

**MINUTES**  
September 14 & 15, 2012

BlueMountain Resort  
108 Jozo Weider Blvd  
Blue Mountain, ON

APPROVED OCTOBER 20, 2012

**Chair:** Phi Phan (National) - Teleconference, Ken Diplock (ON) - Onsite.

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

**Not Present:** Jean Luc Archambault (QC)

**Guests:** Tony Makrostergios (President-Elect Elect, ON)

**Minutes taken by:** Doreen Mackley (NS/PEI)

Agenda Item	Notes	Action
1. Welcome and Introductions	Diplock called the meeting to order at 9:20am .	
2. Approval of Agenda All	Add: <ul style="list-style-type: none"> <li>• 9.3: Social Media Campaign / Raising CIPHI's Profile</li> <li>• 9.4: CIPHI Web Page</li> <li>• 9:5 Supporting Quebec Branch</li> </ul> <p>Motion to accept the amended Agenda. Chrisp/Tam. Ayes unanimous. Motion carried.</p>	

Agenda Item	Notes	Action
3. Review and Approval of Previous Minutes of August 18, 2012 Teleconference. All	Spelling errors noted: Jon Elliott / Jason MacDonald. Motion to approve the minutes as amended. Allen/MacDonald. Ayes unanimous. Motion carried.	
4. Review & Approval of Electronic Motions		
None.		
5. External Updates		
5.1. Environmental Health Review Update Papadopoulous	Deferred to next meeting.	
5.2. NEC Rep to BOC Report Mak	To be provided during joint NEC/BOC/COPE	
5.3. NEC/BOC/EHFC/COPE Joint Committee Update Phan	Deferred to Joint Meeting on September 15, 2012.	
5.4. Retiree Advisory Committee Update Gallant	Deferred to Joint Meeting on September 15, 2012.	
5.5. NEC Rep to the EHFC Roark	Deferred to Joint Meeting on September 15, 2012.	
6. Conference Reports/Updates		
6.1. AEC 2012 Conference Diplock	<ul style="list-style-type: none"> <li>• Will move CIPHI Booth / 2013 Conference Booth by Registration desk after exhibitors leave the dome.</li> <li>• AGM – Mon. Sept 17, 2012 2-4pm. Silver Creek Room.</li> <li>• Peter Haywood-Parliamentarian, Gary O’Toole- Sergeant Arms</li> <li>• Jason MacDonald to take minutes at the AGM.</li> </ul>	<ul style="list-style-type: none"> <li>• Philipation responsible for proxies-due by noon.</li> <li>• Philipation and Allen to validate proxies.</li> <li>• 2 scrutineers required.</li> </ul>

Agenda Item	Notes	Action
<p>6.2. AEC 2013 Planning Update</p> <p style="text-align: right;">Chrisp</p>	<ul style="list-style-type: none"> <li>• Conference planning is going smooth. Keynote speakers are booked, Laurie Garrett, Bill Marlin, and John Hindle. Social activities are booked. Co-Chairs: Julie Scarpino and Darcy Chrisp.</li> <li>• AGM will be held on Monday. Hopeful registration cost will be \$499.00 and hotel rates will be \$139.00 per night.</li> </ul>	<ul style="list-style-type: none"> <li>• Call for papers will be sent out the end of Sept. 2012.</li> <li>• Historical museum will be set up at Conference. Website. Still a work in progress.</li> <li>• Registration form to go out in January 2013.</li> </ul>
<p>6.3. AEC 2014 Planning Update</p> <p style="text-align: right;">Vokey</p>	<p>Verbal presentation confirming 2014 Conference to be held in St. John's NL in July.</p> <p>Motion to accept NL as the host Branch for the 2014 Conference. Vokey/Philipation. Ayes unanimous. Motion carried.</p>	<ul style="list-style-type: none"> <li>• To be held at Sheraton NL.</li> <li>• Phan to send out Conference Rotation document.</li> </ul>
<p>7. Standing Items (Items Brought Forward)</p>		
<p>7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents</p> <p style="text-align: right;">Philipation</p>	<p>Motion that the Data Management Policy be approved. Phan/Chrisp.</p> <ul style="list-style-type: none"> <li>• Discussion Data Management must be separate from MSC Terms of reference.</li> </ul> <p>Ayes unanimous. Motion carried.</p> <ul style="list-style-type: none"> <li>• That makes Policy # 20.</li> <li>• Membership Terms of Reference: to be discussed on next call.</li> <li>• Recognition of Deceased Persons Policy: to be provided to NEC.</li> <li>• Philipation encouraged the NEC to constantly review policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Weighill to send out MSC Terms of Reference for next conference call (Oct 20, 2012).</li> <li>• Diplock to send MTR and the Recognition of Deceased Persons Policy.</li> <li>• Next face to face meeting review policies/constitution/BOC policies.</li> </ul>

