

MINUTES
July 13, 2012

Teleconference

APPROVED AUGUST 18, 2012

Chair: Phi Phan (National)

Minutes: Phi Phan (National)

Present: Gary Tam (BC), Jason MacDonald (AB), Kari Engele-Carter (SKfor Philipation), Rhea Lefko (MBfor Chrisp), Cameron Weighill (ONfor Diplock), Jean-Luc Archambault (QC), Doreen Mackley (NS/PEI), Darroch Vokey (NL)

Regrets: Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Mark Allen (NB)

Guests: Tony Mak (AB, Representative to the BoC), Andrew Papadopolous (ON, EHR Editor), Sara Timpa (ON, Centenary Committee)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order at 9:05am PT by Phan.	
2. Approval of Agenda All	Add: <ul style="list-style-type: none"> CIPHI National merchandise at 2012 AEC <p>Motion to adopt the agenda as amended. Tam/MacDonald. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes All	June 16, 2012 – Teleconference Motion to adopt the Minutes of the June 16, 2012 NEC teleconference as circulated. Mackley/MacDonald. Ayes unanimous. Carried.	

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4. Review & Approval of Electronic Motions		
None.		
5. External Updates		
5.1. Environmental Health Review Update	<p>Action Item (Jun 16/12): Branch Presidents would like a reminder from Papadopoulos for Branch updates. → Papadopoulos will send out reminders to Branch Presidents as required. → COMPLETE</p> <ul style="list-style-type: none"> • Two editions have been published to date, with the third upcoming soon • Editorial board has been formed and will provide peer-review as well as strategic direction • International interest is increasing in EHR, thereby increasing CIPHI profile • Domestic subscription from allied professional groups also increasing, e.g. ON Public Health Association would like to include EHR in their search results for articles • Request for academic type papers coming soon • Question RE: Advertising <ul style="list-style-type: none"> ○ Information package is available for those interested that includes rates and specifications ○ Not currently actively seeking advertisers as other matters have been more pressing, e.g. forming editorial board • Question RE: International subscriptions <ul style="list-style-type: none"> ○ Institutional membership is \$200 • Next steps are to get included in article aggregators such as Medline. Requires track record of expertise in a body of evidence and have 20 technical articles. 	

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<p>5.2. NEC Rep to BOC Report</p> <p style="text-align: right;">Mak</p>	<p>Action Item (Jun 16/12): 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.</p> <p>→Two part plan for strategic planning will be open to everyone. First part will be questionnaire on website and the second will be a focus group at the 2012 AEC.</p> <p>→COMPLETE</p> <ul style="list-style-type: none"> • Request to the NEC to try to assist in the focus group by attending as there is competition at the same time during the AEC. The BOC would like to have sufficient sample size to adequately reflect/identify concerns. • Assistance also asked with setting up the questionnaire on Survey Monkey. Weighill has offered his help. 	
<p>5.3. NEC/BOC/EHFC/COPE Joint Committee Update</p> <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • No update. 	
<p>5.4. Retiree Advisory Committee Update</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative.</p> <p>Action Item (Jun 16/12): Forward ToR for RAC to NEC</p> <p>→ COMPLETE.</p> <ul style="list-style-type: none"> • No update. 	
6. Conference Reports/Updates		
<p>6.1. AEC 2011 Conference Close-out</p> <p style="text-align: right;">Mackley</p>	<ul style="list-style-type: none"> • Mackley has forwarded the final report to the NEC for review. If there are any questions, please contact Mackley or Gary O'Toole. 	

