

**Unapproved Minutes**

August 17, 2013

Teleconference

Dial: 1-866-613-5223

Participant Code: 3856647

**Approved Minutes**

**Invitees:** National > Gary O’Toole (President), Phi Phan (Immediate Past President)  
 British Columbia > Gary Tam (President),  
 Alberta > Jason MacDonald (President),  
 Saskatchewan > Ryan Philipation (President),  
 Manitoba > Darcy Chrisp (President), Kathleen Martin (Additional Manitoba Rep)  
 Ontario > Cameron Weighill (President)

**Regrets:** Jon Elliott (Vice-President, Alberta), Newfoundland and Labrador > Darroch Vokey (President), Nova Scotia / Prince Edward Island > Doreen Mackley (President), Sean O’Toole (President-Elect),

**Absent:** New Brunswick > Mark Allen (President), Ontario > Tony Makrostergios (President-Elect), BC > Crystal Brown (President-Elect)

**Minutes:** Alberta

#	Item	Notes	Lead
1	Welcome	ACTION ITEM: O’TOOLE to Ensure that Kathleen and Kari are added to NEC list	O’Toole
2	Additions to Agenda	None - Motion to adopt: CHRISP / TAM Carried	O’Toole
3	Approval of Minutes	July 17, 2013 (teleconference) - Three changes: Chrisp name, more detail to action item	O’Toole

		related to Listserv, "CLINICA"Verde Motion to adopt with changes: PHAN / CHRISP Carried	
4	Review of Electronic Motions		
	None.		
5	Review of Action Items		
	Action items from last meeting	<ul style="list-style-type: none"> <li>Send background information on EHFC quorum changes to O'Toole. DONE.</li> <li>Request Gary O'Toole's signature for use on memorial/condolence letter from the National CIPHI office. DONE</li> <li>Contact Bonnie at the National office to discuss release of information respecting retired members RE employment opportunities during emergencies. TABLED</li> <li>Prepare a background document on spa industry association initiative for NEC (employment opportunities for retired members) TABLED</li> <li>Provide Tam the mailing address of the AEC 2015 Planning Committee. TABLED</li> <li>Discuss with the CIPHI Office on mailing the seed money to Ontario. TABLED</li> <li>Establish an ad-hoc committee to discuss conference planning and the review of the Conference Planning Binder. TABLED</li> <li>Send the EPHW poster (English) to NEC for review. DONE</li> <li>Review the email and test site sent by Tam by July 31, 2013. DONE.</li> <li>O' Toole to talk to the gatekeeper of Listserv - DONE</li> <li>Discuss on the next step on complaint received at national office regarding members – TABLED</li> <li>O'Toole to schedule the complaint investigation framework to</li> </ul>	<p>Roark</p> <p>Scharfe</p> <p>Scharfe</p> <p>Scharfe</p> <p>Makrostergios</p> <p>Tam</p> <p>O'Toole</p> <p>MacDonald</p> <p>All</p> <p>O'Toole</p>

		the next face-to-face meeting - TABLED	Tam/O'Toole O'Toole
	Outstanding action items	<ul style="list-style-type: none"> <li>• Follow-up with Andy Papadopoulos with respect to EHR reporting and advertising letter (June 2013) - DONE</li> <li>• Assess usability of MSC access for EHR to report back by next meeting (June 2013) – ONGOING: Note some firewall issues at user end hampering recognition of users.</li> <li>• Develop a policy regarding timing of membership renewal in the year (Dec 2011) - ONGOING</li> <li>• Review cost sharing policy - ONGOING</li> <li>• Have discussion with Nelson Fok about starting up forum outside MSC or within MSC and is for discussion in June meetings. (April 2013) - DONE</li> <li>• Follow up with MPS about service level (conference registration, membership list duplication, etc.) - ONGOING</li> <li>• Review MPS costs to see if an Executive Director position could assume some tasks and report to NEC - ONGOING</li> <li>• Compose a formal note to inform QC Branch members - ONGOING</li> <li>• Contact Chris Bergeron (MB Branch member) to add an EHFC component to the CIPHI Wikipage (April 2013) - DONE</li> <li>• Contact the office and Van der Pluijm regarding printing of CIPHI Ethics on the back of the plastic BOC cards. (May 2013) - ONGOING</li> </ul>	Phan Weighill, Philipation Phan Tam/Phan/O'Toole MacDonald Phan / O'Toole Tam Phan Chrisp Phan
6	Conference Updates		
6.01	AEC 2013 Close-out	Not ready to close out at this time. Financial picture looks positive	Chrisp
6.02	AEC 2014 Planning Update	No update	Vokey