Agenda Item	Notes	Action
7.2. MemberServiceCenter Weighill	<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"> <li>New MSC Chair is needed shortly as Weighill will move to the President position in September. Weighill will continue with the Committee.</li> <li>Discussion held regarding contract with cFactor. Weighill reported customer service is terrible. C Factor owns everything except data.</li> </ul>	<p>MSC Committee and Phan to identify functions of core, cost &amp; streamline. Philipation to be added to committee and will work on contract negotiations. Strategy to be put forth for next Conference Call. (Oct. 20, 2012)</p>
7.3. Strategic Plan 2010 to 2013  All	<p>Group discussions regarding top 5 priorities of CIPHI. Discussed MSC, raising CIPHI professional profile, Business plan, and mandatory membership.</p> <p>Tam requested estimates for Strategic Planning Session.</p>	<ul style="list-style-type: none"> <li>What can we do in the next year? Suggestion to explore a CIPHI Strategic Planning session next year in Winnipeg.</li> <li>Phan to obtain contract from MPS and provide to NEC. Phan, Kurzac, and Tam to review.</li> <li>Chrisp to investigate estimates (a possible 2 days prior to NEC Meetings).</li> </ul>
7.4. Federal Representation in CIPHI  MacDonald	<p>Should the NEC have a non-Branch representative at the NEC table from the Federal Government - TABLED.</p>	<p>Member Committee will ensure strategies for non-traditional CIPHI roles.</p>
7.5. Pricing for Conference Registrations  Diplock	<p>Conference Planning Binder to be updated and provided by the end of 2012. Diplock reported that NEC can't set registration prices, due to location, etc.</p>	<p>Diplock to provide binder.</p>

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7.6. Finance Committee Update <p style="text-align: right;">Tam</p>	<ul style="list-style-type: none"> <li>Income statements have been reviewed, and expenses are within the budgetary amounts at this stage. Budget a bit unclear at this time due to monies coming in the next 2 months. Financial report in binder-more clarity to document.</li> <li>Orientation manual to be ready early in October for members of Finance Committee &amp; NEC. Tam encouraged Chairs of Committees to consider budgets for 2013 and pass it along.</li> </ul>	<p>Orientation manual for Finance Members and NEC to be provided.</p>
7.7. Centenary Celebrations Update <p style="text-align: right;">Timpa</p>	<ul style="list-style-type: none"> <li>Verbal report provided by Tam for Timpa. Calendar complete and available at Conference. Cook book project underway may have a sponsor for printing. EPHW activities planned.</li> </ul>	
7.8. EPH Week <p style="text-align: right;">MacDonald</p>	<ul style="list-style-type: none"> <li>Posters / Proclamation provided to Branches. Decided to use theme of Conference. Also EH Day during EPHW. Discussed Facebook/Twitter for CIPHI, social media &amp; translation.</li> <li>As a reminder all future translation for CIPHI must go through the NEC's translator.</li> </ul>	<ul style="list-style-type: none"> <li>A number of listserv items planned for EPHW.</li> <li>Currently there is some concern about Special Project Position to be discussed with Phan.</li> <li>EPHW Guide must be updated (MacDonald)</li> <li>Twitter Guide must be updated (Phan)</li> </ul>
7.9. Mandatory Membership & MPH Student Project <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> <p>Andy Hong will be presenting at the conference. NEC encouraged to attend. Recommendations will be made to the NEC. TABLED.</p>	<p>Invite Andy to attend future conference call.</p>

