

MINUTES
April 13, 2013

Teleconference

APPROVED MAY 17, 2013

Attendees: Phi Phan (National), Gary Tam (BC), Jason MacDonald (AB), Kari Engele-Carter (SK for Philipation), Darcy Crisp (MB), Cameron Weighill (ON), Sean O’Toole (NS/PEI for Mackley), Doug Walker (NB for Allen), Darroch Vokey (NL)

Regrets: Mark Allen (NB), Ryan Philipation (SK), Doreen Mackley (NS/PEI)

Guests: Sara Timpa (Centenary Committee), Crystal Brown (President-Elect, British Columbia)

Minutes: Nova Scotia/Prince Edward Island

#	Item	Notes	Action
1	Welcome and Introductions Phan	Phan called the meeting to order at 10:00 MT	
2	Additions to Agenda All	Add: <ul style="list-style-type: none"> • CIPHI Wikipage (Tam) • CPHP – Canadian Public Health Association (Phan) • CIPHI Ethics (Darcy/Phan) <p>Motion to adopt agenda as amended. Tam/Vokey. Ayes unanimous. Carried.</p>	
3	Approval of Minutes All	March 15, 2013 (Teleconference) <p>Motion to approve minutes. MacDonald/Chrisp. Ayes unanimous. Carried.</p>	

4	Review of Electronic Motions		
	None.		
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	AI (Feb 16/13): Phan to forward the suggestion to Papadopoulos to draft letter to target potential advertisers - Completed	Papadopoulos to draft letter to potential advertisers and submit to the NEC for approval
5.02	NEC Rep to BOC Phan for Mak	AI (Mar 15/13): Mak to provide recommendation for wording changes on website to BoC on behalf of NEC. Completed	
5.03	NEC Rep to the EHFC	Nothing new to report	
5.04	NEC Rep to CoPE Phan for Chong	Written report submitted. Tam reported - BC Branch is undertaken a unique initiative to deliver 6 webinar format for their yearly education session. Management supported that because of minimal financial for travel and other consideration. The branch would be collecting fees from EHOs for the sessions. Many NEC members would like to hear on this webinar initiative more once the session is complete, especially with financial constraints.	Tam to share information on webinar initiative once complete
5.05	NEC/BOC/EHFC/COPE Chairs Committee	Nothing to report	
5.06	Retiree Advisory Committee Update Phan	RAC requested a representation at the strategic plan. The question about who would be paying for attendance as it is not currently covered in the NEC budget. Phan has not heard back from Scarf on their plans to attend. Also talks with the Spa Association continue. There are some concerns around personal liability.	
5.07	International Federation of	Bradbury provided a written report. Mel Knight will be present	

	Environmental Health Phan for Bradbury	at the AEC in Winnipeg. He would like to meet the NEC and possibly address the delegates. Details to be determined.	
6	Conference Reports/Updates/Bids		
6.01	AEC 2013 Planning Update Chrisp	<p>AI (Jan 18/13): NEC to ensure each branch website has a link to CIPHI 100.- ONGOING</p> <p>Schedule is being posted on the web. Chrisp has asked the NEC to solicit for additional protection. Clothing sells are pretty good and the hotel is booking up fast. The registrations are at about 25 percent.</p> <p>Logistics – NEC should register through the office for registration and hotel. Two options for flights, work with our travel agent through the office or book on your own to bill back the office.</p>	
6.02	AEC 2014 Planning Update Vokey	Planning is still underway and are working on a draft budget.	
6.03	AEC 2015 Bid(s)	<p>Ontario branch presented a budget for approval.</p> <p>Motion to approve minutes. Weighill/Vokey. Ayes unanimous. Carried.</p>	
6.04	AEC 2016 Bid(s)	AI (Jan 18/13): Determine which branches are interested in hosting 2016 - ONGOING. Alberta unsure of their bid for 2016.	
6.05	AEC 2017 Bid(s)		
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents	<p>AI (Dec 14/11): Phan to develop a policy re: membership renewal. - ONGOING</p> <p>AI (Sep 14/12): Next face to face meeting review</p>	

		<p>policies/constitution/BOC policies to occur in Winnipeg. ONGOING</p> <p>AI (Oct 20/12): Tam and Phan will review cost sharing policy. ONGOING</p>	
7.02	<p>Member Service Center Phan for Philipation Weighill MacDonald</p>	<p>AI (Nov 17/12): Philipation to negotiate with cFactor on terms of new contract. ONGOING</p> <p>AI (Feb 16/13): Weighill to follow-up with interested party to take over chair of committee. - ONGOING. Barb Krar is interested party but concern around conflict. It was thought as long as the conflict is declared NEC is okay with her as the chairperson.</p> <p>MacDonald brought forward the ideas of starting a discussion forum like it was before outside of MSC. Nelson Fok has shown an interest in financing and running the forum for the institute. MacDonald will explore this further with Fok. The community functions maybe part of the cFactor's revised software package.</p>	<p>MacDonald to have additional discussion with Nelson Fok about starting up forum outside MSC or within MSC and is for discussion in June meetings.</p>
7.03	Strategic Plan 2010 to 2013	The People Power Inc. is carrying out strategic plan maybe in contact with members and non-members for interviews in the next week.	
7.04	<i>Federal Representation in CIPHI</i>	AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.	
7.05	Pricing for Conference Registrations	AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock.- ONGOING	
7.06	Finance Committee Update	<p>AI (Jan 18/13): Tam review MPS costs to see if CEO position could assume some tasks and report to NEC. – ONGOING</p> <p>Nothing new report.</p>	

