

MINUTES
October 20, 2012

Teleconference

APPROVED DECEMBER 15, 2012

Chair: Phi Phan (National)

Regrets: Mark Allen (NB), Ryan Philipation (SK), Jean Luc Archambault (QC) Jason MacDonald (AB),

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

Participants: Darcy Chrisp (MB), Darroch Vokey (NL), Doreen Mackley (NS/PEI), Gary Tam (BC), Cameron Weighill (ON), Phi Phan (National),

Responsibility for Minutes: Ontario

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Phan called the meeting to order at 9:00am PT	
2. Approval of Agenda All	Motion to approve the agenda as circulated. Chrisp/Vokey. Ayes unanimous. Carried.	
3. Approval of September 14/15, 2012 Minutes All	Chrisp had one change Motion to adopt the minutes as amended. Mackley/Tam. Ayes unanimous. Carried.	All
4. Review & Approval of Electronic Motions		
4.1. Appointment of Gary Tam as signing authority	Motion to appoint Gary Tam as a signing authority for CIPHI's financial accounts. Allen (October 9, 2012)/Chrisp (October 9, 2012). Phan indicated the following time lines for discussion and voting on October 9: <ul style="list-style-type: none"> Discussion closes Thursday October 11 @ 3:59pm PT. 	

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	<ul style="list-style-type: none"> Voting commences Thursday October 11 @ 4:00pm PT and closes Monday October 15 @ 9:00am PT <p>On October 12 @ 06:59am PT Phan wrote: "Please be reminded that discussions are now closed and voting is now in progress on the motion indicated in the message below."</p> <p>On October 16 @ 08:38am PT Phan wrote: "Voting has closed and the motion to "appoint Gary Tam as a signing authority for CIPHI for our bank and Canada Revenue Agency accounts" is adopted with ayes unanimous.</p> <p><i>If you have concerns about the process please contact me directly.</i>"</p> <p>Ayes unanimous. Motion is carried.</p>	
5. External Updates		
5.1. Environmental Health Review Update Papadopoulos	Makrotergios indicated that he had discussed EHR with Andy and was told that he is moving forward on the move towards Peer review	Action Item (Oct 20) Phan will contact Andy to have him contact us with regard income on subscriptions and advertising
5.2. NEC Rep to BOC Report Phan for Mak	No report.	Action Item (Oct 20) Phan to discuss the difference between Strategic Plan and Operational plan with BOC
5.3. NEC/BOC/EHFC/COPE Joint Committee Update Phan	Members indicated that the joint meeting at Blue Mountain went well.	
5.4. Retiree Advisory Committee Update Phan	No Report	

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5.5. NEC Rep to the EHFC Phan for Roark	EHFC provided funding to students to attend Blue Mountain.	
6. Conference Reports/Updates		
6.1. AEC 2012 Conference Diplock	Action (Sep 14/12): Philipation responsible for proxies-due by noon. Philipation and Allen to validate proxies. Two scrutineers required. -- Completed	
6.2. AEC 2013 Planning Update Chrisp	Action (Sep 14/12): Call for papers will be sent out the end of Sept. 2012. Registration form to go out in January 2013. Call for abstracts out Flower bed at Manitoba Legislature will have CIPHI logo	
6.3. AEC 2014 Planning Update Vokey	Action (Sep 14/12): Phan to send out Conference Rotation document -- Completed	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	Action (Sep 14/12): Weighill to send out MSC Terms of Reference for next conference call (Oct 20, 2012). – Complete Action (Sep 14/12): Diplock to send MTR and the Recognition of Deceased Persons Policy --Outstanding . Action (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies. – Ongoing Action (Oct 20): Gary and Phi will review cost sharing policy	

Agenda Item	Notes	Action
<p>7.2. Member Service Center Weighill</p>	<p>Action (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>Action (Sep 14/12): MSC Committee and Phan to identify functions of core, cost & 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) -- Ongoing</p> <p>Action Item (Oct 20/12) Meeting with Cfactor rescheduled and Cameron and Ryan will provide updated at next meeting</p> <p>Action (Oct 20/12) Cameron will create roles and responsibilities for MSC chair and forward it before next teleconference</p>	
<p>7.3. Strategic Plan 2010 to 2013 Phan</p>	<p>Action (Sep 14/12): What can we do in the next year? Suggestion to explore a CIPHI Strategic Planning session next year in Winnipeg. – Ongoing</p> <p>Action (Sep 14/12): Phan to obtain contract from MPS and provide to NEC. Phan, Kurzac, and Tam to review. – Ongoing</p> <p>Action (Sep 14/12): Chrisp to investigate estimates (a possible 2 days prior to NEC Meetings) – Ongoing</p> <p>Action (Oct 20) Phi to draft a project charter for Strat planning and forward to Darcy by Oct 27/12</p>	
<p>7.4. Federal Representation in CIPHI</p>	<p>TABLED</p> <p>Action (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.</p>	<p>Tabled</p>

