

**APPROVED DECEMBER 15, 2012**

**Chair:** Phi Phan (National)

**Participants:** Crystal Brown (*for* Gary Tam, BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Cameron Weighill (ON), Mark Allen (NB), Sean O'Toole (*for* Doreen Mackley, NS/PEI), Darroch Vokey (NL)

**Regrets:** Gary Tam (BC), Doreen Mackley (NS/PEI)

**Minutes:** Manitoba

#	Item	Notes	New Action Items
1	Welcome and Introductions	Phan called the meeting to order at 9:05am PT	
2	Approval of Agenda	Addition of 9.02 – Freedom of Information issue, MacDonald Addition of 9.03 – QB Branch Update, Chair  Motion to adopt agenda as amended. MacDonald/Philipation. Ayes unanimous. Carried.	
3	Approval of Minutes from October 20, 2012 (Teleconference)	Deferred until next meeting.	
4	Review & Approval of Electronic Motions		
4.01	Termination of the “Special Projects Coordinator” Position	Motion to terminate the position of “Special Projects Coordinator” and any associated honorarium immediately.	

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		<p>Chrisp (October 23, 2012)/Weighill (October 23, 2012).</p> <p>Phan indicated the following time lines for discussion and voting on October 23:</p> <p><i>1. Discussion is open from now until 08:59am PT on Friday October 26, 2012.</i></p> <p><i>2. Voting is open from 09:00am PT on Friday October 26, 2012 to 08:59am PT on Monday October 29, 2012.</i></p> <p>On October 29 @ 01:55pm PT Phan wrote:</p> <p><i>“And with time expiring on this discussion and vote, I declare that motion to terminate the position of "Special Projects Coordinator" and its associated honorarium as passed. Ayes were unanimous.</i></p> <p><i>If you have concerns with how this process was handled please let me know ASAP.”</i></p> <p>Ayes unanimous. Motion is carried.</p> <ul style="list-style-type: none"> <li>Phan has discussed with Victor Mah. Mah will be paid out for 2012 and then position and honorarium will be officially terminated.</li> </ul>	
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	**AI (Oct 20/12): Phi will contact Papadopoulos to have him contact us with regard income on subscriptions and advertising	
5.02	NEC Rep to BOC Phan for Mak	**AI (Oct 20/12) Phi to discuss the difference between Strategic Plan and Operational plan with BOC – CONTINUES.	

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		<p>Update from Mak (via email):</p> <ul style="list-style-type: none"> <li>• The BOC would like to update the NEC regarding changes in the fee schedule (Ref #11.9.1)               <ul style="list-style-type: none"> <li>○ (1) The Board shall set fees for the school reviews for the purpose of accreditation.                   <ul style="list-style-type: none"> <li>▪ (a) The fee for a new school review is \$5000.00 dollars.</li> <li>▪ (b) Fifty percent of the fee must be submitted with the application prior to receiving any feedback from the Board.</li> <li>▪ (c) The remaining 50% plus expenses must be submitted following the site visit and prior to the Board's final determination.</li> </ul> </li> <li>○ (2) The Board shall set fees for school reviews for the purpose of renewing an accreditation.                   <ul style="list-style-type: none"> <li>▪ (a) The fee for an accreditation renewal is \$3500.00</li> </ul> </li> </ul> </li> <li>• Dates for strategic planning in Winnipeg.               <ul style="list-style-type: none"> <li>○ The BOC would like to know the dates for the joint NEC, CoPE, and BOC strategic planning session in conjunction with the 2013 Annual Educational Conference in Winnipeg. The dates are important to the BOC as the BOC would hold its own strategic planning session after the joint session with direction from the NEC.</li> </ul> </li> <li>• Number of BOC members invited to the joint session.               <ul style="list-style-type: none"> <li>○ Please advise the BOC the number of BOC members who should attend the joint NEC, CoPE and BOC</li> </ul> </li> </ul>	<p>Phan to find out from Mak what the school review fee was previously.</p> <p>Phan to confirm dates with BOC, CoPE and EHFC chairs</p> <p>Phan to discuss with BOC, CoPE and EHFC and</p>

