussed the proposed response time frame of 1 business day for response to posting requests or subscriptions. It was concluded that 5 business days for posting/subscription response was reasonable.</p> <p>News release policy-Discussion regarding the proposed work flow for news release approval. Noted that the workflow should include the NEC from the National President and then back through the President. It was further noted that news releases may be very time sensitive and there will have to be very tight turn-around times for comment/review on the part of the NEC.</p> <p>Corporate/Affiliate membership policy: Discussion regarding most recent changes. It was noted that as corporate/affiliate memberships do not run on a calendar year, membership decals are not useful. Proposal to send a new certificate each year with the expiry date printed on the certificate. It was noted that consideration could also be given to changing the colour of the certificate.</p> <p>Motion to approve the revised Corporate & Affiliate membership policy with the noted changes. K. Diplock/K. Cordner. Ayes unanimous. CARRIED</p> <p>Terms of Reference: Each committee is to review their ToR, update & circulate back to the NEC by the next teleconference.</p>	<p>Kurzac to advise Heywood of discussion and suggested changes. Finalized Communication P & P's to be re-circulated for approval via electronic motion.</p> <p>Kurzac to update the Corporate & Affiliate membership policy & procedure and re-distribute.</p> <p>All Committees: Review ToR, revise/update as needed and circulate to NEC by next teleconference.</p>

Agenda Item	Notes	Actions
	<p>Discussion regarding the finance committee role-Consensus is that the NEC Finance committee should be overseeing entire budget and that the NEC should have ultimate control.</p>	
<p>5.3. Member Service Center Weighill</p>	<p>K. Diplock advised that he has updated the policy for data management and amalgamated it with the website policy. K. Diplock will circulate the completed policy soon.</p>	<p>K. Diplock to circulate completed data management policy for review and comment.</p>
<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. 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>	
<p>5.5. Life & Honourary Member Award Policy Updates MacGregor</p>	<p>Action Item (Jun 24/11): MacGregor to revise P & P's and re-circulate.</p> <p>No update.</p>	
<p>5.6. Plan Canada Sierra Leone Project Update Diplock/Heywood/Phan</p>	<p>Question: Have the funds raised for the Sierra Leone Project at the Halifax conference been forwarded to Plan Canada? No one online from the NS/PEI Branch.</p> <p>K. Diplock advised that the ON Branch will be donating funds from a couple of prize draws at their branch conference to the Sierra Leone project.</p> <p>D. Chrisp advised that the MB Branch raised \$1,781 from the silent auction at their Branch conference and will be donating this to Plan</p>	<p>Kurzac to contact Halifax conference committee members to enquire about the donation.</p>

Agenda Item	Notes	Actions
	<p>Canada for the Sierra Leone project. D. Chrisp issued a challenge from the MB Branch to other Branches to undertake a similar kind of fund raising activity in conjunction with their Branch conferences. CONTINUES</p>	
<p>5.7. Federal Representation at the National Level of CIPHI 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> <p>J MacDonald to compile the list of federal EHOs and will have 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> <p>It was noted that a list exists and whenever the engagement survey is ready distribution can include the individuals on the list.</p>	
<p>5.8. Tripartite Committee Update Phan</p>	<p>No update.</p>	
<p>5.9. Retiree Advisory Committee Update Phan</p>	<p>No update.</p>	
<p>5.10. Pricing for Conference Registrations Diplock/Cordner/MacGregor</p>	<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>	<p>K. Diplock to circulate updated conference planning manual for review.</p>

