

APPROVED JUNE 16, 2012

Chair: Phi Phan (National)

Minutes Taken By: Phi Phan (National)

In Attendance: Crystal Brown (BC for G Tam → left at 0945 PT), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON → left at 1030 PT), Oumar Ba (QC), Doreen Mackley (NS/PEI)

Guests: Cameron Weighill (ON), Sara Timpa (ON → Joined at 0930PT, left at 09:45PT)

Regrets: Gary Tam (BC)

Absent: Mark Allen (NB), Darroch Vokey (NL)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order at 9:10am PT <ul style="list-style-type: none"> • Phan welcomed Doreen Mackley back to the NEC as President for the Nova Scotia/Prince Edward Island Branch. 	
2. Approval of Agenda All	Add to New Items: <ul style="list-style-type: none"> • Pins • National Survey • Awards <p style="color: green;">Agenda adopted by consent.</p>	All
3. Review and Approval of Previous Minutes	March 16, 2011 – Teleconference <p style="color: green;">Motion to adopt the minutes as circulated. Diplock/Philipation. Ayes unanimous. Carried.</p>	

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4. Review & Approval of Electronic Motions		
None.		
5. External Updates		
5.1. Environmental Health Review Update Phan for Papadopoulos	<ul style="list-style-type: none"> • Next edition will be coming out soon. • A question was raised with respect to Branch reports continuing to be included in the EHR when many Branches already have their own local newsletters. <ul style="list-style-type: none"> ○ Confirmed that majority of Branches currently have newsletters and the several of the ones that currently don't are exploring the potential for resurrecting/developing one in the near future. ○ Intention of the national reports was to provide a high-level summary of Branch activities while Branch newsletters provided finer details of initiatives and activities of Branch members and executives. ○ Discussion required with EHR Editor. 	All to have discussion about the future of Branch reports in the EHR with the Editor. Phan will initiate the conversation.
5.2. NEC Rep to BOC Report Phan for Mak	<p>Action Item (Mar 16, 2012): Phan to follow-up with candidates and forward to the NEC for appointment.</p> <ul style="list-style-type: none"> ➤ COMPLETED • Anthony Mak (AB) has been appointed as the NEC Representative to the BOC and has attended his first BOC meeting already. • His appointment will need to be ratified at the upcoming AGM at the AEC as per the Constitution. • Phan expressed his appreciation to Nina van der Pluijm for her tremendous work as the previous NEC Rep to the BOC and wished her the utmost success in her role as Vice-Chair and ultimately Chair of the BOC 	
5.3. NEC/BOC/EHFC/COPE Joint Committee Update Phan	<ul style="list-style-type: none"> • Meeting scheduled for May 4 was cancelled due to scheduling conflicts. The agenda of the meeting was to review the financial statements of the four components of CIPHI. This meeting will be rescheduled as soon as possible. 	

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5.4. Retiree Advisory Committee Update <div style="text-align: right;">Phan</div>	<p>Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative.</p> <ul style="list-style-type: none"> • CONTINUES • No update. 	
6. Conference Reports/Updates		
6.1. AEC 2011 Conference Close-out <div style="text-align: right;">Mackley</div>	<ul style="list-style-type: none"> • Still awaiting closure of the financial books due to outstanding issues. Anticipation is that all issues will be resolved shortly. A final report will be provided by the conference Chairs as soon as possible. 	
6.2. AEC 2012 Planning Update <div style="text-align: right;">Diplock</div>	<ul style="list-style-type: none"> • Registration system is up-and-running. • Invites for speakers have been sent out. • Hope is have a preliminary agenda available by next month • A question was raised with respect to transportation from Toronto to site for NEC members <ul style="list-style-type: none"> ○ Diplock indicated work is continuing, but transportation should not be a concern based on current services already in place for the airport as well as augmented services provided in conjunction with the conference committee ○ Also should work with the BOC, COPE and EHFC as well all have pre-conference meetings • With respect to NEC preparations: <ul style="list-style-type: none"> ○ Notice of AGM will be sent out by the end of this month ○ No objections were raised by the NEC for the distribution of all materials electronically as long as the Constitution allows such distribution. <ul style="list-style-type: none"> ▪ Phan will need to check what provisions the Constitution requires for such distribution ○ Diplock offered to be appointed temporarily as National President in the absence of Phan for the duration of the AEC 	