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<p>6.2. AEC 2012 Planning Update</p> <p>Weighill for Diplock</p>	<p>Action Item (Jun 16/12): Phan to send to the organization committee an AGM checklist to ensure that the meeting runs smoothly. → COMPLETE</p> <ul style="list-style-type: none"> • Tentative schedule has been posted. • For the NEC <ul style="list-style-type: none"> ○ Travel and accommodation arrangements are being handled by the National Office. Try to confirm your intentions as soon as possible. ○ Paperwork including Notices of Motion, Notice of AGM and Proxy form are in the postal system and should be received by members within the 60 day requirement. 	
<p>6.3. AEC 2013 Planning Update</p> <p>Chrisp</p>	<p>Action Item (Jun 16/12): Chrisp to keep Phan updated on the AGM matter. Phan will evaluate the logistics of the Award approvals and presentations. → CONTINUES</p> <ul style="list-style-type: none"> • Organizing committee will be selling merchandise at their booth and would like less CIPHI-branded competition. See 9.3 	
<p>6.4. AEC 2014 Planning Update</p> <p>Phan</p>	<ul style="list-style-type: none"> • Preliminary work still ongoing by the NL branch to investigate potential for hosting. 	
<p>7. Standing Items (Items Brought Forward)</p>		

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7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	Action Item (Jun 16/12): Phan will send out an e-mail out on voting the Data Management Policy & Membership Committee ToR next week (June 18, 2012). → CONTINUES <ul style="list-style-type: none"> Nothing to update. 	
7.2. MemberServiceCenter Weighill	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. <ul style="list-style-type: none"> Nothing to update. 	
7.3. Strategic Plan 2010 to 2013 Phan	Action Item (Jun 24/11): All to review strategic plan regularly. → CONTINUES <ul style="list-style-type: none"> Phan reminded the NEC that the plan expires in 2013 and work needs to be done to review and update for the next plan. 	
7.4. Federal Representation in CIPHI MacDonald	Action Item (Jun 24/11): Diplock to look into compiling the private industry list. → CONTINUES <ul style="list-style-type: none"> Deferred. 	
7.5. Pricing for Conference Registrations Diplock	<ul style="list-style-type: none"> Nothing to update. 	

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7.6. Finance Committee Update <div style="text-align: right;">Tam</div>	<ul style="list-style-type: none"> Final financial statements have been received from the accountant and the group will be reviewing. The information will be formatted into an easier to read format for the AGM. 	
7.7. Centenary Celebrations Update <div style="text-align: right;">Timpa</div>	<ul style="list-style-type: none"> Stamp proposal has been rejected and the committee is investigating opportunities for self-production and printing. For 2013, EPH Week budget and planning efforts will be rolled into the Centenary project to maximize resources Victor Mah has been tasked with developing and handling the RFP process Peter Heywood has been asked to coordinate communications to ensure uniformity in messaging Mike Leblanc will be asked to develop a landing page for the cphi100.ca and icisp100.ca domains so that resources can be posted for volunteers. Overall project plan has been developed and has prioritized the various sub-projects that have been identified. AEC 2013 organizing committee has incorporated sponsorship opportunities for the centenary into their packages D2C3 has offered a composite poster of historic EHR covers, which has been accepted by the 2013 AEC committee for use More information will be forthcoming about the mosaic banner project 	
7.8. EPH Week <div style="text-align: right;">MacDonald</div>	<ul style="list-style-type: none"> Work continues on the development of the graphics. The same graphic designer who developed the 2012 AEC materials has been hired, highlighting the linkage between the AEC and EPH Week this year 	

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<p>7.9. 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. → 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> <ul style="list-style-type: none"> • No update. 	
<p>7.10. 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): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator. → CONTINUES.</p> <ul style="list-style-type: none"> • Deferred. 	
<p>7.11. Review of Committee and Representative Appointments</p> <p style="text-align: right;">Phan</p>	<p>Tabled until the NEC meetings in Blue Mountain, ON.</p>	