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		joint strategic planning session.	determine how many from each committee will attend
5.03	NEC Rep to the EHFC Phan	<ul style="list-style-type: none"> <li>• Tim Roark is the current NEC rep to EHFC, but we have the ability to appoint another individual.</li> <li>• Phan and Tam are NEC reps</li> </ul>	
5.04	NEC Rep to CoPE Phan	<ul style="list-style-type: none"> <li>• Currently this position is vacant, but there is interest from the NEC to fill to ensure connectedness</li> </ul>	Phan to send out message on the ListServ looking for a volunteer to fill this position
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	<ul style="list-style-type: none"> <li>• Have not met recently</li> </ul>	
5.06	Retiree Advisory Committee Update Phan	<p>Request from EHFC (via email):</p> <ul style="list-style-type: none"> <li>• annual newsletter <ul style="list-style-type: none"> <li>○ Will be sent out to the CIPHI membership in January. We wanted to include a piece on how retired members can receive a copy of their 100 Anniversary commemorative calendars (another benefit of being a member) from their respective Branches.</li> <li>○ provide a contact person's name, email and phone number that we could provide in the newsletter for the retirees that they have yet to be able to connect with someone to deliver their calendars. May cut down on mailing costs.</li> </ul> </li> </ul>	Phan to provide contact info for each Branch President
5.07	International Federation of Environmental Health	<ul style="list-style-type: none"> <li>• Summary report from 2012 Lithuania conference was circulated to NEC via email</li> </ul>	

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	Phan	<ul style="list-style-type: none"> <li>The President of NEHA is the chairman of the Americas Regional Group. NEHA to host 2014 IFEH Conference in Las Vegas.</li> <li>Phi, Rob Bradbury and Cameron are CIPHI's current reps to the IFEH.</li> </ul>	
6	Conference Reports/Updates		
6.01	AEC 2012 Conference Close-out Weighill	<ul style="list-style-type: none"> <li>Expect a profit between \$50,000 and \$60,000. Hope to have books closed by Dec 31<sup>st</sup>, 2012.</li> <li>Recommendation from office is to have Conference Planning Committees for all future Conferences close out their books before the end of the calendar year to avoid unnecessary complications due to Canadian Revenue Agency</li> </ul>	
6.02	AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> <li>Committee met with 2012 Steering Committee to discuss areas for improvement</li> <li>Need to know when the NEC, BOC, CoPE and EHFC meetings will be held so meeting rooms can be booked.</li> </ul>	Phan to confirm dates with BOC, CoPE and EHFC chairs
6.03	AEC 2014 Planning Update Vokey	<ul style="list-style-type: none"> <li>Currently organizing their conference steering committee</li> </ul>	Vokey to submit formal conference bid package to NEC
6.04	AEC 2015 Bid(s) Phan	<ul style="list-style-type: none"> <li>Received expression of interest from Ottawa Public Health Department. Formal bid is forthcoming at National AGM in 2013.</li> <li>Question as to whether formal bid is necessary. Phan indicated that existing AEC Bid Guideline recommends a formal bid for review. Clarification is required as to what is "nice to have" and what is "needed" for conference bids.</li> </ul>	

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		<ul style="list-style-type: none"> <li>Need to review AEC Bid Guideline that is posted on National website</li> </ul>	
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	<p>**AI (Sep 14/12): Diplock to send "Recognition of Deceased Persons Policy" - CONTINUES</p> <p>**AI (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies. – CONTINUES</p> <p>**AI (Oct 20/12): Tam and Phan will review cost sharing policy</p> <p>Update from Tam (via email):</p> <ul style="list-style-type: none"> <li>Cost Sharing Formula – appendix addition to the NOP #08 is in the second draft.</li> </ul>	
7.02	Member Service Center Weighill	<p>**AI (Dec 14/11): Weighill to develop a roadmap for the NEC to review in regards to timelines and future direction of the MSC. CONTINUES</p> <p>**AI (Sep 14/12): 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). CONTINUES</p> <p>**AI (Oct 20/12) Meeting with cFactor rescheduled and Weighill and Philipation will provide updated at next meeting - COMPLETED</p> <p>**AI (Oct 20/12) Weighill will create roles and responsibilities</p>	Chrisp to check with

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		<p>for MSC chair and forward it before next teleconference – COMPLETED</p> <ul style="list-style-type: none"> <li>• Weighill has forwarded job description for MSC Chair to NEC. Need to determine what if any honorarium will be provided for this position. Position usually requires about 15-20 hrs of work/month. Weighill will stay on periphery to assist where possible. Two primary users of MSC are National Office and CoPE. Need more communication and commitment from CoPE.</li> <li>• Philipation met with reps from cFactor in Oct. <ul style="list-style-type: none"> <li>○ Contract with cFactor expires at end of 2012. Need to improve service delivery and cost structure/member in next contract. Looking at approx 90 cents per member versus \$2 per member in current contract.</li> <li>○ Overall meeting was very positive. cFactor re-organized in Sept 2012 and are committed to improving service delivery. They have in-house personnel who can do testing on system for us. Events module to begin with NEC meetings and expand from there.</li> <li>○ Total of \$498,000 has been spent on MSC since inception. Have 120 hrs to use up before end of 2012.</li> </ul> </li> </ul>	<p>Webmaster on what honorarium is provided for that position</p> <p>Phan to discuss issues with CoPE chair</p> <p>Philipation to continue negotiating with cFactor on terms of new contract.</p>
7.03	Strategic Plan 2010 to 2013 Phan	<p><b>**AI (Sep 14/12): What can we do in the next year? Suggestion to explore a CIPHI Strategic Planning session next year in Winnipeg. - CONTINUES</b></p> <ul style="list-style-type: none"> <li>• Next Strategic Planning session to be held in Winnipeg.</li> </ul>	