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6.3. AEC 2013 Planning Update <div style="text-align: right;">Chrisp</div>	<p>Action item (Mar 16, 2012): Chrisp to send out reminder to other Branches to request schedule of respective conferences/workshops.</p> <ul style="list-style-type: none"> • COMPLETED • Sending out promo packages • Finalizing conference fees • Initiatives 	
6.4. AEC 2014 Planning Update <div style="text-align: right;">Phan</div>	<p>Action Item (Jan 13, 2012): Remaining Branches to respond to survey.</p> <ul style="list-style-type: none"> • COMPLETED • Vokey emailed a proposal from the Sheraton Hotel Newfoundland for hosting the 2014 AEC. No commitment has been received from the NL Executive at this time. • Sara Timpa reported that in consultation with Diplock a briefing note was submitted to Ottawa Public Health Executive in consideration of hosting the 2014 AEC. The goal would be to co-host with the Quebec Branch. A decision is likely before the end of the week. 	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents <div style="text-align: right;">Philipation</div>	<p>Motion to approve the draft "Banking and Investment Policy" as circulated as National Operating Policy #19. Philipation/Chrisp. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> • Philipation asked that any NEC members currently working on ToR, policies, etc. provide an update to him to ensure the current inventory up-to-date. 	

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<p>7.2. Member Service Center Weighill</p>	<p>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.</p> <ul style="list-style-type: none"> ➤ CONTINUES <p>Action Item (Jan 13/12): K. Diplock to circulate final draft.</p> <ul style="list-style-type: none"> ➤ COMPLETE. <p>Action Item (Feb 11/12): Weighill to ask National Office for cost estimate to correct discrepancies between current membership lists and the MSC.</p> <ul style="list-style-type: none"> ➤ COMPLETE. <p>Action Item (Feb 11/12): Weighill to inquire with cFactor as to the requirements for shutting down the communities' functionality of MSC.</p> <ul style="list-style-type: none"> ➤ All communities have been shut down except for the discussion forum. ➤ Work continues to move existing CoPE approvals to central library. ➤ COMPLETE. <ul style="list-style-type: none"> • Work with cFactor continues to straighten out a membership dues error. Weighill expressed his ongoing frustrations with the quality control processes at cFactor. 	
<p>7.3. Strategic Plan 2010 to 2013 Phan</p>	<p>Action Item (Jun 24/11): All to review strategic plan regularly.</p> <ul style="list-style-type: none"> ➤ CONTINUES 	
<p>7.4. Federal Representation in CIPHI MacDonald</p>	<p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list.</p> <ul style="list-style-type: none"> ➤ CONTINUES 	
<p>7.5. Pricing for Conference Registrations Diplock</p>	<p>Action Item (Jan 13/12): Diplock to send second revised draft with appendices by February 2012.</p> <ul style="list-style-type: none"> ➤ COMPLETE. <ul style="list-style-type: none"> • Feedback requested to ensure profit sharing and conference organization are suitable and can work within CIPHI's operations 	

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7.6. Finance Committee Update Philipation for Tam	<ul style="list-style-type: none"> The Finance Committee is reviewing all of financial statements that have been provided for the NEC/BOC/COPE/EHFC joint meetings. The goal is to bring all financial reports together to develop a cohesive budget for CIPHI 	
7.7. Centenary Celebrations Update Timpa	<ul style="list-style-type: none"> The Centenary Committee is looking to receive all committed Branch contributions so that the Committee can proceed with engaging contractors to begin development of the Centenary initiatives. An RFP being developed for distribution once all funds have been received. For clarification, the Calendar initiative previously discussed is to be distributed at booth and via website. If National wishes to send a calendar to each member that will be from National funds. 	
7.8. EPH Week MacDonald	<ul style="list-style-type: none"> Work continues on developing the posters. RFP has identified 3 vendors who can do the work. Distribution of the posters will exclusively be electronic this year 	
7.9. Mandatory Membership- & MPH Student Project Diplock	<p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership.</p> <ul style="list-style-type: none"> ➤ TOR has been developed. <p>Action Item (Sep 17/11): All Branch Presidents to forward names of potential committee members to K. Diplock ASAP.</p> <ul style="list-style-type: none"> ➤ Diplock has received enough names and once the ToR is approved, will review and augment list of potential committee members to ensure all sectors/jurisdictions are appropriately represented on any committee formed to discuss mandatory membership. ➤ COMPLETED <p>With respect to the MPH Project:</p> <ul style="list-style-type: none"> The project is complete and a draft report has been reviewed by Diplock and Phan and will be provided to the NEC for their review shortly. This pilot of using an MPH student to provide work for CIPHI has been a success and should be revisited for other initiatives in the future. 	<p>Diplock will review and augment list of potential committee members to ensure all sectors/jurisdictions are appropriately represented on any committee formed to discuss mandatory membership.</p> <p>Phan to review and forward draft of the MPH Project report.</p>

