

APPROVED DECEMBER 14, 2011

**Chair:** Phi Phan (National)

**Attendees:** Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON) [left call at 10:22am PT], Mark Allen (NB) [left call at 10:28am PT], Barry MacGregor (NS/PEI)

**Guests:** Cameron Weighill (ON), Nina van der Pluijm (NB, Representative to the BoC), Andrew Papadopolous (EHR Editor), Sara Timpa (Centennial Committee)

**Regrets:** Oumar Ba (QC), Terry Battcock (NL)

Agenda Item	Notes	Action
1. Welcome and Introductions	Meeting called to order by P. Phan @ 9:00am PT	
2. Approval of Agenda	<p>Add:</p> <ul style="list-style-type: none"> <li>• PHAC Project funding (Phan)</li> <li>• NCCEH Online Learning Module Project (Phan)</li> </ul> <p>Motion to adopt the agenda as amended. Diplock/MacGregor. Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
<p>3. Review and Approval of Previous Minutes</p>	<p>May 1, 2009 – Kananaskis, AB (Pre-conference)</p> <p>May 6, 2009 – Kananaskis, AB (Post-conference)</p> <p>December 19, 2009 – Teleconference</p> <ul style="list-style-type: none"> <li>• Spelling error for Item 5.00 (apposed versus opposed)</li> </ul> <p>September 17, 2011 – Teleconference</p> <p>Motion to approve the minutes of May 1, 2009, May 6, 2009, December 19, 2009 and September 17, 2011 as amended. Philipation/Chrisp. Ayes unanimous. Carried.</p>	
<p>4. Review &amp; Approval of Electronic Motions</p>		



Agenda Item	Notes	Action
<p>4.1. CIPHI Representatives to IFEH 2012 Council Meetings &amp; World Congress</p>	<p><b>MOTION:</b> To approve travel &amp; related expenditures for Phi Phan &amp; Robert Bradbury to attend the IFEH 2012 council meetings and world congress in Vilnius, Lithuania in May 2012. Crisp/Diplock. (Emailed October 20, 2011).</p> <ul style="list-style-type: none"> <li>• Stage 1: Discussion to conclude by 18:00 PDT, October 21, 2011</li> <li>• Stage 2: Call the Question and vote between 09:00PDT, October 24, 2011 to 09:00PDT, October 26, 2011</li> </ul> <p>The question is called. Please vote 'In Favour' or 'Opposed' to the motion as stated. Votes will be accepted until 09:00am PDT, October 26, 2011. (Emailed October 21, 2011).</p> <p><b>In Favour = 4, Opposed = 4</b></p> <p>In the case of ties, the Chair has the option of casting a vote to break the tie. In this circumstance, the Chair WILL NOT be casting a vote to break the tie. Consequently as there is no majority In Favour or Opposed to the Motion as stated, it is declared that <b>THE MOTION IS DEFEATED.</b> (Emailed October 25, 2011)</p> <ul style="list-style-type: none"> <li>• No concerns noted by those on the teleconference of any errors in the transcription of this email vote.</li> </ul>	
<p>5. External Updates</p>		

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<p>5.1. Environmental Health Review</p> <p>Papadopoulos</p>	<p>Action Item (Jun 24/11): Weighill to contact Papadopoulos to post an update about the new EHR through the Listserv. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Work continues on finalizing the structure &amp; protocols necessary including peer review, subscription process and advertising</li> <li>• Website is operational, but not widely advertised</li> <li>• Next edition is expected in early to mid January</li> <li>• Need to develop editorial board and how to receive submissions for publication</li> <li>• AEC 2012 has an advertisement already on site</li> <li>• First edition will have solely PDF version, while all subsequent editions will have HTML + PDF versions</li> <li>• Branch updates are needed ASAP in order to make it into the next edition of the EHR</li> <li>• There is no shortage of peer reviewers who have offered assistance</li> </ul> <p>Q: Is there still value in providing Branch updates?</p> <ul style="list-style-type: none"> <li>• 2010 survey indicated members found this feature useful</li> <li>• Not all Branches have newsletters and/or share them outside their respective jurisdiction</li> </ul>	<p>ALL to provide reports/updates to Papadopoulos before November 25, 2011.</p>

