

## Unapproved Minutes

September 20, 2013

Teleconference

Dial: 1-866-613-5223

Participant Code: 3856647

### Approved Minutes

**Invitees:** National > Gary O'Toole (President)  
British Columbia > Gary Tam (President), Crystal Brown (President-Elect)  
Alberta > Jason MacDonald (President)  
Saskatchewan > Ryan Philipation (President), Kari Engele-Carter  
Manitoba > Darcy Chrisp (President), Kathleen Martin  
Nova Scotia / Prince Edward Island > Doreen Mackley (President)  
Newfoundland and Labrador > Darroch Vokey (President)

**Regrets:** Phi Phan (Immediate Past President)

**Absent:** Alberta > Jon Elliott (Vice-President), Ontario > Cameron Weighill (President), Tony Makrostergios (President-Elect), Nova Scotia / Prince Edward Island > Sean O'Toole (President-Elect), New Brunswick > Mark Allen (President),

**Minutes:** Saskatchewan

#	Item	Notes	Lead
1	Welcome		O'Toole
2	Additions to Agenda	None – Motion to adopt Philipation/Tam Carried	O'Toole
3	Approval of Minutes	August 17, 2013 (teleconference) <ul style="list-style-type: none"><li>Changes: Philipation name spelling in outstanding action</li></ul>	O'Toole

		items Motion to adopt Chrisp/Mackley Carried	
4	Review of Electronic Motions		
	None.		
5	Review of Action Items		
	Action items from last meeting	<ul style="list-style-type: none"> <li>Awards committee to approach EHFC about combining awards</li> </ul>	MacDonald/Mackley
	Outstanding action items	<ul style="list-style-type: none"> <li>Assess usability of MSC access for EHR to report back by next meeting (ONGOING AS OF AUGUST 2013)</li> <li>Develop a policy re: membership renewal.(Dec 2011, ONGOING AS OF AUGUST 2013)</li> <li>Review cost sharing policy</li> <li>Follow up with MPS about service level (conference registration, membership list duplication, etc.)</li> <li>Review MPS costs to see if an Executive Director position could assume some tasks and report to NEC</li> <li>Contact Bonnie at the National office to discuss release of information respecting retired members RE employment opportunities during emergencies.</li> <li>Prepare a background document on spa industry association initiative for NEC (employment opps for retired members)</li> <li>Establish an ad-hoc committee to discuss conference</li> </ul>	<p>Weighill, Philipation</p> <p>Phan</p> <p>Tam/Phan/O'Toole</p> <p>MacDonald</p> <p>Tam</p> <p>Scharfe</p> <p>Scharfe</p> <p>O'Toole</p>

		<p>planning and the review of the Conference Planning Binder.</p> <ul style="list-style-type: none"> <li>• Discuss on the next step on complaint received at national office regarding members</li> <li>• O'Toole to schedule the complaint investigation framework to the next face-to-face meeting</li> </ul>	<p>Tam/O'Toole</p> <p>O'Toole</p>
6	External Updates		
6.01	Environmental Health Review	<ul style="list-style-type: none"> <li>• Discussion regarding all Branches submitting updates for each addition of EHR</li> </ul>	Papadopoulos
6.02	Board of Certification	<ul style="list-style-type: none"> <li>• Instructional Objectives Review committee looking for representatives. Majority of provinces have seen correspondence from BOC representative.</li> <li>• Administration Policies being updated to improve transparency around appeals dealing with plagiarism.</li> </ul>	Mak
6.03	Environmental Health Foundation of Canada		Roark
6.04	Council of Professional Experience	<ul style="list-style-type: none"> <li>• Continuing work on the Professional Development Model Guide to be released as stand-alone document.</li> </ul>	Chong
6.05	Retiree Advisory Committee	<ul style="list-style-type: none"> <li>• Continuing work with the Spa Industry to develop policies for the assessors. Full report to the NEC pending. Discussion around professional development hours as retired members, liabilities, code of ethics, connections with local RHAs and inclusion of students/</li> </ul>	Scharfe
6.07	International Federation of Environmental Health	<ul style="list-style-type: none"> <li>• September 22, 2013 is World Environmental Health Day</li> </ul>	Bradbury
7	Conference Updates		

7.01	AEC 2013 Close-out	<ul style="list-style-type: none"> <li>Will be ready to close out very shortly and are projecting a profit.</li> </ul>	Chrisp
7.02	AEC 2014 Planning Update	<ul style="list-style-type: none"> <li>Budget reviewed</li> </ul>	Vokey
7.03	AEC 2015 Planning Update	<ul style="list-style-type: none"> <li>No update</li> </ul>	Weighill
7.04	2016 AEC Bid(s)	<ul style="list-style-type: none"> <li>Deferred to October 2013</li> </ul>	MacDonald

