

**MINUTES**  
National Executive Council  
January 13, 2012

Teleconference

APPROVED FEBRUARY 11, 2012

**Chair:** Phi Phan (National)

**Attendance:** Gary Tam (BC), Jason MacDonald (AB), Verna Law (SK), Darcy Chrisp (MB), Ken Diplock (ON) Exited 11:02, Barry MacGregor (NS/PEI), Cameron Weighill (ON), Darroch Vokey (NL)

**Regrets:** Ryan Philipation (SK), Oumar Ba (QC), Mark Allen (NB)

| Agenda Item                                      | Notes  | Action |
|--|--|--------|
| 1. Welcome and Introductions<br>Phan             | Meeting called to order at 09:00am PT  |        |
| 2. Approval of Agenda<br>All                     | - Add 9.2: Splitting MSC from data management committee duties<br><br>Motion to adopt agenda as circulated and amended: TAM/CHRISP<br><br>Ayes unanimous. Carried and agenda adopted |        |
| 3. Review and Approval of Previous Minute<br>All | December 14, 2011 – Teleconference<br><br>Motion to adopt and approve as circulated: MACDONALD/MACGREGOR<br><br>Ayes unanimous. Carried and minutes adopted                          |        |

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| 4. Review & Approval of Electronic Motions   |  |        |
| 4.1. Finance Committee ToR // Travel to Lithuania for R Bradbury // Return of National Portion of Dues to QC | <p>On January 4, 2012, the following rules for the discussion and voting of the indicated topic was sent to all members of the National Executive Council:</p> <p>Stage 1: DISCUSSION à 09:00am PT on January 4, 2012 to 08:59am PT on January 9, 2012</p> <p style="text-align: center;"><i>The three items for discussion are:</i></p> <ul style="list-style-type: none"> <li>- <i>Finance Committee Terms of Reference</i></li> <li>- <i>Support for travel costs for R Bradbury to attend the World Congress in Lithuania</i></li> <li>- <i>Return of National portion of dues to QC for 3-years</i></li> </ul> <p>Stage 2: VOTING à 09:00am PT on January 9, 2012 to 08:59am PT on January 11, 2012. All three items will be voted separately.</p> <p>Stage 3: VOTING TALLY DECLARED à 09:00am PT on January 11, 2012.</p> <p>No objections were noted.</p> <p>Motions were made by Chrisp and seconded by Tam.</p> |        |

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|   | Votes were unanimous in favour of all items as noted below.   |   |
| 4.1.1. Finance Committee<br>Terms of Reference<br><br>Phan                    | Motion: To move acceptance of the Terms of Reference for the Finance Committee as circulated on November 17, 2011 (dated November 16, 2011).<br><br>Motion Carried. Terms adopted.  |   |
| 4.1.2. Financial Support for<br>Travel to IFEH for R<br>Bradbury<br><br>Phan  | Motion: R. Bradbury to be supported for travel to Lithuania to a maximum of \$2000.<br><br>Motion Carried.  |   |
| 4.1.3. Return of National<br>portion of dues to QC<br>for 3 years<br><br>Phan | Motion: The NEC will return the NEC portion of the Quebec Branch dues for a period of three years at which time financial sustainability of the Quebec Branch will be re-assessed for their need for continued dues return.<br><br>Motion Carried |   |
| 5. External Updates   |   |   |
| 5.1. Environmental Health<br>Review<br><br>Papadopoulos                       | - Andrew is overseeing C-factor and Canadian Science Publishing discussing how to work together   | Action item (January 13, 2012): PHAN to provide update on when EHR to be released |
| 5.2. NEC Rep to BOC Report<br><br>van der Pluijm/Phan                         | Action Item (Nov 18, 2011): Phan to draft & disseminate call for expressions of interest for the NEC Representative to the BoC. CONTINUES.  |   |

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| 5.3. Joint Committee Update<br><br>Phan                    | No update  |        |
| 5.4. Retiree Advisory Committee Update<br><br>Phan         | Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative. CONTINUES  |        |
| 6. Conference Reports/Updates                              |  |        |
| 6.1. AEC 2011 Conference Committee Update<br><br>MacGregor | MacGregor: No new updates. Items remains until finances are closed.  |        |
| 6.2. AEC 2012 Planning Update<br><br>Diplock               | 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. DONE<br><br>- Taxes have been determined to be host dependant. Host branch to charge whatever host branch provincial tax system dictates. HST to be incorporated this year in Ontario. |        |
| 6.3. AEC 2013 Planning Update<br><br>Chrisp                | - Website work beginning.<br>- Initial quote for interpretive services was over \$35,000. Committee may pursue volunteer translation option. Translation may not be financially feasible.  |        |
| 6.4. AEC 2014 Planning Update<br><br>Phan                  | Action Item (December 14, 2011): Phan to send poll out regarding AEC dates for branches (as per Item 7.13). DONE<br><br>Action Item (January 13, 2011): Remaining Branches to respond to survey.   |        |

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| 7. Standing Items (Items Brought Forward)  |  |        |
| 7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents<br><br><div style="text-align: right;">Philipation</div> | Action Item (Sep 17/11): All Committees: Review ToR, revise/update as needed and circulate to NEC by next teleconference. DONE<br><br>Action Item (Nov 18/11): Phan to conduct final vote for approval of Finance Committee terms of reference. DONE<br><br>Action Item (Nov 18/11): Phan to check status of NEC Rep to BoC terms of reference. CONTINUES  |        |
| 7.2. Member Service Center<br><br><div style="text-align: right;">Weighill/Diplock</div>   | Action Item (Sep 17/11): K. Diplock to circulate completed data management policy for review and comment. DONE<br><br>Action Item (Jan 13/12): K. Diplock to circulate final draft.<br><br>Action Item (Dec 14/11): Weighill to develop a roadmap for the NEC to review in regards to timelines and future direction of the MSC. CONTINUES<br><br><ul style="list-style-type: none"> <li>- Frustrations with C-factor continue over quality of work.</li> <li>- Upgrades to communities required and Weighill to propose that upgrades come free. Communities function cost \$1500 per month.</li> </ul> |        |