Agenda Item	Notes	Action
<p>5.2. NEC Rep to BOC Report</p> <p>van der Pluijm</p>	<p>Also relates to Items 7.24 &amp; 8.4</p> <ul style="list-style-type: none"> <li>• BOC met in Moncton on November 4 &amp; 5, 2011</li> <li>• Upcoming school reviews in 2012 include Cape Breton University and Concordia University College of Alberta</li> <li>• Although the international candidate review process has been updated, work continues in assessing the UK credentials for equivalency</li> <li>• Presentation is being prepared for delivery to mentors to better outline roles, responsibilities as well as provide more detail about the Practicum Guideline document developed by the BOC</li> <li>• Process for complaints about the BOC examinations (i.e. who the complaint goes to, who investigates and criteria for action) will be put into a policy that will be administered by the BOC</li> <li>• Exam results will be removed from the website, although they will still be available through Branch Representatives. The thought is there is little to no benefit for maintaining as the results only show where candidates sat exam, not trained.</li> <li>• Requirement for examiners to be members-in-good standing will be incorporated into the existing policies</li> <li>• New BOC rep is required as van der Pluijm is now the Vice-Chair. Phan thanked her for the work, commitment and leadership that she has provided during her tenure.</li> </ul>	<p>Phan to draft &amp; disseminate call for expressions of interest for the NEC Representative to the BoC</p>
<p>5.3. Joint Committee Update</p> <p>Phan</p>	<p>No major updates.</p>	
<p>5.4. Retiree Advisory Committee Update</p> <p>Phan</p>	<ul style="list-style-type: none"> <li>• All Branches reminded to notify the Retiree Committee of recently retired and deceased members to facilitate the process for sending letters on behalf of CIPHI</li> </ul>	

Agenda Item	Notes	Action
6. Conference Reports/Updates		
6.1. AEC 2011 Conference Committee Update  <p style="text-align: right;">MacGregor</p>	<ul style="list-style-type: none"> <li>• Books have not been finalized due to outstanding monies still to be collected</li> <li>• Anticipated profit is \$48,000</li> <li>• Concerns expressed about the quality of financial reporting as the \$48,000 is 100% more than was expected.</li> <li>• Anticipate the closing of the books to be approximately February 2012</li> </ul>	
6.2. AEC 2012 Planning Update  <p style="text-align: right;">Diplock</p>	<ul style="list-style-type: none"> <li>• Advertisement has already been placed in the Env Health Review</li> <li>• Theme is Healthy People, Healthy Places, which could potentially be mirrored by EPH Week 2012 initiative</li> </ul>	
6.3. AEC 2013 Planning Update  <p style="text-align: right;">Chrisp</p>	<ul style="list-style-type: none"> <li>• No major updates.</li> </ul>	
6.4. AEC 2014 Planning Update  <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> <li>• Defer discussion until Item 7.17</li> </ul>	
7. Standing Items (Items Brought Forward)		
<del>7.1. EHR Transition Options</del>	This item has been moved to 'External Updates' under 5.1.	

Agenda Item	Notes	Action
<p>7.2. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Sep 17/11): Kurzae Phan to advise Heywood of discussion and suggested changes. Finalized Communication P &amp; P's to be re-circulated for approval via electronic motion. COMPLETED.</p> <p>Action Item (Sep 17/11): Kurzae Phan to update the Corporate &amp; Affiliate membership policy &amp; procedure and re-distribute. COMPLETED.</p> <p>Action Item (Sep 17/11): All Committees: Review ToR, revise/update as needed and circulate to NEC by next teleconference. CONTINUES.</p> <p>Motion to adopt the draft policy identified as "Use of Electronic Distribution List (ListServ)" as National Operating Policy #16. Tam/MacDonald. Ayes unanimous. Carried.</p> <p>Motion to adopt the draft policy identified as "Producing and Distributing News Releases" as National Operating Policy #17. Allen/MacDonald. Ayes unanimous. Carried.</p> <p>Motion to adopt the draft policy identified as "Communications (Internal)" as National Operating Policy #18. Crisp/Tam. Ayes unanimous. Carried.</p> <p>Additional discussion(s):</p> <ul style="list-style-type: none"> <li>• NEC members requested additional time to review the terms of reference for the Finance Committee before approving.</li> <li>• Uncertainty expressed whether the Term of Reference for the NEC representative to the BoC had been previously approved.</li> </ul>	<p>Phan to conduct final vote for approval of Finance Committee terms of reference.</p> <p>Phan to check status of NEC Rep to BoC terms of reference.</p>

