

APPROVED JANUARY 18, 2013

Chair: Phi Phan (National)

Participants: Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Cameron Weighill (ON), Mark Allen (NB), Doreen Mackley (NS/PEI)

Regrets: Darroch Vokey (NL)

Guests: Sara Timpa (Chair, Centenary Committee), Andrew Papadopoulos (Editor, EHR)

Minutes: Saskatchewan

#	Item	Notes	Actions
1	Welcome and Introductions	Phan called meeting to order at 11:02 PT	
2	Approval of Agenda	No Additions	
3	Approval of Minutes	October 20, 2012 – Approved November 17, 2012 – Approved Motion to approve the minutes of October 20, 2012 and November 17, 2012. Tam/Mackley. Ayes unanimous. Carried.	
4	Review & Approval of Electronic Motions		
	None.		
5	External Updates		
5.01	Environmental Health Review	**AI (Oct 20/12): Phi will contact Papadopoulos to have him	

	Papadopoulos	<p>contact us with regard income on subscriptions and advertising. COMPLETE.</p> <ul style="list-style-type: none"> Papadopoulos updated the NEC. The goal for future EHRs is to have 3-5 technical articles. Some attention is now being given to revenue generation as the publisher is piecing together an advertising package. Another revenue source could come from 'institutional licenses' – Papadopoulos to review further. <p>AI (Dec 15/12): NEC to forward potential advertisers to Phan, who will forward to Papadopoulos.</p> <ul style="list-style-type: none"> Papadopoulos requested President Reports (Branch Updates) be forwarded by December 19, 2012. 	
5.02	NEC Rep to BOC Mak	<p>**AI (Oct 20/12) Phi to discuss the difference between Strategic Plan and Operational plan with BOC. COMPLETE.</p> <p>**AI (Nov 17/12): Phan to find out from Mak what the school review fee was previously. COMPLETE.</p> <ul style="list-style-type: none"> Cost prior to revised policy was \$3500 and is now \$5000 <p>**AI (Nov 17/12): Phan to confirm dates with BOC, CoPE and EHFC chairs. COMPLETE.</p> <ul style="list-style-type: none"> Results of voting suggest Thursday/Friday session prior to meeting. <p>**AI (Nov 17/12): Phan to discuss with BOC, CoPE and EHFC and determine how many from each committee will attend. COMPLETE.</p>	

		<ul style="list-style-type: none"> Discussion Paper regarding translation was discussed by Phan. Mark recommends that a high level (NEC) discussion regarding the Institutes overall translation plan should take place. 	AI (Dec 15/12): Phan to remind NEC to send comments on Discussion Paper to Tony Mak
5.03	NEC Rep to the EHFC Phan for Roark	Phan reviewed email sent by Seeger requesting supporting endorsement from the NEC. MOTION to endorse TempSafe® initiative. Allen/Chrisp. Ayes unanimous. Carried.	AI (Dec 15/12): Phan will send endorsement letter to Seeger
5.04	NEC Rep to CoPE Phan	**AI (Nov 17/12): Phan to send out message on the ListServ looking for a volunteer to fill this position. CONTINUES.	
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	Deferred to next meeting.	
5.06	Retiree Advisory Committee Update Phan	**AI (Nov 17/12): Phan to provide contact info for each Branch President. COMPLETE.	
5.07	International Federation of Environmental Health Phan	Deferred to next meeting.	
6	Conference Reports/Updates		
6.01	AEC 2012 Conference Close-out Weighill	Deferred to next meeting.	
6.02	AEC 2013 Planning Update Chrisp	**AI (Nov 17/12): Phan to confirm dates with BOC, CoPE and EHFC chairs for Strategic Planning meeting. CONTINUES.	

		<ul style="list-style-type: none"> • Thursday/Friday set as dates • Chrisp advised that 100 Year Merchandise is available for purchase by the Branches and will be posted online soon. 	
6.03	AEC 2014 Planning Update Vokey	**AI (Nov 17/12): Vokey to submit formal conference bid package to NEC. CONTINUES.	
6.04	AEC 2015 Bid(s) Phan	Deferred to next meeting.	
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. CONTINUES.</p> <ul style="list-style-type: none"> • NEC to consider AEC cost split with BOC, COPE and EHFC 	AI (Dec 15/12): Phan to discuss committee chair cost sharing at AEC with BOC, COPE and EHFC
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 & streamline. Philipation to be added to</p>	

		<p>committee and will work on contract negotiations. Strategy to be put forth for next Conference Call. (Oct. 20, 2012). CONTINUES.</p> <p>**AI (Nov 17/12): Chrisp to check with Webmaster on what honorarium is provided for that position. COMPLETE.</p> <p>**AI (Nov 17/12): Phan to discuss issues with CoPE chair COMPLETE.</p> <p>**AI (Nov 17/12): Philipation to continue negotiating with cFactor on terms of new contract. CONTINUES.</p> <p>Phan discussed the need for a new MSC Committee Chair.</p>	<p>AI(Dec 15/12): Philipation to contact cFactor to change the feedback emails address</p> <p>AI(Dec 15/12): MacDonald to contact AB Branch Member to discuss interest in chairing the committee.</p>
7.03	Strategic Plan 2010 to 2013 Phan	<p>**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.</p> <p>**AI (Sep 14/12): Phan to obtain contract from MPS and provide to NEC. Phan, Kurzac, and Tam to review. COMPLETE.</p> <p>**AI (Sep 14/12): Chrisp to investigate estimates (a possible 2</p>	