Agenda Item	Notes	Actions
	<p>K. Diplock noted that he was closed to being done with updating the conference manual and it should be ready by the end of the week for review. This updated manual includes a chart with conference registration pricing for the last 3-5 yrs.</p> <p>It was noted that a Gantt chart with an overview of the workplan and timelines would be helpful. K. Diplock advised he will be including a sample Gantt chart in the update manual.</p>	
<p>5.11. Finance Committee Update</p> <p style="text-align: right;">Cordner</p>	<p>CIPHI office produced a financial update to the end of August. Finance committee is meeting Sept. 29 to look at trending. The bottom line to date looks good at this point.</p> <p>Final 2010 conference loss of \$4500.</p> <p>GST query was raised by the accountant-should CIPHI be collecting GST? The history of CIPHI & GST was reviewed. A proposal to contact CRA and obtain clarification was discussed.</p> <p>The ON Branch has started collecting HST for education activities. What will the impact be on the National AEC? It was noted that Branches host the AEC.</p> <p>Motion that the Finance Committee provide direction to the CIPHI office to proceed with a CRA query. K. Cordner/J. MacDonald Ayes unanimous. CARRIED</p>	<p>K. Cordner to contact the CIPHI office and advise to proceed with a GST enquiry with CRA.</p>
<p>5.12. Centenary Celebrations Update</p> <p style="text-align: right;">Kurzac</p>	<p>K. Cordner asked if any CIPHI Branches running parallel 2013 committees? The BC Branch has struck a 2013 committee. R. Philipation noted the SK Branch was planning a home coming in 2013.</p> <p>Discussion on how best to have the Branch activities aligned with National. Representation of all branches on the 2013 committee? It was noted that the Centenary Committee is looking at putting together a package outlining activities planned. The Centenary Committee will discuss and report back to the NEC.</p>	<p>Centenary committee to discuss how best to liaise with Branches and report back to the NEC.</p>
<p>5.13. Request to Change the Date of EPH Week</p> <p style="text-align: right;">MacDonald</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> <p>CONTINUES.</p>	<p>Meeting chair to combine agenda item 5.16 into this item and have one standing item EPH Week to deal with</p>

Agenda Item	Notes	Actions
	<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): EPH Committee to explore the option of printing locally & cost implications. CONTINUES.</p> <p>EPH week should be a standing agenda item. J. MacDonald reported that the EPH Week survey results show the 4th week of Sept. is the favoured change with at the discretion of the NEC the second. General feeling of those on this call that we should move forward and make the decision for Sept. J. MacDonald also advised some preliminary work has begun on a theme for 2012.</p> <p>Motion to change EPH Week to 4th week in Sept. J. Macdonald/ K. Diplock Ayes unanimous. CARRIED</p> <p>It was suggested a message should be posted on the listserv to update members.</p>	<p>any issues around EHP Week.</p> <p>J. MacDonald to post an announcement on the CIPHI listserv advising of the date change for 2012.</p>
<p>5.14. Mandatory Membership-Ontario Branch Discussion</p> <p style="text-align: right;">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 July 2011 for comments by the NEC. CONTINUES.</p> <p>K. Diplock reported that he circulated the ToR for this committee and requested Branch President's forward names for potential committee membership. All Branch President's to forward names to K. Diplock ASAP.</p> <p>It was noted that the MPH student project is tied to this issue and that item 5.23 should be combined with this agenda item. The MPH student project proposal has been circulated for comment.</p>	<p>Meeting chair to combine item 5.23 with this item.</p> <p>All Branch Presidents to forward names of potential committee members to K. Diplock ASAP.</p>
<p>5.15. Student Research Requests</p>	<p>Action Item (Feb 11/11): Phan/Diplock to develop policy to address the issue of ListServ uses for student research. CONTINUES.</p>	

Agenda Item	Notes	Actions
Diplock/Phan	<ul style="list-style-type: none"> Policy is currently being developed that provides guidance for use of ListServ including student surveys <p>Addressed in 5.2. REMOVE FROM STANDING ITEM</p>	
5.16. Clarifying Intent/Focus of EPH Week MacDonald	<p>Action Item (Jun 24/11): MacDonald to lead a review of this with the committee. CONTINUES.</p> <p>See 5.13</p>	
5.17. 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> <p>Action Item (Jun 24/11): MacDonald to explore options with the committee.</p> <p>Action Item (Aug. 19/11): MacDonald to contact L. Vincent. CONTINUES</p> <p>Committee members have had a discussion with an EHO involved in disaster relief and have an outline of duties. Discussion around international disaster relief. Concluded that CIPHI's role is to provide the mechanism and information but that it is up to the member to take the training.</p> <p>J. MacDonald connected with L. Vincent-liaison for exchanges. A role/structure for this position needs to be developed. Suggestion to start with a community on the MSC to build a network and stock pile resources for members.</p> <p>Suggestion to combine disaster relief + exchange role into one committee and consider streams on intl. perspectives during conferences. Committee is currently working mostly with International Red Cross.</p>	<p>MSC committee to consider establishing a Disaster Relief/Exchange community.</p> <p>P. Phan to assign an NEC member to lead the development of a role description for the exchange coordinator.</p>
5.18. AEC 2011 Conference	No update.	