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<p>7.3. Member Service Center</p> <p>Weighill</p>	<p>Action Item (Sep 17/11): K. Diplock to circulate completed data management policy for review and comment. CONTINUES.</p> <ul style="list-style-type: none"> <li>• Diplock is waiting for input from Phan and Weighill before sending out to the NEC</li> </ul> <p>Additional discussion(s):</p> <ul style="list-style-type: none"> <li>• Teleconference recently held with Weighill, Phan and representatives of cFactor including CEO, CTO and Project Manager <ul style="list-style-type: none"> <li>◦ Commitment has been made by cFactor to improve service levels</li> </ul> </li> <li>• Anticipate membership reporting functionality to be ready for beta testing by mid-December</li> <li>• Event module has one more modification that needs attention before beta testing.</li> <li>• Need NEC, BoC and CoPE to provide content to enhance the MSC experience for members</li> <li>• Intention to establish MSC steering committee as the amount of work required far exceeds capacity of one person. Likely to be drawn from across the country.</li> <li>• Recommendation to provide training session for NEC so that they have the capacity to sell benefits to members</li> <li>• Also recommended to identify provincial champions</li> </ul>	



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<p>7.4. Strategic Plan 2010 to 2013</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Jun 24/11): Phan to circulate draft survey to NEC by August 1, 2011. CONTINUES.</p> <ul style="list-style-type: none"> <li>• Targeting distribution for mid-January, this will coincide with Branch membership drives.</li> <li>• Attempt to finalize content by mid December.</li> <li>• Providing incentives such as gift cards, free membership may increase response.</li> </ul> <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>7.5. Life &amp; Honourary Member Award Policy Updates</p> <p style="text-align: right;">MacGregor</p>	<p>Action Item (Jun 24/11): MacGregor to revise P &amp; P's and re-circulate. CONTINUES.</p>	
<p>7.6. Plan Canada Sierra Leone Project Update</p> <p style="text-align: right;">Diplock/Heywood/Phan</p>	<p>Action Item (Sep 17/11): Kurzae Phan to contact Halifax conference committee members to enquire about the donation. COMPLETED.</p> <p>Additional discussion(s):</p> <ul style="list-style-type: none"> <li>• Unsure whether donation from NS/PEI branch was properly tallied against CIPHI's goal.</li> </ul>	<p>Phan to check with Heywood and/or Plan Canada to ensure proper accounting of the donation.</p>
<p>7.7. Federal Representation in CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. ONGOING.</p> <p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list. ONGOING.</p>	

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7.8. <del>Tripartite Committee Update</del>	This item has been moved to 'External Updates' under 5.3.	
7.9. <del>Retiree Advisory Committee Update</del>	This item has been moved to 'External Updates' under 5.4.	
7.10. Pricing for Conference Registrations  Diplock/MacGregor	<p>Action Item (Dec 17/10): Conference Committee to update conference planning guide. COMPLETED.</p> <p>Action Item (Jun 24/11): Diplock to compile an updated conference planning guide for review by Sept. 17, 2011. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Draft sent via email for review.</li> </ul>	All to review draft document and provide comment to Diplock by December 10, 2011.
7.11. Finance Committee Update  Tam	<p>Action Item (Sep 17/11): K. Cordner to contact the CIPHI office and advise to proceed with a GST enquiry with CRA. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Response has been received by Tam, but indepth review has not been conducted. Report will be provided at the next NEC meeting or via email.</li> <li>• Budgetary update and requests for 2012 have been sent to the operational units of CIPHI.</li> <li>• Development of orientation manual has been initiated.</li> </ul>	

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<p>7.12. Centenary Celebrations Update</p> <p>Timpa/Phan</p>	<p>Action Item (Sep 17/11): Centenary committee to discuss how best to liaise with Branches and report back to the NEC. COMPLETE.</p> <p>Additional discussion(s):</p> <ul style="list-style-type: none"> <li>• Request for funding received as current planning has reached point where money is needed to initiate projects</li> <li>• Requests for support will also be sent to the Branches.</li> <li>• Unsure of total budget.</li> <li>• Mascot sub-project is already underway.</li> <li>• Comment that the financial request be put to the financial committee for inclusion in the 2012 budget.</li> </ul>	<p>Finance Committee to review request and confirm final amount that can be budgeted for Centenary activities by December 16, 2011.</p>

