

**MINUTES**  
May 17, 2013

Teleconference

APPROVED JUNE 22, 2013

**Attendees:** Phi Phan (National), Ryan Philipation (SK), Kari Engele-Carter (SK), Darcy Crisp (MB), Cameron Weighill (ON), Darroch Vokey (NL), Doreen Mackley (NS/PEI)

**Regrets:** Gary Tam (BC), Jason MacDonald (AB), Mark Allen (NB), Gary O'Toole

**Guests:** Sara Timpa (Centenary Committee),

**Minutes:** Saskatchewan

#	Item	Notes	Action
1	Welcome and Introductions Phan	Phan called meeting to order at 10:04 PT	
2	Additions to Agenda All	Add: <ul style="list-style-type: none"> <li>Regular Membership Application ON Branch</li> </ul> <p>Motion to adopt agenda as amended. Philipation/Mackley. Ayes unanimous. Carried.</p>	
3	Approval of Minutes All	April 13, 2013 (Teleconference)  Motion to approve minutes with typos identified. Vokey/Chrisp. Ayes unanimous. Carried.	
4	Review of Electronic Motions		
4.01	Support of IFEH Chair Registration for 2013 AEC	On April 23: Phan wrote	No concerns expressed with

	Phan	<p><i>Motion: Subsidize the registration cost of Mr. Mel Knight, IFEH Americas Group Chair, by \$325 to assist his attendance at the 2013 Annual Education Conference in Winnipeg.</i></p> <p><i>Motion: Tam</i> <i>Second: MacDonald</i></p> <p>=====</p> <p><i>Rules:</i></p> <p><i>1. Discussion from 0800am PT Tuesday April 23, 2013 to 0400pm PT Friday April 25, 2013</i></p> <p><i>2. Voting from 0401pm PT Friday April 25, 2013 to 0900am PT Monday April 29, 2013</i></p> <p>=====</p> <p><i>On April 29, 2013, Phan wrote:</i></p> <p><i>Hello everyone:</i></p> <p><i>As per the voting rules set out in the original email, voting is now closed on this motion.</i></p> <p><i>For - 7</i> <i>Against - 0</i></p> <p><i>Motion is carried.</i></p> <p><i>Thank you for your consideration and brain cells. Have a good week.</i></p>	process.
4.02	Centenary Committee Subsidy for AEC 2013 Attendance	On May 2, 2013, Phan wrote:	No concerns expressed with

	Phan	<p><i>Motion has been made to subsidize three CIPHI Centenary Celebration Committee members (i.e. Sara Timpa, Koreen Anderson and Peter Heywood) with no more than a total of \$ 2,850 for the purpose of the coordination of NEC centenary celebration activities at AEC 2013.</i></p> <p><i>Made by Gary Tam. Second by Darcy Chrisp.</i></p> <p><i>Rules:</i></p> <p><i>Discussion open now to 0900 PT May 7, 2013.</i> <i>Voting from 0901 PT May 7, 2013 to 1600 PT May 10, 2013</i></p> <p><i>And... go!</i></p> <p><i>On May 13, 2013 Phan wrote:</i></p> <p><i>Hi all:</i></p> <p><i>Voting is now concluded on this motion. Passed with unanimous consent. I'll contact Sara and the office to coordinate.</i></p> <p><i>Thanks.</i></p>	process.
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	<p><b>AI (April 13/13): Papadopoulos to draft letter to potential advertisers and submit to the NEC for approval CONTINUES</b></p> <p>Discussed EHR President Report timelines. Darcy to continue discussions with Papadopoulos.</p>	
5.02	NEC Rep to BOC Phan for Mak	<ul style="list-style-type: none"> <li>The BOC has followed the NEC recommendation to remove the trade name of an anti-plagiarism electronic</li> </ul>	