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		<p>Dates to be confirmed.</p> <p>**AI (Sep 14/12): Phan to obtain contract from MPS and provide to NEC. Phan, Kurzac, and Tam to review. - CONTINUES</p> <p>**AI (Sep 14/12): Chrisp to investigate estimates (a possible 2 days prior to NEC Meetings) - CONTINUES</p> <p>**AI (Oct 20/12): Phi to draft a project charter for strategic planning and forward to Darcy by Oct 27/12 - COMPLETE</p>	
7.04	<i>Federal Representation in CIPHI</i>	<i>**AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.</i>	<i>Tabled</i>
7.05	Pricing for Conference Registrations Diplock	<b>**AI (Sep 14/12): Diplock to provide binder. Phi to follow up with Diplock.</b>	
7.06	Finance Committee Update Phan for Tam	<p><b>**AI (Sep 14/12): Orientation manual for Finance Members and NEC to be provided. - Ongoing</b></p> <p><b>**AI (Oct 20/12): All committees/BOC/COPE to forward budget by Nov 15 - Ongoing</b></p> <p><b>**AI (Oct 20/12): All committees/BOC/COPE to inventory by Nov 15 - Ongoing</b></p> <p>Update from Tam (via email):</p> <ul style="list-style-type: none"> <li>• E-mails had been sent to all committee chairs, council chairs, and EHR editor requesting their 2013 budgets by November 15, 2012.</li> <li>• Another finance meeting will be held at the end of</li> </ul>	



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		November to work on the budget. <ul style="list-style-type: none"> <li>Orientation Manual has been reviewed by the CIPHI Office and is in the process of revision. It will be forwarded to the committee for review at the end of the month and hopefully will be implemented by January 2013.</li> </ul>	
7.07	Centenary Celebrations Update Phan for Timpa	<b>**AI (Oct 20/12) Phan circulate motion on shipping cost for calendars and pins</b>  Update from Tam (via email): <ul style="list-style-type: none"> <li>With respect to the Mosaic Project:               <ul style="list-style-type: none"> <li>Thanks to the Branch presidents who assisted in hosting photo booths at their provincial conferences/workshops or meetings! Photos: over 200 pictures collected (target: 900). Stage 3 (remote offices) of the project will be started shortly. Announcement will be sent via Listserv on November 15.</li> </ul> </li> </ul>	
7.08	EPH Week  MacDonald	<b>**AI (Sep 14/12): A number of listserv items planned for EPHW. – COMPLETED</b>  <b>**AI (Sep 14/12): Currently there is some concern about Special Project Position to be discussed with Phan. - COMPLETED</b>  <b>**AI (Sep 14/12): EPHW/Twitter Guide must be updated (MacDonald) - CONTINUES</b>  <b>**AI (Oct 20/12): Phan forward motion to suspend the special project position via email -COMPLETED</b>	
7.09	Mandatory Membership & MPH Student Project	<b>**AI (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory</b>	

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	Diplock	<p>membership. - CONTINUES</p> <p>**AI (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>**AI (Sep 14/12): Invite Andy to attend future conference call. - CONTINUES</p>	
7.10	Disaster Relief and CIPHI	<p>**AI (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>**AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator</p>	Tabled
7.11	Review of Committee and Representative Appointments Phan	<p>**AI (Sep 14/12): Phan to provide Matrix for next teleconference – COMPLETED.</p> <p>**AI (Nov 17/12) All NEC members to complete matrix by end of November – CONTINUES.</p>	
7.12	Membership Renewal Process Phan	**AI (Dec. 14, 11): Phan to develop a policy re: membership renewal – CONTINUES	
7.13	Salary Survey Phan	<p>Update from Tam (via email):</p> <ul style="list-style-type: none"> <li>• Comments, updates and errors were brought to my attention in the past weeks. Newly-revised survey has been uploaded to the website last week.</li> <li>• If branch presidents receive comments from members about errors spotted or updated contracts please bring them to my attention.</li> </ul>	