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<p>7.13. Request to Change the Date of EPH Week &amp; Clarifying Intent/Focus 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. COMPLETED.</p> <p>Action Item (Mar 11/11): Phan to include options for EPH Week in upcoming member survey. COMPLETED.</p> <p>Action Item (Jun 24/11): EPH Committee to explore the option of printing locally &amp; cost implications. CONTINUES.</p> <p>Action Item (Sep 17/11): Meeting chair to combine agenda item 5.16 into this item and have one standing item EPH Week to deal with any issues around EHP Week. COMPLETED.</p> <p>Action Item (Sep 17/11): J. MacDonald to post an announcement on the CIPHI ListServ advising of the date change for 2012. COMPLETED.</p> <p>Additional Discussion(s):</p> <ul style="list-style-type: none"> <li>• Existing terms of reference to be updated to look at changing operations so the costs are reduced.</li> </ul>	<p>MacDonald</p>

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<p>7.14. Mandatory Membership- &amp; MPH Student Project</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>Action Item (Sep 17/11): Meeting chair to combine item 5.23 with this item. COMPLETED.</p> <p>Action Item (Sep 17/11): All Branch Presidents to forward names of potential committee members to K. Diplock ASAP. CONTINUES.</p>	
<p>7.15. Disaster Relief and CIPHI</p> <p style="text-align: right;">MacDonald</p>	<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. COMPLETED.</p> <p>Action Item (Aug. 19/11): MacDonald to contact L. Vincent. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Clarity is required with respect to the expectations for the IFEH Exchange Coordinator role.</li> </ul> <p>Action Item (Sep 17/11): MSC committee to consider establishing a Disaster Relief/Exchange community. CONTINUES.</p> <p>Action Item (Sep 17/11): P. Phan to assign an NEC member to lead the development of a role description for the exchange coordinator. CONTINUES.</p>	

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<p>7.16. Meeting Planning Policy Review</p> <p style="text-align: right;">Phan</p>	<p>Motion to adopt the revisions to National Operating Policy #12: Planning of Meetings. Tam/Chrisp.</p> <ul style="list-style-type: none"> <li>• Question as to whether the inclusion of non-smoking requirement for hosting CIPHI events would be appropriate here. Answer is that this policy deals only with meetings and a separate policy needs to be draft that deals with non-smoking for all CIPHI events, not just meetings.</li> </ul> <p>Ayes unanimous. Carried.</p>	<p>No further action required. Remove from Standing Items.</p>
<p>7.17. Long Term Planning for Annual Education Conferences</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> <li>• Two Branches indicated a desire to change the time slotted to them as per the circulated Memorandum of Understanding.</li> <li>• Some miscommunication as to the intent of the MoU. To be clear the schedule is just a guideline and the Branches are free to move and reorganize as they see fit as long as National is notified of the changes.</li> </ul>	<p>Branches who wish to choose another year to host within the first 9-year cycle to forward their choice to Phan ASAP.</p>
<p>7.18. 2011 Awards</p> <p style="text-align: right;">MacGregor</p>	<ul style="list-style-type: none"> <li>• Letters and nameplates have been sent</li> <li>• Env Health Review will be provided with a listing</li> <li>• Historial information will be forward to Tim Roark</li> <li>• Names of Life and Honourary members will be forwarded to the National Office to ensure appropriate recognition in the member registry</li> </ul>	<p>No further action required. Remove from Standing Items.</p>
<p>7.19. EHFC Update</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Jun 24/11): Roark to forward correspondence to Phan regarding corporate contacts. CONTINUES.</p>	
<p>7.20. Review of Committee and Representative Appointments</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> <li>• Add Philipation and Tam to Awards Committee.</li> <li>• Remove Tam from Conference Binder Committee</li> </ul>	

Agenda Item	Notes	Action
7.21. <del>NEC Rep to BOC Report</del>	This item has been moved to 'External Updates' under 5.2.	
7.22. NEC Letter of Support for the BC Branch  Tam	<p>Action Item (Sep 17/11): K. Corder to prepare a draft letter for P. Phan's signature. COMPLETED.</p> <p>Additional Discussion(s):</p> <ul style="list-style-type: none"> <li>• Indications are that the requirement will be discussed further in the BC legislature and has a good chance of being included.</li> </ul>	No further action required. Remove item for Standing Items.
7.23. Funding for IFEH President-IFEH Council Meeting in Lithuania (2012)  Phan	<p>Action Item (Sep 17/11): 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. COMPLETED.</p> <p>Additional Discussion(s):</p> <ul style="list-style-type: none"> <li>• Phan suggested it was important to send Bradbury to IFEH as a representative of CIPHI and as IFEH President.</li> <li>• Finance Committee indicated that there is merit in sending CIPHI representation to Lithuania and are looking at the financial viability of doing so. Additional information will be helpful in the budget deliberations.</li> </ul>	Phan to calculate costs of travel per person to Lithuania in May 2012.