		<p>device from its Q&amp;A website. The revised version is now posted.</p> <ul style="list-style-type: none"> <li>• A focus group discussion was held in Blue Mountain in 2012. The findings will be used to inform the BOC's strategic planning. The report has been completed and is in the review process.</li> <li>• BOC is also investigating the feasibility of revising the Learning Objectives for academic programs so as to reflect the currency and needs of our profession at the entrance level.</li> <li>• The BOC Chair, past Chair and the Vice Chair are looking forward to participating in the national strategic planning session in Winnipeg.</li> </ul>	
5.03	NEC Rep to the EHFC Phan for Roark	Nothing to report.	
5.04	NEC Rep to CoPE Phan for Chong	<p>AI (April 13/13): Tam to share information on webinar initiative once complete <b>CONTINUES</b></p> <p>Henry sent previous minutes to Phi. Work on COPE continues. There has been a decrease in successful PDH logging. This is being followed-up.</p>	
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	<p>Teleconference was held.</p> <p>Cost sharing discussions continue.</p> <p>NEC reps have been included in these calls for shared information.</p>	
5.06	Retiree Advisory Committee Update Scharfe	Nothing to report.	
5.07	International Federation of Environmental Health Phan for Bradbury	<p>IFEH are meeting this week. Rob Bradbury is attending the meetings. Phan has submitted a report on behalf of CIPHI. The next World Congress is in Las Vegas. CIPHI should</p>	

		consider sending a rep to this Congress.	
6	Conference Reports/Updates/Bids		
6.01	AEC 2013 Planning Update Chrisp	AI (Jan 18/13): NEC to ensure each branch website has a link to CIPHI 100.- <b>COMPLETED</b>  176 delegates are registered to date along with 37 exhibitors. Please respond to Darcy's request for the wine and cheese donation and silent auction gift. There is 2013 clothing left that will be sold at the conference. The office is working out the president's hotel rooms as there has been a booking error.	
6.02	AEC 2014 Planning Update Vokey	Promotional material is being made. The organizing group continues to work. There will be a delegation in Winnipeg to promote the 2014 AEC.	
6.03	AEC 2015 Planning Update	ON – NTR	
6.04	AEC 2016 Bid(s)	AI (Jan 18/13): Determine which branches are interested in hosting 2016. <b>CONTINUES</b>	
6.05	Future AEC Bid(s) Phan	To be discussed further in Winnipeg	
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	AI (Dec 14/11): Phan to develop a policy re: membership renewal. <b>CONTINUES</b>  AI (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies to occur in Winnipeg. <b>CONTINUES</b>  AI (Oct 20/12): Tam and Phan will review cost sharing policy. <b>CONTINUES</b>	

		Philipation asked that everyone review and bring forward policies for review in Winnipeg.	
7.02	Member Service Center Philipation	<p>AI (Nov 17/12): Philipation to negotiate with cFactor on terms of new contract. <b>CONTINUES</b></p> <p>AI (Feb 16/13): Weighill to follow-up with interested party to take over chair of committee. <b>COMPLETED</b></p> <p>AI (April 13/13): MacDonald to have additional discussion with Nelson Fok about starting up forum outside MSC or within MSC and is for discussion in June meetings. <b>CONTINUES</b></p> <ul style="list-style-type: none"> <li>• Barbara Krar is the new Chair of the MSC Committee.</li> <li>• Philipation advised that the contract has been presented to the MSC committee for final review. Committee to forward contract to Phan for final approval and signoff.</li> </ul>	
7.03	Strategic Plan 2010 to 2013 Phan	<ul style="list-style-type: none"> <li>• Facilitators for the Strategic Planning Session would like participants to consider two questions in advance of our time together: <ul style="list-style-type: none"> <li>• What one success from this year are you most proud of and why?</li> <li>• As you review the Strategic Plan from the past three years, what supported your success and what barriers did you face?</li> </ul> </li> </ul> <p>All to consider the above questions for the strategic plan.</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 Phan	AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock. <b>CONTINUES</b>	

		Nothing to report.	
7.06	Finance Committee Update Phan for Tam	AI (Jan 18/13): Tam review MPS costs to see if an Executive Director position could assume some tasks and report to NEC. <b>CONTINUES</b>  Nothing to report.	
7.07	Centenary Celebrations Update Timpa	AI (Dec 15/12): All to remind their branch members to submit recipes – Delayed until Fall 2013.  Sara, Peter and Koreen will be attending Winnipeg representing the Centenary Committee. The coin is complete and will be available for purchase at the Winnipeg AEC. Giardia is the mascot's name. Work on the mosaic banner continues. 100 members of distinction have been identified.	
7.08	EPH Week MacDonald	AI (Sep 14/12): EPHW/Twitter Guide must be updated. <b>CONTINUES.</b>  Nothing to report.	
7.09	Mandatory Membership Phan	AI (Feb 11/11): Phan to identify interested individuals and form a committee to assess the concept of mandatory membership. <b>CONTINUES</b>  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. <b>CONTINUES.</b>  AI (Mar 15/13): Vokey to inquire about potential for law schools to provide advice. <b>CONTINUES.</b>	
7.10	<i>Disaster Relief and CIPHI</i>	<i>AI (Mar 11/11): Timpa and Anderson MacDonald to lead the</i>	<i>Tabled.</i>