Agenda Item	Notes	Action
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> <ul style="list-style-type: none"> <li>Suggested that Branches use EHFC.</li> </ul>	MacDonald/Chrisp to search out volunteer opportunities for members and take to the EHFC.
7.11. Review of Committee and Representative Appointments Phan	Phan to provide Matrix for next teleconference.	
7.12. 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"> <li>Discussion regarding renewal process. Branches need to push the deadline of March 31<sup>st</sup>. Agreed that students should be rolled into the following year.</li> </ul>	
7.13. Reassessment of CIPHI priorities Phan	Discussed in Strategic Planning.	Combined with Item #7.3. Remove from Standing Items.
7.14. Climate Change Advocacy Chrisp	REMOVE.	
7.15. Salary Survey Tam	Work to be done to add the depth to the survey. Ongoing process	
7.16. Food Safety Designation Proposal Diplock	<ul style="list-style-type: none"> <li>NEC felt that CIPHI does not have the resources at this time.</li> </ul>	
7.17. Pins Philipation	Presidents are to pick up pins from Philipation.	.

Agenda Item	Notes	Action
7.18. National Survey Weighill	<p>Action Item (May 18/12): Weighill to provide final data to Phan once survey is closed.-Completed</p> <ul style="list-style-type: none"> <li>Data is collected and is under review.</li> </ul>	
7.19. Awards Mackley/MacDonald/Tam	<p>Honorary member nomination read by MacDonald. MacDonald seconded by Chrisp that the 2012 Honorary Award be presented to Dr. David Butler-Jones. Motion carried.</p> <p>Life Member Award nomination was read by MacDonald. MacDonald made a motion that the Life Member for 2012 be awarded to Mr. Larry Lychward and be submitted for vote at the AGM. Seconded by Allen. Motion carried.</p> <p>MacDonald seconded by Tam that Ms. Ann Thomas be awarded the Alex Cross award. Motion carried. The second Alex Cross nomination is for Mr. Chris Beveridge, a motion was made by MacDonald and seconded by Chrisp that this award nomination be accepted. Motion carried.</p> <p>Environmental Health Review Award nomination was presented for Ms. Carrie Fraser and seconded by Tam. Motion carried.</p> <p>President's Award nomination was presented for Mr. Barry MacGregor and nomination accepted by Vokey and seconded by Tam. Motion carried.</p>	
7.20. Retiree Membership Status	Need to review what CIPHI has at present	Phan/Diplock to chat with Retiree Committee
7.21. CIPHI Booth Merchandise at AEC 2012	Pictures will be taken for the Mosaic banner.	
7.22. Changes to Industry CRN Act	Phan /Philipation to work on updating the National by-laws accordingly.	

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7.23. Options for transition without a President or President-Elect.	Discussion regarding vacant President position. Lead for national is Past President. Phan will continue as Past President. Both positions can be appointed by the NEC. (Sec. 25) of the Constitution.	NEC to come back to the next conference call with possible names for both positions.
7.24. Quebec Costshare to attend 2012 AEC	Cost associated with QC Branch Rep. attending is being paid by BOC. QC representative is attending BOC meetings only.	
7.25. BOC Strategic Plan Survey	BOC will review BOC survey after their strategic planning session.	Weighill to connect with Tony Mak regarding BOC strategic plan.
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. Historian's Report	To be provided by Roark, included in AGM booklet.	
9.2. Umbrella membership for the National Collaborating Centres	Discussion regarding corporate membership rate for the 5 centres together.	Increase corporate memberships (business plan). Allen to contact National Collaborating Centre on Healthy Public Policy.
9.3. Social Media Campaign	Manitoba Branch Vice president, Rhea Lefko has a method to increase Advocacy for CIPHI. Her idea is a competition between schools to promote CIPHI.	Chrisp to inform Ms Lefko to develop a strategic social media proposal back to take back to the NEC.
9.4. CIPHI Web Page	Philipation lead discussion regarding web page, is there a need for more uniformity between Branches & National site.	Web Page needs to be included in strategic plan.
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. <b>Next Meeting: Saturday, October 20, 2012 (Teleconference)</b> <b>Responsibility for Minutes: Ontario</b> Friday, November 16, 2012 (Teleconference) <b>Responsibility for Minutes: Saskatchewan</b>	



Agenda Item	Notes	Action
	Saturday, December 15, 2012 (Teleconference) <i>Responsibility for Minutes: New Brunswick</i>	
11. Adjournment  Diplock	Motion to adjourn the meeting at 4:00 ET. Tam/Vokey.	

Approved