7.07	Centenary Celebrations Update	<p>AI (Dec 15/12): All to remind their branch members to submit recipes – Delayed until Fall 2013.</p> <p>AI (Jan 18/13): Branches to send pictures to Tam by Feb 15, 2013 Completed, - Banner at printers.</p> <p>Centenary update:</p> <ul style="list-style-type: none"> • 100 Members of Distinction is proceeding that recognizes members across the country. Table cards for the conference and historical booklets are being produced. A copy will be given to each branch for historical reference. • Challenge coin project has been voted in favour by the committee and is proceeding. Jim McCorry is in the final stages of design and quote for the coin. • Tree project is a go and tree will be planted on Earth Day in BC and remainder of the schools during EPH week in September. • Web-mercial is complete and will hopefully be distributed next week. • Anniversary date – will go over Canadian Newswire for higher profile. • Mascot – Naming of mascot is underway and will be travelling the country for pictures including Winnipeg. • Promotional items – the documents will be available via Dropbox to all the branches. • Mosaic Banner display board – Facts about the banner to accompany the banner. • Social media is getting a lot of good feedback and seems to be a go to point and contests. Mahmoud is creating a good buzz. 	
------	-------------------------------	---	--

7.08	EPH Week	AI (Sep 14/12): EPHW/Twitter Guide must be updated. ONGOING, Nothing new to report other than a meeting Monday.	
7.09	Mandatory Membership	AI (Feb 11/11): Phan to identify interested individuals and form a committee to assess the concept of mandatory membership. - ONGOING AI (May 18/12): Phan 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 AI (Mar 15/13): Vokey to inquire about potential for law schools to provide advice. - ONGOING	
7.10	<i>Disaster Relief and CIPHI</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. AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator	
7.11	<i>Food Safety Designation Proposal</i>	Tabled	
7.12	National Survey	AI (Jan 18/13): Weighill to send results out by Feb 28, 2013 for discussion.- ONGOING	
7.13	Changes to Industry Canada Act	AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. Completed. Notification discussion and question about those folks who don't have e-mail access.	
7.14	Umbrella membership for the	AI (Sep 14/12): Increase corporate memberships (business	

	National Collaborating Centres Allen	plan).- Completed.	
7.15	QB Branch Update	AI (Jan 18/13): Phan to discuss transition options with QC members. ONGOING	
7.16	Centennial Coin for 2013 Awards	AI (Feb 16/13): Phan to put this agenda item in e-mail for discussion. Completed.	
7.17	NCCEH Contracts	Contracts continue.	
7.18	Article/Journal on PHI Competencies	Item is completed.	
7.19	Community Health Nurses of Canada PHAC-funded Project	Phan is attending a first meeting to represent the institute.	
7.20	Delivery of Educational Content Online	AI (Mar 15/13): Phan to forward information to Chong to share with CoPE. Completed.	
7.21	Awards Luncheon Standardization	AI (Mar 15/13): Award Committee to develop options for Award Recipients and provide to NEC. – Tabled - ONGOING	
7.22	Stanier Opinion Paper Contest	Completed. - Continues this year with National taking over next year.	
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None		
9	New Business		
9.01	Membership Discounts Offered from Mass Insurance	Not interested at this time. Completed. Separate discussion on communication on benefits should occur in Winnipeg.	
9.02	BOC Funding Discussion	Discussion for June meeting.	
9.03	Branch Portion of Membership Fee	There was a large discussion about operational costs among the branches. Additional information is required to properly discuss in a balanced approach for Winnipeg. A better approach increasing membership fees need explored as well.	Phan to facilitate a financial discussion about core, branch and national operations in Winnipeg.

9.04	CIPHI Ethics	Moved to Next Parking Lot	
9.05	CIPHI Wikipage	Tam discussed that EHFC has been rejected for a Wikipedia page because of its charitable status. EHFC would like to have their organization included on CIPHI's Wikipedia page. Chrisp suggested that Chris Bergeron (MB Branch) would be willing to help update the Wikipedia page with EHFC information.	Darcy to contact Chris Bergeron (MB Branch member) to add an EHFC component to the CIPHI Wikipage.
9.06	CPHP	NEC members shared a few thoughts on the credential. Phan to bring those ideas to CPHA steering committee.	
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, May 17, 2013 (Teleconference) Responsibility for Minutes: New Brunswick <p>Upcoming</p> <ul style="list-style-type: none"> Friday & Saturday, June 21 & 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National 	
10.02	Adjournment	Motion adjourned at 12:05 pm AT Vokey/Chrisp Ayes unanimous. Carried.	