		<p>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>	
7.11	Food Safety Designation Proposal	Tabled	Tabled
7.12	National Survey Weighill	<p>AI (Jan 18/13): Weighill to send results out by Feb 28, 2013 for discussion. <b>EXPIRED.</b></p> <p>Due to time commitments, Phan will complete this work.</p>	Phan to complete the summary of the 2012 survey.
7.13	Changes to Industry Canada Act Phan	Work is ongoing. Step one is to have the Bylaw approved at the AGM. The next step will be to file the Bylaw with Corporations Canada.	
7.14	QB Branch Update Phan	<p>AI (Jan 18/13): Phan to discuss transition options with QC members. <b>COMPLETED.</b></p> <p>Phan held a teleconference with the Quebec Branch with assistance from Stefane Gravelle. The members have chosen to be aligned within another Branch. Discussions are occurring to determine if the best fit is with ON or NB.</p>	
7.15	NCCEH Contracts Phan	<p>Contracts continue.</p> <p>Phan advised that Mona Shum is leaving NCCEH. Phan advised that Christina Chociolko remains a valuable contact.</p>	
7.16	Community Health Nurses of Canada PHAC-funded Project Phan	Phan advised that Gary O'Toole will sit on the Expert Advisory Group for this project.	
7.17	Awards Luncheon	AI (Mar 15/13): Award Committee to develop options for Award	



	Standardization Mackley	Recipients and provide to NEC. <b>CONTINUES.</b>  Nominations for all awards have been received. Please contact Doreen if any Branches require a 50 Year Member Award.	
7.18	Branch Portion of Membership Fee Phan	AI (Apr 13/13): Phan to facilitate a financial discussion about core, branch and national operations in Winnipeg. <b>CONTINUES.</b>	
7.19	CIPHI Wikipage Phan	AI (Apr 13/13): Darcy to contact Chris Bergeron (MB Branch member) to add an EHFC component to the CIPHI Wikipage. <b>CONTINUES.</b>	
7.20	CPHP Designation Proposal from CPHA Phan	AI (Apr 13/13): Phan to bring ideas to CPHA steering committee.  Pending – initial meeting of Steering Committee projected for August 2013	
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.01	CIPHI Ethics Wallet Cards Phan for Makrostergios	A member has brought forward request to start reissuing wallet cards with the Code of Ethics. Phan mentioned that the plastic cards were issued in 2010 and could possibly be used.	Phan to contact the office and Nina van der Pluijm regarding printing of CIPHI Ethics on the back of the plastic BOC cards.
9	New Business		
9.01	Regular Membership Application Weighill	An individual who is a Director at Ryerson University has applied for Regular Membership. The way the Bylaw is worded, a non-certified individual could become a regular member if 2/3 of a vote was obtained at the NEC. ON Branch supports this application. Phan advised that further discussion with the NEC and BOC is needed to carefully evaluate such applicants.	

		This item will be discussed further at the next meeting.	
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>Thursday &amp; Friday, June 20 &amp; 21, 2013 09:00am Central Time Winnipeg, MB Responsibility for Minutes: Creating People Power Inc.</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <li>Saturday &amp; Sunday, June 22 &amp; 23, 2013 09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National</li> <li>Friday July 19, 2013 (Teleconference) Responsibility for Minutes: British Columbia</li> <li>Saturday August 17, 2013 (Teleconference) Responsibility for Minutes: Alberta</li> <li>Friday September 20, 2013 (Teleconference) Responsibility for Minutes: Saskatchewan</li> <li>Saturday October 19, 2013 (Teleconference) Responsibility for Minutes: Manitoba</li> <li>Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario</li> </ul>	

			<ul style="list-style-type: none"> <li>• Saturday December 14, 2013 (Teleconference)                      Responsibility for Minutes: New Brunswick</li> </ul>	
10.02	Adjournment	Phan	Motion to adjourn the meeting. Philipation/Chrisp. Ayes unanimous. Adjourned at 11:25 am PT	