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7.5. Pricing for Conference Registrations Diplock	Action (Sep 14/12): Diplock to provide binder. – Ongoing	
7.6. Finance Committee Update Tam	<p>Action (Sep 14/12): Orientation manual for Finance Members and NEC to be provided. —Ongoing</p> <p>Action (Oct 20) All committees/BOC/COPE to forward budget by Nov 15</p> <p>Action (Oct 20) All committees/BOC/COPE to inventory by Nov 15</p>	
7.7. Centenary Celebrations Update Timpa	<p>NEC is welcomes Mahmoud Shoblaq as the new social media coordinator for CIPHI</p> <p>Keir Cordner is working on tree planting initiative with BCIT</p>	Action Item: (Oct 20/12) Phi circulate motion on shipping cost for calendars and pins
7.8. EPH Week MacDonald	<p>Action (Sep 14/12): A number of listserv items planned for EPHW. - Complete</p> <p>Action (Sep 14/12): Currently there is some concern about Special Project Position to be discussed with Phan. See motion</p> <p>Action (Sep 14/12): EPHW Guide must be updated (MacDonald) -- Ongoing</p> <p>Action (Sep 14/12): Twitter Guide must be updated (Phan) – Ongoing</p> <p>Action(Oct 20/12): Phi forward motion to suspend the special project position via email</p>	

Agenda Item	Notes	Action
<p>7.9. Mandatory Membership & MPH Student Project Diplock</p>	<p>As Ken was absent from call not further discussion occurred</p> <p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. – Ongoing</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. – Ongoing</p> <p>Action (Sep 14/12): Invite Andy to attend future conference call. – Ongoing</p>	
<p>7.10. Disaster Relief and CIPHI 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. – Ongoing</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 – Ongoing</p> <p>Action (Sep 14/12): MacDonald/Chrisp to search out volunteer opportunities for members and take to the EHFC. – Ongoing</p>	
<p>7.11. Review of Committee and Representative Appointments Phan</p>	<p>Action (Sep 14/12): Phan to provide Matrix for next teleconference - Complete.</p> <p>Action (Oct 20/12) All NEC members to complete matrix by end of October</p>	

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7.12. Membership Renewal Process Phan	Action Item (Dec. 14, 11): Phan to develop a policy re: membership renewal. – Ongoing	
7.13. Salary Survey Tam	Ongoing	
7.14. Food Safety Designation Proposal Diplock	TABLED	Diplock
7.15. Pins Philipation	No further updates.	Item completed. Remove from Standing Items.
7.16. National Survey Phan	Analysis of survey results still ongoing and led by Phi Phan	
7.17. 2012 Awards Mackley/MacDonald/Tam	Action (Oct 20) Awards Committee to discussion possibility of spreading out awards throughout conference	
7.18. Retiree Membership Status Phan	Action (Sep 14/12): Phan/Diplock to chat with Retiree Committee – Ongoing	
7.19. CIPHI Booth Merchandise at AEC 2012 Allen/Philipation	Deferred	
7.20. Changes to Industry Canada Act Phan/Philipation	Action (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. – Ongoing	
7.21. Options for transition without a President or President-Elect. Phan	Action (Sep 14/12): NEC to come back to the next conference call with possible names for both positions. – Ongoing	
7.22. Quebec Costshare to attend 2012 AEC Phan	TABLED	

Agenda Item	Notes	Action
7.23. BOC Strategic Plan Survey Weighill	Action (Sep 14/12): Weighill to connect with Tony Mak regarding BOC strategic plan -- Complete	
7.24. Umbrella membership for the National Collaborating Centres Diplock	Action (Sep 14/12): Increase corporate memberships (business plan). – Ongoing Action (Sep 14/12): Allen to contact National Collaborating Centre on Healthy Public Policy. – Ongoing	
7.25. Social Media Campaign Chrisp	Action (Sep 14/12): Chrisp to inform Ms Lefko to develop a strategic social media proposal back to take back to the NEC. – Ongoing	
7.26. CIPHI Web Page Philipation	Action (Sep 14/12): Web Page needs to be included in strategic plan – Ongoing.	
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. Poster Hoax Phan	The RCMP have been contacted and investigating and a message has been crafted and send out on list serve	
9.2. CIPHI National + Branch email addresses Phan		Action Item (Oct 20): All to change email display name to CIPHI + Branch
9.3. Canadian Spa Association Request Chrisp	Members received a request for Canadian Spa association with regard to conducting three party audits of member facilities	Action (Oct 20/12) Phi to forward request to retired group
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, November 16, 2012 (Teleconference) <i>Responsibility for Minutes: Manitoba</i> Upcoming: Saturday, December 15, 2012 (Teleconference)	

Agenda Item	Notes	Action
	<p><i>Responsibility for Minutes: Saskatchewan</i></p> <p>Friday, January 18, 2013 (Teleconference) <i>Responsibility for Minutes: Alberta</i></p> <p>Saturday, February 16, 2013 (Teleconference) <i>Responsibility for Minutes: British Columbia</i></p> <p>Friday, March 15, 2013 (Teleconference) <i>Responsibility for Minutes: Newfoundland and Labrador</i></p> <p>Saturday, April 13, 2013 (Teleconference) <i>Responsibility for Minutes: Nova Scotia/Prince Edward Island</i></p> <p>Friday, May 15, 2013 (Teleconference) <i>Responsibility for Minutes: New Brunswick</i></p> <p>Friday & Saturday, June 21 & 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB <i>Responsibility for Minutes: National</i></p>	
11. Adjournment	Motion to adjourn. Weighill/Chrisp. Ayes unanimous. Carried.	