		days prior to NEC Meetings) CONTINUES.	
7.04	Federal Representation in CIPHI	**AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.	Tabled
7.05	Pricing for Conference Registrations Diplock	**AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock. CONTINUES.	
7.06	Finance Committee Update Tam	<p>**AI (Sep 14/12): Orientation manual for Finance Members and NEC to be provided. CONTINUES.</p> <ul style="list-style-type: none"> Tam reported that the binder will be ready for 2013 <p>**AI (Oct 20/12): All committees/BOC/COPE to forward budget by Nov 15. COMPLETE.</p> <p>**AI (Oct 20/12): All committees/BOC/COPE to inventory by Nov 15. COMPLETE.</p> <ul style="list-style-type: none"> Tam reported that the finance committee is completing the 2nd version of the 2013 budget and will forward to the NEC for approval by late December. 	
7.07	Centenary Celebrations Update Timpa	<p>**AI (Oct 20/12): Phan circulate motion on shipping cost for calendars and pins. COMPLETE.</p> <ul style="list-style-type: none"> Timpa informed the NEC that the RFP for Centenary Planning has been extended as no applications were received. John Cannan has replaced Rob deBurger on the committee. The need for volunteers continues. The various projects continue including the Canadian Mint, calendar distribution, tree planting at the EH schools, Cook Books, 100 members of distinction and the Banner project. 	AI (Dec 15/12): All to remind their

			branch members to submit recipes ASAP.
7.08	EPH Week MacDonald	**AI (Sep 14/12): EPHW/Twitter Guide must be updated (MacDonald). CONTINUES.	
7.09	Mandatory Membership & MPH Student Project Diplock	<p>**AI (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory 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. COMPLETE.</p>	AI (Dec 15/12): Phan to reschedule Andy Hong
7.10	<i>Disaster Relief and CIPHI</i>	<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>	<i>Tabled</i>
7.11	Review of Committee and Representative Appointments Phan	**AI (Nov 17/12) All NEC members to complete matrix by end of November. CONTINUES.	
7.12	Membership Renewal Process Phan	**AI (Dec. 14, 11): Phan to develop a policy re: membership renewal. CONTINUES.	
7.13	Salary Survey Tam	<ul style="list-style-type: none"> Tam reported that the 3rd version of the salary survey is complete. 	AI (Dec 15/12): Phan to confirm that the updated survey

			is posted.
7.14	Food Safety Designation Proposal Phan/Weighill	Tabled	Tabled
7.15	National Survey Phan/Weighill	Deferred until next meeting.	
7.16	Retiree Membership Status Phan	**AI (Sep 14/12): Phan/Diplock to chat with Retiree Committee. CONTINUES.	
7.17	Changes to Industry Canada Act Phan/Philipation	**AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. CONTINUES.	
7.18	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.	
7.19	Umbrella membership for the National Collaborating Centres Diplock	**AI (Sep 14/12): Increase corporate memberships (business plan). CONTINUES.	
7.20	Canadian Spa Association Request Chrisp	**AI (Nov 17/12): Chrisp to follow up with Spa Association. CONTINUES.	
7.21	MSC Access Restrictions for Branches MacDonald	**AI (Nov 17/12): Weighill to add third person from Alberta to MSC access list. COMPLETE.	All items complete. Remove from Standing Items.
7.22	QB Branch Update Phan	**AI (Nov 17/12): Phan to update after Nov 30 th <ul style="list-style-type: none"> Phan reported that the Quebec Branch is officially on hiatus. Members are being notified that the Branch is no longer active. Phan will be organizing a teleconference for the Quebec members to discuss membership options. Phan will have discussions with the NB branch to discuss allowing the Quebec members to be part of the NB branch. 	
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	Mandatory Membership Presentation Andy Hong		AI (Dec 15/12): Phan to reschedule.
9.02	BOC Consultation RE: Translation Costs Mak	See 5.02	
9.03	Request for support of Nelson Fok nomination Phan	Phan discussed the request to support the nomination of Nelson Fok for an Alberta Health Services award. MOTION to support nomination for Nelson Fok. MacDonald/Weighill. Ayes unanimous. Carried.	AI (Dec 15/12): Phan to write letter of support
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"> Friday, January 18, 2013 (Teleconference) Responsibility for Minutes: Alberta <p>Upcoming</p> <ul style="list-style-type: none"> Saturday, February 16, 2013 (Teleconference) Responsibility for Minutes: British Columbia Friday, March 15, 2013 (Teleconference) Responsibility for Minutes: Newfoundland and Labrador Saturday, April 13, 2013 (Teleconference) Responsibility for Minutes: Nova Scotia/Prince Edward Island 	

		<ul style="list-style-type: none">• Friday, May 15, 2013 (Teleconference) Responsibility for Minutes: New Brunswick• Friday & Saturday, June 21 & 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National	
11	Adjournment Phan	Motion to adjourn. Philipation/MacDonald. Ayes unanimous. Carried.	