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7.12. Membership Renewal Process <div style="text-align: right;">Phan</div>	<p>Action Item (Dec. 14, 11): Phan to develop a policy re: membership renewal. → National office has provided existing process documents for membership renewal that are used at the office. Phan will incorporate as necessary into the new policy. → CONTINUES.</p>	
7.13. Reassessment of CIPHI priorities <div style="text-align: right;">Phan</div>	<p>Action Item (Dec. 14, 11): All to come up with ideas for reprioritization and forward to Phan. → CONTINUES.</p> <ul style="list-style-type: none"> • Nothing to update. 	
7.14. Climate Change Advocacy <div style="text-align: right;">Chrisp</div>	<ul style="list-style-type: none"> • No update. 	
7.15. Salary Survey Update <div style="text-align: right;">Tam</div>	<ul style="list-style-type: none"> • Work continues on expanding the information in the salary survey. Tam asks Branch Presidents to help as much as possible in ensuring data is complete as possible. • Sustainability of maintaining the information needs to be assessed to ensure that the document does not become orphaned like so many other CIPHI documents have. 	
7.16. Food Safety Designation Proposal <div style="text-align: right;">Diplock</div>	<p>Action Item (May 18/12): Diplock and Phan to develop a draft proposal for a food safety designation for private industry professionals. → Comments and grammar corrections to be completed. → CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	

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7.17. Pins <p style="text-align: right;">Philipation</p>	<p>Action Item (June 16, 2012): Philipation requests final number from all branches by June 18, 2012. → COMPLETE</p> <ul style="list-style-type: none"> • Pins should be arriving soon and will be distributed as per our previous discussions. 	
7.18. National Survey <p style="text-align: right;">Weighill/Phan</p>	<ul style="list-style-type: none"> • Raw data has been sent to Phan for analysis. No ETA for completion of task. 	
7.19. Awards <p style="text-align: right;">MacDonald/Mackley/Tam</p>	<p>Action Item (Jun 16/12): Mackley will talk to CIPHI webmaster to upload the forms. → COMPLETE</p> <ul style="list-style-type: none"> • Request to all Branch Presidents to scour their Branches for nominations to the National Awards. It's important that we celebrate what is good with EPH in Canada. 	
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.	
9. New Business		
9.1. EHFC Quorum <p style="text-align: right;">Phan</p>	<ul style="list-style-type: none"> • Regulations governing the EHFC require at least two NEC members be appointed to the EHFC and who must be present for all deliberations as part of the quorum. At the present Phan is the only NEC appointee. • Tam volunteered to be appointed to the EHFC with thanks and extreme gratitude expressed by all. 	
9.2. Retiree Membership Status	<ul style="list-style-type: none"> • Concern has been recently raised directly to Phan about the state of retiree membership in CIPHI. The numbers are 	

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Phan	<p>decreasing and we need to reverse the trend.</p> <ul style="list-style-type: none"> Request has been made of the Retiree Advisory Committee to determine potential options, but cannot focus solely on reducing membership fee. Phan wants to increase value in the membership and not decrease fees. 	
9.3. CIPHI Booth Merchandise at AEC 2012	<ul style="list-style-type: none"> Philipation asked for a motion to approve a seed amount to purchase a limited quantity of CIPHI branded merchandise that could be sold at the 2012 AEC Chrisp requested that no merchandise be sold by CIPHI National in order to reduce competition for CIPHI branded swag as the 2013 AEC will be selling shirts, etc. Phan requested more discussion via email in order to come to a compromise that would work for everyone. No objections were raised to this request. 	
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, August 18, 2012 (Teleconference) Responsibility for Minutes: Manitoba</p> <p>Upcoming: 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: Nova Scotia/PEI</i></p> <p>Friday, November 16, 2012 (Teleconference)</p>	

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	<p><i>Responsibility for Minutes: Ontario</i></p> <p>Saturday, December 15, 2012 (Teleconference)</p> <p><i>Responsibility for Minutes: Saskatchewan</i></p>	
<p>11. Adjournment</p> <p style="text-align: right;">Phan</p>	<p>Motion to adjourn at 10:05am PT. Vokey/Mackley. Ayes unanimous. Carried.</p>	

Approved