6.03	AEC 2015 Planning Update	No Update	Weighill
6.04	2016 AEC Bid(s)	<b>ACTION ITEM: Alberta to provide update by October NEC meeting</b>	MacDonald
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents	Policy work continues.	Philipation
7.02	Member Service Center	<ul style="list-style-type: none"> <li>- New contract \$1.20 per member</li> <li>- WEIGHILL has sent an email to C-factor to ensure that KRAR has all the necessary access.</li> </ul>	Krar
<b>7.03</b>	<b><i>Federal Representation in CIPHI</i></b>	<b><i>AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.</i></b>	<b><i>REMOVE</i></b>
7.04	Finance Committee Update	<ul style="list-style-type: none"> <li>- 2013 financial forecast looks positive.</li> <li>- Projecting a profit and higher amount at this point year over year. AEC profits not incorporated.</li> <li>- Incoming Chair (BROWN) starts term January 2014. Transition plan was detailed.</li> </ul>	Tam
7.05	Centenary Celebrations Update	<ul style="list-style-type: none"> <li>- Coins and Members of Distinction Booklets are for sale but need to be ordered. See KOREEN ANDERSON'S EMAIL</li> <li>- Tree Planting Initiative coming up for fall</li> </ul> <p><b>ACTION ITEM: O' TOOLE to send an email</b></p> <ul style="list-style-type: none"> <li>- Mosaic Banner: Discussion on its use for national versus branch use.</li> </ul> <p><b>ACTION ITEM: TAM to take the wishes of the NEC that the banner be used at as many various Branch based events throughout the Centenary year, based on the understanding that a Branch would incur any costs for replacement or repair.</b></p>	Timpa
7.06	EPH Week	<b>ACTION ITEM: MACDONALD to send English &amp; French Poster and</b>	MacDonald

		draft proclamation request letter on August 19, 2013	
7.07	Disaster Relief and CIPHI	<ul style="list-style-type: none"> <li>- 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.</li> <li>- AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator</li> <li>- MARTIN (MB) to consider leading this initiative if elected Branch President in fall.</li> </ul>	Tabled
7.09	Changes to Industry Canada Act	PHAN AND PHILIPATION have completed necessary changes, acquired necessary member permission. Document requires submission.	Phan, Philipation
7.10	NCCEH Contracts	<ol style="list-style-type: none"> <li>1. Environmental scan update on EPH programs in Canada</li> <li>2. Identification of Education databases</li> </ol>	Phan
7.11	Community Health Nurses of Canada PHAC-funded Project	PHAN on steering committee and had phone call on 8/16/13. O'TOOLE also sits on expert advisory committee related to this initiative.	Phan / O' Toole
7.12	CIPHI Wikipage	Ongoing	Chrisp
7.13	CPHP Designation Proposal from CPHA	No update from this initiative. PHAN representing at this time.	Phan / O' Toole
7.14	CIPHI Ethics Wallet Cards	Ongoing	Phan
7.15	Webinar Pilot Project (Edukaans)	Edukaans live demo scheduled for September 10, 2013. Meeting request expected to be sent from Edukanns according to TAM	Tam
7.16	National Awards	Awards Committee to approach EHFC about combining awards	Mackley, MacDonald, Tam
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	Strategic Planning document and path forward: Options	<p>O' TOOLE: \$20,000 approved to spend. Two go-forward options were presented:</p> <ol style="list-style-type: none"> <li>1. Send all comments and ask to repackage based on what we had originally agreed to.</li> <li>2. Take on the remainder of the work ourselves.</li> </ol> <p>TAM: Can we back out without penalty or are we committed to the full amount?</p> <p>CHRISP: Most recent invoice is actually \$15,344 which includes facilitation of session (approx \$6000), launch and assessment (approx \$7000 survey and interview hours) and travel. They will likely charge us the full amount.</p> <p>TAM: The report should be given to the members at some point and the current version is unacceptable</p> <p>PHAN: The document is incomplete. The final version must be acceptable to the NEC before final payment is issued.</p> <p>MACDONALD / O' TOOLE: We did not see the results of membership survey or telephone interviews in pre-work.</p> <p>MACDONALD / PHILIPATION: Key Strategies are still worthwhile. How can we move forward without delaying too long?</p> <p>O' TOOLE: Encouraged participants to keep moving forward on initiatives they took away from the meeting.</p> <p>GO FORWARD PLAN: O'TOOLE will contact CPP and request a teleconference to discuss our concerns. NEC members will be invited to attend call to support. We will hold CPP to their initial timeline of completion by September and not finalize payment until we are satisfied.</p>	O'Toole

10	Next Meeting		
10.01	Meeting Schedule	<p>All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> <li>Friday September 20, 2013 (Teleconference) Responsibility for Minutes: Saskatchewan</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <li>Saturday October 19, 2013 (Teleconference) Responsibility for Minutes: Manitoba</li> <li>Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario</li> <li>Saturday December 14, 2013 (Teleconference) Responsibility for Minutes: New Brunswick</li> </ul>	O'Toole
10.02	Adjournment	<b>MOTION: PHILIPATION / CHRISP</b>	O'Toole