8	Standing Items (Items Brought Forward)		
8.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents	<ul style="list-style-type: none"> <li>4 policies will be finalized and emailed shortly for comment</li> <li>Goal of having updated completed by October 31, 2013</li> <li>Forward comments on policy changes</li> </ul>	Philipation
8.02	Member Service Center	<ul style="list-style-type: none"> <li>Discussion on firewall issues in accessing past EHR versions</li> </ul>	Krar
8.03	Finance Committee Update	<ul style="list-style-type: none"> <li>Policies are almost complete</li> <li>Cost sharing formulas to be finalized in December 2013.</li> <li>Policy for MPS is being reviewed and service costs are being assessed. May need revenue generator to fund position.</li> <li>2014 budget meeting planned for October</li> </ul>	Tam
8.04	Centenary Celebrations Update	<ul style="list-style-type: none"> <li>Tree planting in SK and AB</li> <li>Coins are sold out</li> <li>100 Members of Distinction booklets sold out</li> </ul>	Timpa
8.05	EPH Week	<ul style="list-style-type: none"> <li>Press release for EPHW</li> <li>ROI for use of Canadian Newswire</li> </ul> <p><b>ACTION ITEM: O'Toole to send email proclaiming EPHW on Monday September 23 and World Environmental Health Day on September 26, 2013.</b></p>	MacDonald

8.06	Changes to Industry Canada Act	<ul style="list-style-type: none"> <li>All documentation has been completed, submitted and approved.</li> <li><b>EHFC piece to be followed up on</b></li> </ul>	Phan, Philipation
8.07	NCCEH Contracts	<p>NCCEH is looking for project ideas</p> <ul style="list-style-type: none"> <li>Discussion</li> <li>Project ideas to be forwarded to Christina Chociolko</li> <li>Discussion around <i>Risk Based Online Module for Food Safety</i> being handed over to CIPHI, CoPE, CoPE subcommittee, CIPHI Branch</li> <li><b>O'Toole to request ideas from CoPE</b></li> </ul>	Phan
8.08	Community Health Nurses of Canada PHAC-funded Project	<ul style="list-style-type: none"> <li>Expert advisory committee starting up</li> </ul>	Phan/O'Toole
8.09	CPHP Designation Proposal from CPHA	<ul style="list-style-type: none"> <li>More work is to be done on what the need is prior to surveying Public Health Professionals</li> </ul>	Phan
8.10	CIPHI Ethics Wallet Cards	<ul style="list-style-type: none"> <li>Moving in direction to include <i>Code of Ethics</i> on back of card</li> </ul>	Phan
8.11	Webinar Pilot Project (Edukaans)	<ul style="list-style-type: none"> <li>Discussion on demo which took place on September 10</li> <li>Good demo and good product but no content yet available/developed to post</li> <li><b>Vokey to follow up with Wieghill within next couple of months regarding requirements of posting webinar live stream education events for AEC</b></li> </ul>	Tam
8.12	National Awards	<b>ACTION ITEM: O'Toole to follow up with Mike (webmaster) as awards notifications are not on CIPHI webpage</b>	Mackley, MacDonald, Tam
9	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.		

10	New Business		
10.01	Strategic planning documents update and review	<ul style="list-style-type: none"> <li>- There are still errors and omissions in the revised documents.</li> <li>- No teleconference as of yet with company</li> </ul> <p style="color: red;">ACTION ITEM: O'Toole to follow up with company to schedule teleconference to discuss issues.</p> <p style="color: red;">ACTION ITEM: O'Toole to schedule separate meeting for review of plan prior to next teleconference in October.</p>	O'Toole
10.02	Alternative corporate sponsorship models	<p>Discussion regarding what sponsors need in return for sponsorship monies. Discussion around getting exposure/value/sustainable sponsorship.</p> <p style="color: red;">ACTION ITEM: Martin to develop exit survey and work with MacDonald to survey vendor from 2013 AEC in Winnipeg.</p>	MacDonald
10.03	NEC Reps to CoPE, BOC, EHFC	<p>First step in restructuring?</p> <ul style="list-style-type: none"> <li>- Discussion: Do reps need to be eliminated/integrated</li> <li>- O'Toole to follow up and provide updates on required BOC bylaw changes that are needed</li> </ul>	O'Toole
11	Next Meeting		
11.01	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>• Saturday October 19, 2013 (Teleconference)</li> </ul> <p>Responsibility for Minutes: Manitoba</p> <p>Upcoming</p>	O'Toole

		<ul style="list-style-type: none"> <li>• Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario</li> <li>• Saturday December 14, 2013 (Teleconference) Responsibility for Minutes: New Brunswick</li> </ul>	
11.02	Adjournment		O'Toole