

APPROVED JULY 13, 2012

Chair: Phi Phan (National)

Not Present: Oumar Ba (QC)

Minutes taken by: Gary Tam (BC)

Present: Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (MB), Darcy Chrisp (MB), Mark Allen (NB), Doreen MacKley (NS/PEI), DarrochVokey (NL), Cameron Weighill (ON),

Regrets: Ken Diplock (ON), Tony Mak (AB, Representative to the BoC)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Phan called the meeting to order at 9:00am PT.	
2. Approval of Agenda All	No addition. Motion to adopt the agenda as circulated. MacDonald/Allen. Ayes Unanimous. Carried	
3. Review and Approval of Previous Minutes All	May 18, 2012 – Teleconference Motion to adopt the minutes as circulated. Chrisp/Tam. Ayes unanimous. Carried.	
4. Review & Approval of Electronic Motions		

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None.		
5. External Updates		
5.1. Environmental Health Review Update Phan for Papadopoulos	Branch Presidents would like a reminder from Papadopoulos for Branch updates. Collectively, we need to reassure members that the EHR is on the right path, and its direction is more fiscally responsible.	
5.2. NEC Rep to BOC Report Phan for Mak	Strategic Planning Session – BOC steers it's planning session. Clarified that CPHI(C) holders are required to perform what it entails including being members in good standing. Request BOC to provide clarification on the investment of getting software to check plagiarism.	Phan/Mak to discuss with BOC who will be identified and interviewed as stakeholders as part of the strategic plan to see if Branches will have a say in who these individuals are.
5.3. NEC/BOC/EHFC/COPE Joint Committee Update Phan	No update	
5.4. Retiree Advisory Committee Update Phan	<p>Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative. → CONTINUES</p> <p>Requested the Committee to provide ToR to NEC to better establish the expectations from the Committee. In addition, it helps better communication between NEC and ToR. A new budgetary line for this Committee will be added to be budget starting 2013.</p>	
6. Conference Reports/Updates		
6.1. AEC 2011 Conference Close-out Mackley	Meeting scheduled but the final report has not been finalized.	

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6.2. AEC 2012 Planning Update Weighill for Diplock	Drafted program is in progress. All aspects are on track. For NEC, everyone is aware of the notice has been sent out regarding President- Elect election. Travel and accommodation arrangements have been started.	Phan to send to the organization committee an AGM checklist to ensure that the meeting runs smoothly.
6.3. AEC 2013 Planning Update Chrisp	Conference planning is smooth. Committee looks into moving AGM to Tuesday instead of Monday.	Chrisp to keep Phan updated on the AGM matter. Phan will evaluate the logistics of the Award approvals and presentations.
6.4. AEC 2014 Planning Update Phan	Finalizing major conference planning items, including venue booking, before Vokey can confirm NL to be the host of the 2014 Conference.	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	Philipation requested the group to review NEC policies, procedures, and ToR if they have been approved.	Phan will send out an e-mail out on voting the Data Management Policy & Membership Committee ToR next week (June 18, 2012).

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<p>7.2. Member Service Center</p> <p style="text-align: right;">Weighill</p>	<p>Action Item: CIPHI Office has been completed the harmonization. The membership list is now accurate. - Completed</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> <p>New MSC Chair is needed shortly as Weighill will move to the President position in September. Weighill will continue staying in the Committee.</p> <p>MSC Event Module – Reporting system functionality is still under review. More work is required with cFactor to resolve the technical issues.</p> <p>Budgeted hours to maintain the Community module has allocated to the enhancements of the CoPE module. Some challenges have been identified with CoPE committee regarding the planned enhancements of the CoPE module on MSC. Any additional enhancements that exceed the remaining budgeted hours will be assessed and forwarded to the Finance Committee for review.</p>	
<p>7.3. Strategic Plan 2010 to 2013</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Jun 24/11): All to review strategic plan regularly. →CONTINUES.</p>	
<p>7.4. Federal Representation in CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list. →CONTINUES.</p>	
<p>7.5. Pricing for Conference Registrations</p> <p style="text-align: right;">Diplock</p>	<p>Conference Planning to be finalized.</p>	