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| 7.3. Strategic Plan 2010 to 2013<br><br>Phan                             | <p>Action Item (Dec 14/11): Phan to circulate draft survey to NEC in January, 2012. DONE</p> <p>- Requires final review and translation</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<br><br>MacGregor       | <p>Action Item (Jun 24/11): MacGregor to revise P &amp; P's and re-circulate. DONE</p> <p>Action Item (January 13/12): All to send remaining comments to Barry by January 20, 2012</p>   |        |
| 7.5. Plan Canada Sierra Leone Project Update<br><br>Diplock/Heywood/Phan | <p>CLOSED: Final contribution just over \$11,000.</p> <p>Remove from next agenda</p>   |        |
| 7.6. Federal Representation in CIPHI<br><br>MacDonald                    | <p>Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. CONTINUES</p> <p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list. CONTINUES</p>   |        |
| 7.7. Pricing for Conference Registrations<br><br>Diplock/MacGregor       | <p>Action Item (Dec 14/11): Diplock to make draft document and forward to the NEC for review in January. DONE.</p> <p>Action Item (Jan 13/12): Diplock to send second revised draft with appendices by february, 2012</p>  |        |

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| 7.8. Finance Committee Update<br><br>Tam                         | <ul style="list-style-type: none"> <li>- Conservative budget for 2012 shows a profit.</li> <li>- Phan attendance in Lithuania IFEH worked into 2012 budget.</li> <li>- 2011 Finances not ready to speak to. Data input/output required that has not been finalized by office.</li> </ul>       |        |
| 7.9. Centenary Celebrations Update<br><br>Phan                   | <p>Action Item (Dec 14/11): Finance Committee to review request and confirm final amount that can be budgeted for Centenary activities by December 16, 2011. CONTINUES</p> <ul style="list-style-type: none"> <li>- \$5000 conservatively added into 2012 budget, but not confirmed</li> </ul> |        |
| 7.10. EPH Week<br><br>MacDonald                                  | <ul style="list-style-type: none"> <li>- Committee has agreed to adopt Centenary slogan of "Celebrating 100 years" for 2013.</li> <li>- Committee close to adopting AEC theme for 2012 to mirror "Healthy People, Healthy Places".</li> </ul>  |        |
| 7.11. Mandatory Membership- & MPH Student Project<br><br>Diplock | <p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. TABLED</p> <p>Action Item (Sep 17/11): All Branch Presidents to forward names of potential committee members to K. Diplock ASAP. CONTINUES</p>      |        |

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| 7.12. Disaster Relief and CIPHI<br><br>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 (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> |        |
| 7.13. Long Term Planning for Annual Education Conferences<br><br>Phan                 | <p>Action Item (Dec 14/11): Phan to forward a poll to the NEC for AEC date selection. The 2014 AEC commitment is needed. CONTINUES</p>  |        |
| 7.14. Review of Committee and Representative Appointments<br><br>Phan                 | <p>Action Item (Dec 14/11): Phan to update list and forward to the NEC. CONTIUES</p>  |        |
| 7.15. Funding for IFEH President-IFEH Council Meeting in Lithuania (2012)<br><br>Phan | <p>Action Item (Dec 14/11): Finance committee to review costing and make a recommendation to the NEC ASAP in regards to travel to Lithuania. DONE</p> <p>Remove from next agenda</p>  |        |
| 7.16. QC Branch Funding Request<br><br>Phan   | <p>Action Item (Nov 18/11): Finance Committee to review request. DONE</p> <p>Action Item (Nov 18/11): Weighill to provide QC membership numbers for 2010 and 2011 to the Finance Committee. DONE</p> <p>Remove both items for next agenda</p>   |        |



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| 7.17. Membership Renewal Process<br><br>Phan   | Action Item (Dec 14/11): Phan to develop a policy re: membership renewal. CONTINUES                                  |  |
| 7.18. Reassessment of CIPHI priorities<br><br>Phan   | Action Item (Dec 14/11): All to come up with ideas for reprioritization and forward to Phan. CONTINUES               |  |
| 7.19. NCCEH Online Learning Module Project<br><br>Phan   | Action Item (Dec 14/11): Phan to send a request to the Branch Presidents for volunteers regarding this module. DONE  |  |
| 8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet) |  |  |
|  |  |  |
| 9. New Business  |  |  |
| 9.1. PHAC Fireside Chat, Janaury 12, 2012<br><br>Phan  | Phan presented to PHAC on CPC program. PHAC thanked those volunteers involved in the program.                        | No action required. Do not move to standing items. |
| 9.2. Splitting MSC roles from data management committees.<br><br>Weighill                                    | Action Item (Jan 13/11): Weighill to send Phan an indication of how these responsibilities should be split           |  |
| 10. Next Meeting   |  |  |
| 10.1. Meeting Schedule   | All meetings start at <u>9:00am Pacific Time</u> and are scheduled for <u>90 minutes</u> unless otherwise indicated. | All  |

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|                 | <p><b>Next Meeting: Saturday, February 11, 2012 (Teleconference)</b></p> <p>Upcoming:     Friday, March 16, 2012 (Teleconference)</p> <p>                   Saturday, April 14, 2012 (Teleconference)</p> <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<br/>09:00am to 4:30pm Eastern Time<br/>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 | <p>Motion: Adjournment</p> <p>MacGregor. Carried</p>   | Phan   |

Approved.