

APPROVED JANUARY 13, 2012

Chair: Phi Phan (National)

Guests: Cameron Weighill (ON) (left call at 9:46am PT)

Regrets: Mark Allen (NB), Barry MacGregor (NS/PEI), Darroch Vokey (NL)

Attendees: Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Oumar Ba (QC)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order by P. Phan @ 9:00am PT	
2. Approval of Agenda All	<ul style="list-style-type: none"> No additions. <p>Motion to adopt the agenda as circulated. MacDonald/Ba. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes All	<p>November 18, 2011 – Teleconference</p> <ul style="list-style-type: none"> Add to Item 7.20 (Gary Tam to awards and remove Gary Tam from Conference binder). <p>Motion to approve the minutes of November 18, 2011 as amended. Philipation/Chrisp. Ayes unanimous. Carried.</p>	
4. Review & Approval of Electronic Motions		
None.		

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5. External Updates		
5.1. Environmental Health Review Papadopoulos/Weighill	<p>Action Item (Nov 18, 2011): ALL to provide reports/updates to Papadopoulos before November 25, 2011. COMPLETED</p> <p>Additional discussion(s)</p> <ul style="list-style-type: none"> • Cameron stated that work is being done to allow proxy transfers between the electronic journal and the MSC. • Schools will be contacted for institutional memberships. • Currently looking at “fee per view” options 	
5.2. NEC Rep to BOC Report van der Pluijm/Phan	<p>Action Item (Nov 18, 2011): Phan to draft & disseminate call for expressions of interest for the NEC Representative to the BoC</p> <ul style="list-style-type: none"> • Nothing to report. 	
5.3. Joint Committee Update Phan	<ul style="list-style-type: none"> • Committee met this month • EHFC newsletter was disseminated this month • BOC, COPE & EHFC continue to move their groups forward 	
5.4. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> • Letters being sent to recent retirees and recently deceased members by committee 	All Branches to forward recent retirees and deceased to their retiree representative
6. Conference Reports/Updates		
6.1. AEC 2011 Conference Committee Update MacGregor	<p>Phan reported:</p> <ul style="list-style-type: none"> • \$50,000 projected profit 	

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6.2. AEC 2012 Planning Update Diplock	<p>Action Item (December 14, 2011): Ontario Branch to contact CIPHI Office to determine billing regarding HST/GST with Branch Events. Forward response to the NEC.</p> <p>Additional discussion(s):</p> <ul style="list-style-type: none"> • Work continues in regards to abstracts/presenters • AEC Information coming in January 2012 	
6.3. AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> • Planning continues. • Manitoba is investigating translation services for their AEC speakers. • Ba recommends translation services at our events (volunteers can be considered). 	
6.4. AEC 2014 Planning Update Phan	<p>Action Item (December 14, 2011): Phan to send poll out regarding AEC dates for branches (as per Item 7.13).</p>	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Phan	<p>Action Item (Sep 17/11): All Committees: Review ToR, revise/update as needed and circulate to NEC by next teleconference. CONTINUES.</p> <p>Action Item (Nov 18/11): Phan to conduct final vote for approval of Finance Committee terms of reference.</p> <p>Action Item (Nov 18/11): Phan to check status of NEC Rep to BoC terms of reference.</p>	

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7.2. Member Service Center Weighill	<p>Action Item (Sep 17/11): K. Diplock to circulate completed data management policy for review and comment. CONTINUES</p> <p>Additional discussion(s)</p> <ul style="list-style-type: none"> • Cameron updated that he continues to work with CFactor regarding various project timelines. • NEC will be able to check membership lists on Dec 15/2011 • Events module will be ready for testing soon • A meeting between Cameron and CFactor will be conducted in early 2012 to discuss expectations. • Phan has asked that all NEC continue to use the MSC • Ba stated more groundwork by CIPHI & the NEC must be done to attract users 	Weighill to develop a roadmap for the NEC to review in regards to timelines and future direction of the MSC.
7.3. Strategic Plan 2010 to 2013 Phan	<p>Action Item (Dec 14/11): Phan to circulate draft survey to NEC in January, 2012.</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>	
7.4. Life & Honourary Member Award Policy Updates MacGregor	<p>Action Item (Jun 24/11): MacGregor to revise P & P's and re-circulate.</p> <ul style="list-style-type: none"> • Nothing to report. 	
7.5. Plan Canada Sierra Leone Project Update Diplock/Heywood/Phan	<ul style="list-style-type: none"> • Project goal has been reached. • Thanks are extended to all members and Branch Executives who supported this initiative. 	

