

**MINUTES**  
January 18, 2013

Teleconference

**APPROVED FEBRUARY 16, 2013**

**Chair:** Phi Phan (National)

**Participants:** Gary Tam (BC), Jon Elliott (Vice-President, AB for MacDonald), Kari Engele-Carter (President-Elect, SK for Philipation), Darcy Chrisp (MB), Cameron Weighill (ON), Mark Allen (NB), Doreen Mackley (NS/PEI), Darroch Vokey (NL)

**Regrets:** Jason MacDonald (AB), Ryan Philipation (SK)

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

**Minutes:** Alberta

#	Item	Notes	New Actions
1	Welcome and Introductions Phan	Phan called meeting to order at 9:01 PT	
2	Approval of Agenda All	Motion to approve the agenda. Tam/Chrisp. Ayes unanimous. Carried.	
3	Approval of Minutes All	December 15, 2012 Teleconference  Motion to approve the minutes of December 15, 2012. Mackley/Chrisp. Ayes unanimous. Carried.	
4	Review & Approval of Electronic Motions		
	None.		
5	External Updates		
5.01	Environmental Health Review	AI (Dec 15/12): NEC to forward potential advertisers to Phan,	

	Phan for Papadopoulos	who will forward to Papadopoulos. CONTINUES. <ul style="list-style-type: none"> <li>• NEC to forward potential advertisers to Phan by Jan 31, 2013.</li> </ul>	
5.02	NEC Rep to BOC Phan for Mak	AI (Dec 15/12): Phan to remind NEC to send comments on Discussion Paper to Tony Mak. CONTINUES. <ul style="list-style-type: none"> <li>• NEC to send comments</li> <li>•</li> </ul>	
5.03	NEC Rep to the EHFC Phan for Roark	AI (Dec 15/12): Phan will send endorsement letter to Seeger. CONTINUES.	
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. <ul style="list-style-type: none"> <li>• Henry Chong was appointed in September, 2012</li> </ul>	
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	<ul style="list-style-type: none"> <li>• Meeting on January 22, 2013 with Phan to discuss cost sharing. Phan to report to NEC.</li> </ul>	AI (Jan 18/13): Phan to meet with committee and report to NEC.
5.06	Retiree Advisory Committee Update Phan for Gallant	<ul style="list-style-type: none"> <li>• Len Gallant stepping down as committee chair. Pam Scharfe will assume role.</li> </ul>	
5.07	International Federation of Environmental Health Phan	<ul style="list-style-type: none"> <li>• IFEH and NEHA have a <a href="#">course</a> on <i>environmental health and disaster management</i> in Bali. Bradbury wants sponsorship of a similar course in North America.</li> </ul>	
6	Conference Reports/Updates		
6.01	AEC 2012 Conference Close-out Weighill	<ul style="list-style-type: none"> <li>• Weighill reports books not yet closed due to sponsors who have not yet paid. Weighill proposed a CIPHI list of sponsors who do not pay when required. Other branches require payment prior to set-up</li> </ul>	
6.02	AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> <li>• Chrisp reports the registration form will be available on website by Feb 1, 2013. Chrisp wants to remind</li> </ul>	AI (Jan 18/13): NEC to ensure each

		<p>branches to have a link to <a href="http://www.ciphi100.ca">www.ciphi100.ca</a> on each branch website.</p> <ul style="list-style-type: none"> <li>Chrisp reminds everyone that there is still some CIPHI clothing for sale.</li> </ul>	branch website has a link to CIPHI 100.
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	<ul style="list-style-type: none"> <li>Awaiting formal bid from Ottawa.</li> </ul>	AI (Jan 18/13): Determine which branches are interested in hosting 2016.
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> <ul style="list-style-type: none"> <li>This will be deferred to June face to face.</li> </ul> <p>**AI (Oct 20/12): Tam and Phan will review cost sharing policy. CONTINUES.</p> <p>AI (Dec 15/12): Phan to discuss committee chair cost sharing at AEC with BOC, COPE and EHFC. CONTINUES (see 5.05).</p>	
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. EXPIRED.</p> <p>**AI (Sep 14/12): MSC Committee and Phan to identify</p>	

		<p>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 (Nov 17/12): Philipation to continue negotiating with cFactor on terms of new contract. CONTINUES.</p> <p>**AI (Dec 15/12): Philipation to contact cFactor to change the feedback emails address. COMPLETED.</p> <p>**AI (Dec 15/12): MacDonald to contact AB Branch Member to discuss interest in chairing the committee. CONTINUES.</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. COMPLETED.</p> <p>**AI (Sep 14/12): Chrisp to investigate estimates (a possible 2 days prior to NEC Meetings). CONTINUES.</p> <p>Chrisp sent out RFP and expect proposals by Feb 15, 2013.</p>	AI (Jan 18/13): Chrisp review RFP submissions and report to NEC.
7.04	<i>Federal Representation in CIPHI</i>	**AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.	<i>Tabled</i>
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	**AI (Sep 14/12): Orientation manual for Finance Members and NEC to be provided. COMPLETED.	AI (Jan 18/13): Tam review MPS costs to see if CEO position