Agenda Item	Notes	Actions
Committee Update MacGregor		
5.19. Meeting Planning Policy Review Phan	No update.	
5.20. AEC 2012 Planning Update Diplock	No update	
5.21. AEC 2013 Planning Update Chrisp	Planning progressing. Have received a few orders for 2013 promotional T-shirts from other Branches.	
5.22. Long Term Planning for Annual Education Conferences Phan	No update.	
5.23. MPH Student Projects Diplock	See 5.14	
5.24. 2011 Awards MacGregor	No update.	
5.25. EHFC Update de Burger/Roark/Phan	<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 Grant has not been located yet. The search continues. <p>No update.</p>	
5.26. Review of Committee and Representative Appointments Phan	No update.	
5.27. NEC Rep. to BOC van der Pluijm	No update.	

Agenda Item	Notes	Actions
6.0 New Business		
6.1 NEC Letter of Support for the BC Branch Cordner	K. Cordner has been communicating with the BC MoH to accept CPC Program as the standard for BC EHO's in the BC Public Health Act. There is room for the CPC Program to be recognized. BC Branch would like to have the NEC support the lobby effort. All supportive of this. K. Cordner to draft a letter for the CIPHI President.	K. Cordner to prepare a draft letter for P. Phan's signature.
6.2 Funding for IFEH President- IFEH Council Meeting in Lithuania (2012) Kurzac	Request received from the IFEH Board for CIPHI to consider financial support for the IFEH President to attend the 2012 council meeting in Lithuania. It was noted that \$6,000 is usually budgeted for IFEH activities as per a resolution in 2003. Concern was expressed that the IFEH does not appear to have a sustainably business model in place that provides adequate financial support for funding all IFEH board members to attend meetings. It was discussed that CIPHI participation in the IFEH and presence at council meetings is key to address these kinds of issues. CIPHI National President should be attending IFEH council meetings. A rough budget to fund both the IFEH President and CIPHI President to attend the council meetings in Lithuania about \$5,500. It was noted that CIPHI Avion points could be used for 1 of the airfares. This agenda item to be added to the next meeting due to so few NEC members on this call.	Add this item to the next meeting agenda for a vote on covering the expenses for the IFEH President and CIPHI President to attend Lithuania council meeting.
6.3 Proposal to have Quebec Branch at BOC meetings Kurzac for van der Pluijm	A request has been received for the NEC to cover the Branch portion of the Quebec Branches expenses to attend the BoC meeting. Finance committee to review and submit an electronic motion to approve the expense.	Finance committee to review and propose an electronic motion.
6.4 Amendment to Corporate Membership Policy Kurzac	See 5.2	
6.5 EHFC Cordner/Diplock	K. Diplock submitted suggestions for fundraising events the EHFC may consider. <ul style="list-style-type: none"> Golf tournaments or series of tournaments across Canada 	To be forwarded to the EHFC.

Agenda Item	Notes	Actions
	<ul style="list-style-type: none"> • Curling bonspiels • Slo-pitch tournaments 	
7.0 Date of Next Meeting	<p>Date: Oct. 21, 2011</p> <p>Time: 9 am (Pacific Daylight Time)</p> <p>Location: Teleconference</p>	
8.0 Adjournment	Meeting was adjourned at 10:38am PT by C. Kurzac.	