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7.6. Federal Representation in CIPHI MacDonald	<p>Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey.</p> <ul style="list-style-type: none"> • MacDonald to forward list when requested <p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list.</p>	
7.7. Pricing for Conference Registrations Diplock/MacGregor		Diplock to make draft document and forward to the NEC for review in January.
7.8. Finance Committee Update Tam	Finance committee will meet tomorrow.	
7.9. Centenary Celebrations Update Phan	Finance Committee to review request and confirm final amount that can be budgeted for Centenary activities by December 16, 2011.	
7.10. Request to Change the Date of EPH Week & Clarifying Intent/Focus of EPH Week MacDonald	<p>Action Item (Jun 24/11): EPH Committee to explore the option of printing locally & cost implications. COMPLETED</p> <p>Additional discussion(s)</p> <ul style="list-style-type: none"> • MacDonald has requested that this item be listed on future agendas as EPHW only. • Committee is reviewing options to celebrate EPHW which may or may not include using a poster 	

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<p>7.11. Mandatory Membership- & 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.</p> <p>Action Item (Jun 24/11): Diplock/Committee to draft ToR by end of July 2011 for comments by the NEC. 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>Additional discussion(s):</p> <ul style="list-style-type: none"> • The Masters student is working on a questionnaire for unions and employers • Diplock stated the committee will be operational in 2012 • Tam recommended messaging regarding mandatory membership be made available to members 	

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<p>7.12. 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 (Sep 17/11): MSC committee to consider establishing a Disaster Relief/Exchange community.</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.</p> <ul style="list-style-type: none"> • Phan stated he has discussed the position with Lisa Vincent. With the lack of an established position, there has been little movement. Agreement that focus should be on developing a central repository for emergency/disaster relief information for interested EHOs 	
<p>7.13. Long Term Planning for Annual Education Conferences</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Nov 18/11): Branches who wish to choose another year to host within the first 9-year cycle to forward their choice to Phan ASAP. COMPLETED</p>	<p>Phan to forward a poll to the NEC for AEC date selection. The 2014 AEC commitment is needed.</p>
<p>7.14. 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. COMPLETE</p>	<p>Move item under Joint Committee Report</p>
<p>7.15. Review of Committee and Representative Appointments</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • Updated list needs to be distributed 	<p>Phan to update list and forward to the NEC.</p>

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7.16. Funding for IFEH President-IFEH Council Meeting in Lithuania (2012) Phan	Action Item (Nov 18/11): Phan to calculate costs of travel per person to Lithuania in May 2012. COMPLETED	Finance committee to review costing and make a recommendation to the NEC ASAP in regards to travel to Lithuania.
7.17. QC Branch Funding Request Phan	Action Item (Nov 18/11): Finance Committee to review request. CONTINUES Action Item (Nov 18/11): Weighill to provide QC membership numbers for 2010 and 2011 to the Finance Committee. Other discussion(s): <ul style="list-style-type: none"> • Nothing to report 	
7.18. Spousal Membership Discount Phan	Action Item (Nov 18/11): Phan to communicate to office that a discount is no longer in effect for PHIs/EHOs that share a residence. COMPLETE Additional discussion(s): <ul style="list-style-type: none"> • Group agrees to observe/refund spousal discount if paid for the 2012 membership. 	
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.1. Membership Renewal Process Phan	<ul style="list-style-type: none"> • There continues to be confusion as to how to deal with memberships that come late in the year. 	Phan to develop a policy re: membership renewal.
8.2. Reassessment of CIPHI	<ul style="list-style-type: none"> • NEC must review priorities and analysis the core business of CIPHI as time and manpower is becoming an 	All to come up with ideas for reprioritization and forward

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priorities Phan	issue.	to Phan.
8.3. PHAC Project Funding Phan	3 proposals have been submitted: 1. Disaster manual from BC could be adopted for Canada-wide use. 2. Joint proposal with PH Nursing regarding identifying leadership competencies 3. Translation project submitted by Jean Luc B.	No further action required. Do not move to Standing Items.
8.4. NCCEH Online Learning Module Project Phan	<ul style="list-style-type: none"> Risk based food inspection online learning project being developed. 	Phan to send a request to the Branch Presidents for volunteers regarding this module.
9. New Business		
10. Next Meeting		
10.1. Meeting Schedule	<p>All meetings start at <u>9:00am Pacific Time</u> and are scheduled for <u>90 minutes</u> unless otherwise indicated.</p> <p>Next Meeting: Friday, January 13, 2012 (Teleconference) Teleconference</p> <p>Upcoming: Saturday, February 11, 2012 (Teleconference) Friday, March 16, 2012 (Teleconference) Saturday, April 14, 2012 (Teleconference)</p>	All

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 & Saturday, September 14 & 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>	
11. Adjournment	Meeting adjourned at 1:00pm PT by Phan	Phan

Approved