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7.10. 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.</p> <ul style="list-style-type: none"> ➤ CONTINUES <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"> ➤ CONTINUES <ul style="list-style-type: none"> • Work has been put on hold due to other initiatives taking precedence. The issue remains important, but for now there is no great emphasis in making progress in this initiative. 	
7.11. Long Term Planning for Annual Education Conferences 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.</p> <ul style="list-style-type: none"> ➤ COMPLETED <p>Action Item (Mar 16/12): Vokey to discuss with NL Branch executive potential for hosting 2014 AEC.</p> <ul style="list-style-type: none"> ➤ CONTINUES 	
7.12. Review of Committee and Representative Appointments Phan	<p>Action Item (Dec 14/11): Phan to update list and forward to the NEC.</p> <ul style="list-style-type: none"> ➤ New committee list needs to be developed to include Mackley. ➤ EXPIRED. 	Phan to update list for NEC review by next NEC meeting.
7.13. Membership Renewal Process Phan	<p>Action Item (Dec 14/11): Phan to develop a policy re: membership renewal.</p> <ul style="list-style-type: none"> ➤ CONTINUES. 	
7.14. Reassessment of CIPHI priorities Phan	<p>Action Item (Dec 14/11): All to come up with ideas for reprioritization and forward to Phan.</p> <ul style="list-style-type: none"> ➤ CONTINUES 	
7.15. Splitting MSC roles from data management committees. Weighill	<p>Action Item (Jan 13/12): Weighill to send Phan an indication of how these responsibilities should be split.</p> <ul style="list-style-type: none"> ➤ COMPLETE. 	Item is complete. Remove from <i>Standing Items</i> .

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7.16. Climate Change Advocacy Chrisp	<ul style="list-style-type: none"> No update. 	
7.17. Salary Survey Tam	<ul style="list-style-type: none"> The information compiled by Tam has been considered quite useful and suggestion has been to upload the document for wide use. 	Phan to contact Tam to see if he is okay with sharing his work with CIPHI's membership.
7.18. Partnerships Vokey	<ul style="list-style-type: none"> No update. 	Vokey
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.1. Francophone website (March 16, 2012) Chrisp	<ul style="list-style-type: none"> The Finance Committee has approved the expense to translate the CIPHI public website to French 	
9. New Business		
9.1. Food Safety Designation Proposal Diplock	<ul style="list-style-type: none"> CIPHI (via Diplock) was approached by private industry to develop a food safety specialization, similar to what NEHA offers Target would be for non-PHIs who work in the food safety industry. The designation would be owned, operated and maintained by CIPHI. Concern was raised about diluting the talent pools and confusing the CIPHI credential. Phan suggested a proposal be developed so that the issues can be hammered out in a cogent manner for discussion within the NEC and with other stakeholders. 	Diplock and Phan to develop a draft proposal for a food safety designation for private industry professionals.
9.2. National President's travel to Lithuania Phan	<ul style="list-style-type: none"> Phan expressed his thanks to the NEC for supporting his travels to the IFEH in Lithuania. However, due to several factors, Phan decided not to make the trip. The cost savings are better directed to growing the organization given the current financial reality of CIPHI. 	Item is complete. Do not move to <i>Standing Items</i> .
9.3. Pins Philipation	<ul style="list-style-type: none"> In commemoration of the 100th year of CIPHI, a commemorative pin design has been circulated. Motion to provide \$2000 for the production of an initial run of pins. Philipation/Chrisp. 	Ba to provide the translated text for commemorative pin and Philipation to provide a mock-up.

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	<ul style="list-style-type: none"> Request to have a French pin. Ba to provide the translated text and Philipation to provide a mock-up. Suggestion that pricing should allow for Branches to use as a revenue-positive initiative as opposed to revenue neutral. All Branches invited to consider the pins as a gift for their own membership. Those who are interested should contact Philipation as soon as possible. <p><i>Ayes unanimous. Carried.</i></p>	
9.4. National Survey Weighill	<ul style="list-style-type: none"> Survey is now available. Final review and data review to be done by Phan. 	Weighill to provide final data to Phan once survey is closed.
9.5. Awards MacDonald	<ul style="list-style-type: none"> MacDonald was unsure as to the current status of the National Awards for this year in preparation for the AEC in September. 	Mackley to touch get update from Barry MacGregor with respect to the National Awards for this year.
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: Saturday, June 16, 2012 (Teleconference) <i>Responsibility for Minutes: Quebec</i></p> <p>Upcoming:</p> <ul style="list-style-type: none"> Friday, July 13, 2012 (Teleconference) <i>Responsibility for Minutes: Manitoba</i> Saturday, August 18, 2012 (Teleconference) <i>Responsibility for Minutes: Nova Scotia/PEI</i> Friday & Saturday, September 14 & 15, 2012 09:00am to 4:30pm Eastern Time Blue Mountain, ON <i>Responsibility for Minutes: National</i> Saturday, October 20, 2012 (Teleconference) <i>Responsibility for Minutes: Ontario</i> Friday, November 16, 2012 (Teleconference) <i>Responsibility for Minutes: Saskatchewan</i> Saturday, December 15, 2012 (Teleconference) <i>Responsibility for Minutes: New Brunswick</i> 	

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11. Adjournment Phan	Meeting adjourned at 10:50am by Phan	

Approved