			<p>could assume some tasks and report to NEC.</p> <p>AI (Jan 18/13): NEC to review budget and send comments to Tam by Jan 23, 2013.</p>
7.07	Centenary Celebrations Update Timpa	<p>AI (Dec 15/12): All to remind their branch members to submit recipes ASAP. CONTINUES.</p> <ul style="list-style-type: none"> <li>RFP submission selected from Woodstock, ON</li> </ul>	
7.08	EPH Week MacDonald	<p>**AI (Sep 14/12): EPHW/Twitter Guide must be updated (MacDonald). CONTINUES.</p> <ul style="list-style-type: none"> <li>@CIPHI100 Twitter account monitored by Mahmoud Shoblaq</li> <li>Tam wants more photos</li> </ul>	<p>AI (Jan 18/13): Branches to send pictures to Tam by Feb 15, 2013. Inform Tam if photos expected later.</p>
7.09	Mandatory Membership & MPH Student Project Phan	<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 (Dec 15/12): Phan to reschedule Andy Hong CONTINUES.</p>	<p>AI (Jan 18/13): Assign replacement for Diplock.</p>

7.10	Disaster Relief and CIPHI		<p><i>**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.</i></p> <p><i>**AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator</i></p>	Tabled
7.11	Review of Committee and Representative Appointments Phan		<b>**AI (Nov 17/12) All NEC members to complete matrix by end of November. CONTINUES.</b>	
7.12	Membership Renewal Process Phan		<b>**AI (Dec. 14, 11): Phan to develop a policy re: membership renewal. CONTINUES.</b>	
7.13	Salary Survey Phan		<b>**AI (Dec 15/12): Phan to confirm that the updated survey is posted. COMPLETED.</b>	Item completed. Remove from Standing Items.
7.14	Food Safety Designation Proposal		Tabled	
7.15	National Survey Phan	<ul style="list-style-type: none"> <li>• Reassign to Weighill</li> </ul>	<b>AI (Jan 18/13): Weighill to send results out by Feb 28, 2013 for discussion.</b>	
7.16	Retiree Membership Status Phan		<b>**AI (Sep 14/12): Phan/Diplock to chat with Retiree Committee. COMPLETED.</b>	Item completed. Remove from Standing Items.
7.17	Changes to Industry Canada Act Philipation/Phan		<b>**AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. CONTINUES.</b>	
7.18	Options for transition without a President or President-Elect.		<b>**AI (Sep 14/12): NEC to come back to the next conference call with possible names for both positions. EXPIRED.</b>	

	Phan		
7.19	Umbrella membership for the National Collaborating Centres Allen	**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. COMPLETED.	Item completed. Remove from Standing Items.
7.21	QB Branch Update Phan	<ul style="list-style-type: none"> <li>Permanent hiatus</li> </ul>	AI (Jan 18/13): Phan to discuss transition options with QC members.
7.22	BOC Consultation RE: Translation Costs Phan for Mak	Cross-reference 5.02	
7.23	Request for support of Nelson Fok nomination Phan	AI (Dec 15/12): Phan to write letter of support. COMPLETED.	Item completed. Remove from Standing Items.
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.01	Mandatory Membership Presentation	AI (Dec 15/12): Phan to reschedule. CONTINUES.	AI (Jan 18/13): Makrostergios to set up 90 min teleconference with Andy Hong and NEC.
9	New Business		
9.01	Appointment of interim National President Phan	<p>Cross-reference 7.18</p> <ul style="list-style-type: none"> <li>Phan yields the Chair of the meeting and Weighill assumes role of Chair.</li> </ul> <p>Motion to appoint Phi Phan as interim National President.</p>	

		<p>Weighill/ Mackley. Ayes unanimous. Carried.</p> <p>Weighill yields the Chair of the meeting and Phan assumes role of Chair.</p>	
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, February 16, 2013 (Teleconference) Responsibility for Minutes: British Columbia</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <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 17, 2013 (Teleconference) Responsibility for Minutes: New Brunswick</li> <li>• Friday &amp; Saturday, June 21 &amp; 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National</li> </ul>	All
11	Adjournment	<p>Motion to adjourn. Tam/Mackley. Ayes unanimous. Carried. Meeting adjourned at 10:30am PT.</p>	