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7.6. Finance Committee Update Tam	Income statements have been reviewed, and expenses are within the budgetary amounts at this stage. Several projects are in the process of funding review by the Committee.	
7.7. Centenary Celebrations Update Timpa	No update	
7.8. EPH Week MacDonald	Template letter is in the work. Poster design is in the finalized process.	
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. →CONTINUES.</p> <p>Action Item (May 18/12): 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. →CONTINUES.</p> <p>Action Item (May 18/12): Phan to review and forward draft of the MPH Project report. →COMPLETED.</p>	
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> <p>Action Item (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator.</p> <p>No Update.</p>	

Agenda Item	Notes	Action
7.11. Long Term Planning for Annual Education Conferences Phan	Vokey to discuss with NL Branch executive potential for hosting 2014 AEC (Mar 16, 12). REMOVED.	
7.12. Review of Committee and Representative Appointments Phan	Phan to update list for NEC review by next NEC meeting (May 18, 12). Postpone until the NEC meetings in Blue Mountain, ON.	
7.13. Membership Renewal Process Phan	Action Item (Dec. 14, 11): Phan to develop a policy re: membership renewal. No Update	
7.14. Reassessment of CIPHI priorities Phan	Action Item (Dec. 14, 11): All to come up with ideas for reprioritization and forward to Phan. Reviewing at this stage.	
7.15. Climate Change Advocacy Chrisp	No Update	
7.16. Salary Survey Tam	Work to be done to add the depth to the survey.	
7.17. Partnerships Vokey	Remove from agenda.	
7.18. Food Safety Designation Proposal Diplock	Action Item (May 18/12): Diplock and Phan to develop a draft proposal for a food safety designation for private industry professionals. Request to review the document sent by Diplock.	

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7.19. Pins Philipation	Last year membership number + 10% will be the amount to be used to purchase the pin. Branch order: 2011 membership + 5%. <i>Action Item (May 18/12): Ba to provide the translated text for commemorative pin and Philipation to provide a mock-up. – COMPLETED.</i>	Action Item (June 16, 2012): Philipation requests final number from all branches by June 18, 2012.
7.20. National Survey Weighill	<i>Action Item (May 18/12): Weighill to provide final data to Phan once survey is closed. -Completed</i> Data is collected and is under review.	
7.21. Awards Mackley/MacDonald/Tam	<i>Action Item (May 18/12): Mackley to touch get update from Barry MacGregor with respect to the National Awards for this year. - Completed</i> One award nomination is received. Website is not updated with the new forms.	Mackley will talk to CIPHI webmaster to upload the forms.
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.	
9. New Business		
	None.	
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. Next Meeting: Friday, July 13, 2012 (Teleconference) Responsibility for Minutes: Manitoba Upcoming: Saturday, August 18, 2012 (Teleconference)	

Agenda Item	Notes	Action
	<p><i>Responsibility for Minutes: Nova Scotia/PEI</i></p> <p>Friday & Saturday, September 14 & 15, 2012 09:00am to 4:30pm Eastern Time Blue Mountain, ON <i>Responsibility for Minutes: National</i></p> <p>Saturday, October 20, 2012 (Teleconference) <i>Responsibility for Minutes: Ontario</i></p> <p>Friday, November 16, 2012 (Teleconference) <i>Responsibility for Minutes: Saskatchewan</i></p> <p>Saturday, December 15, 2012 (Teleconference) <i>Responsibility for Minutes: New Brunswick</i></p>	
<p>11. Adjournment</p> <p style="text-align: right;">Phan</p>	<p>Motion to adjourn the meeting at 9:48am PT. Vokey/Chrisp. Ayes unanimous. Carried.</p>	

Approved