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7.14	Food Safety Designation Proposal	Tabled	Tabled
7.15	National Survey Phan/Weighill	<ul style="list-style-type: none"> <li>No update.</li> </ul>	
7.16	2012 Awards Mackley, MacDonald, Tam	**AI (Oct 20) Awards Committee to discussion possibility of spreading out awards throughout conference. – COMPLETED.	
7.17	Retiree Membership Status Phan	**AI (Sep 14/12): Phan/Diplock to chat with Retiree Committee – CONTINUES	
7.18	CIPHI Booth Merchandise at AEC 2012 Allen/Philipation	<ul style="list-style-type: none"> <li>Item is completed.</li> </ul>	Remove from Standing Items
7.19	Changes to Industry Canada Act Phan	<p>**AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly – CONTINUES</p> <ul style="list-style-type: none"> <li>Phan is working on initial draft and will forward to Philipation for review.</li> </ul>	
7.20	Options for transition without a President or President-Elect. Phan	**AI (Sep 14/12): NEC to come back to the next conference call with possible names for both positions. - CONTINUES	
7.21	Umbrella membership for the National Collaborating Centres Diplock	<p>**AI (Sep 14/12): Increase corporate memberships (business plan) - CONTINUES</p> <p>**AI (Sep 14/12): Allen to contact National Collaborating Centre on Healthy Public Policy. – COMPLETE</p> <ul style="list-style-type: none"> <li>Allen spoke to a rep from the NCCHPP and they are interested in developing a link with CIPHI.</li> </ul>	
7.22	Social Media Campaign Chrisp	**AI (Sep 14/12): Chrisp to inform Ms. Lefko to develop a strategic social media proposal back to take back to the NEC. -	Remove from Standing Items

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		COMPLETE	
7.23	CIPHI Web Page Philipation	**AI (Sep 14/12): Web Page needs to be included in strategic plan – COMPLETE	Remove from Standing Items
7.24	Poster Hoax Phan	<ul style="list-style-type: none"> <li>Total of 3 posters were confirmed received across Canada.</li> <li>No further action required.</li> </ul>	Remove from Standing Items
7.25	CIPHI National + Branch email addresses	**AI (Oct 20): All to change email display name to CIPHI + Branch - COMPLETE	Remove from Standing Items
7.26	Canadian Spa Association Request	<p>**AI (Oct 20/12) Phi to forward request to retired group – COMPLETED.</p> <ul style="list-style-type: none"> <li>Request was forwarded to Retirees group. No word as to interest.</li> </ul>	Chrisp to follow up with Spa Association.
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.01	None.		
9	New Business		
9.01	MSC Access Restrictions for Branches MacDonald	<ul style="list-style-type: none"> <li>Request from Alberta to add a third person to MSC access for membership information</li> <li>No concerns expressed by other Branches</li> <li>Merit in incorporating access rights and privileges into a policy</li> </ul>	Weighill to add third person from Alberta to MSC access list
9.02	Freedom of Information issue MacDonald	<ul style="list-style-type: none"> <li>Alberta Health Services received requests for information on the EXCEL Foods <i>E. coli</i> issue and apparently Branch e-mail discussions on the issue using government e-mail addresses were fair game. In the end, these emails were not requested.</li> <li>May have to use proper branch e-mail addresses for CIPHI business. May need to develop a policy on the issue in the</li> </ul>	For information only. Do not move to Standing Items.

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		future.	
9.03	QB Branch Update	<ul style="list-style-type: none"> <li>• Phan has been in discussions with a couple of QB Branch Members but no formal meeting has been arranged to date</li> <li>• Stefane Gravelle has been in discussion with Archambault.</li> <li>• Future of QB Branch is uncertain and deadline for action is Nov 30<sup>th</sup>.</li> <li>• No liability for National if QB Branch folds since we are only a stakeholder in the QB By-Laws</li> </ul>	Phan to update after Nov 30 <sup>th</sup> .
10	Next Meeting		
10.01	Meeting Schedule	<p>All meetings start at 9:00 am Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> <li>• Saturday, December 15, 2012 (Teleconference) Responsibility for Minutes: Saskatchewan</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <li>• Friday, January 18, 2013 (Teleconference) Responsibility for Minutes: Alberta</li> <li>• Saturday, February 16, 2013 (Teleconference) Responsibility for Minutes: British Columbia</li> <li>• Friday, March 15, 2013 (Teleconference) Responsibility for Minutes: Newfoundland and Labrador</li> <li>• Saturday, April 13, 2013 (Teleconference) Responsibility for Minutes: Nova Scotia/Prince Edward Island</li> <li>• Friday, May 15, 2013 (Teleconference) Responsibility for Minutes: New Brunswick</li> <li>• Friday &amp; Saturday, June 21 &amp; 22, 2013</li> </ul>	All

#	Item	Notes	New Action Items
		09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National	
11	Adjournment  Chair	Motion to adjourn. Vokey/MacDonald Ayes unanimous. Motion carries.	