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7.24. Proposal to have Quebec Branch at BOC meetings  van der Pluijm	Action Item (Sep 17/11): Finance committee to review and propose an electronic motion to cover the Branch portion of the Quebec Branches expenses to attend the BoC meeting. COMPLETED.  Additional Discussion(s):  <ul style="list-style-type: none"> <li>Motion to fund QC Branch did not come forward from the Finance Committee in light of financial constraints.</li> </ul>	No further action required. Remove from Standing Items.
7.25. EHFC Fundraising Ideas  Cordner/Diplock	Action Item (Sep 17/11): Suggestions for fundraising events to be forwarded to the EHFC by K. Diplock. COMPLETED.	No further action required. Remove from Standing Items.
8. New Business		
8.1. QC Branch Funding Request  Phan	<ul style="list-style-type: none"> <li>A request has been made to the NEC to refund all membership dues (Branch &amp; National portions) to the QC Branch for 5 years to help build the finances.</li> <li>Inadequate information at this time. Finance Committee will investigate.</li> </ul>	Finance Committee to review request.  Weighill to provide QC membership numbers for 2010 and 2011 to the Finance Committee.
8.2. Spousal Membership Discount	<ul style="list-style-type: none"> <li>Historically, a \$30 discount was provided to members who shared a residence in light of the value placed upon the provision of a single copy of the Environmental Health Review. Now that the delivery model has changed, this discount no longer makes sense.</li> </ul> <p style="color: green;">Motion to end the membership fee discount provided to members who share a residence. MacGregor/Philipation. Ayes unanimous. Carried.</p>	Phan to communicate to office that a discount is no longer in effect for PHIs/EHOs that share a residence.
8.3. Membership Renewal	Deferred to next meeting due to adjournment.	



Agenda Item	Notes	Action
<p>Process</p> <p style="text-align: right;">Phan</p>		
<p>8.4. BOC Examiner Membership Requirement</p> <p style="text-align: right;">Tam</p>	See 5.2.	No further action required. Do not move to Standing Items.
<p>8.5. Reassessment of CIPHI priorities</p> <p style="text-align: right;">Phan</p>	Deferred to next meeting due to adjournment.	
<p>8.6. PHAC Project Funding</p> <p style="text-align: right;">Phan</p>	Deferred to next meeting due to adjournment.	
<p>8.7. NCCEH Online Learning Module Project</p>	Deferred to next meeting due to adjournment.	
<p>9. Date of Next Meetings</p>	<p>All meetings start at <u>9:00am Pacific Time</u> and are scheduled for <u>90 minutes</u> unless otherwise indicated.</p> <p><b>Next Meeting: Saturday, December 10, 2011 (Teleconference) Teleconference</b></p> <p>Upcoming:     Friday, January 13, 2012 (Teleconference)</p> <p>                   Saturday, February 11, 2012 (Teleconference)</p> <p>                   Friday, March 16, 2012 (Teleconference)</p> <p>                   Saturday, April 14, 2012 (Teleconference)</p>	

Agenda Item	Notes	Action
	<p>Friday, May 18, 2012 (Teleconference)</p> <p>Saturday, June 16, 2012 (Teleconference)</p> <p>Friday, July 13, 2012 (Teleconference)</p> <p>Saturday, August 18, 2012 (Teleconference)</p> <p>Friday &amp; Saturday, September 14 &amp; 15, 2012 09:00am to 4:30pm Eastern Time Blue Mountain, ON</p> <p>Saturday, October 20, 2012 (Teleconference)</p> <p>Friday, November 16, 2012 (Teleconference)</p> <p>Saturday, December 15, 2012 (Teleconference)</p> <p>Additional Discussion(s):</p> <ul style="list-style-type: none"> <li>• Due to a scheduling conflict, Phan requested a change to the next meeting date/time. An email requesting availability will be sent next week.</li> </ul>	
10. Adjournment	Meeting adjourned at 11:05am PT by Phan.	

Approved