

Minutes

March 14, 2014

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NEC Attendance: Crystal Brown (BC President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Darcy Chrisp (MB President), Cameron Weighill (ON President), Doreen Mackley (NS/PEI President), Laurie Hearn (NL President)

Invited Guest Attendance: Kathleen Martin (MB), Tony Makrostergios (ON President-Elect), Sean O'Toole (NS/PEI President-Elect), Pamela Scharfe

Regrets: Gary O'Toole (President), Mark Allen (NB President),

Minutes for this meeting were recorded by Newfoundland & Labrador Branch (Laurie Hearn)

#	Item	Notes	Lead
1	Welcome & Roll Call		Jason MacDonald
2	Agenda & Minutes		
2.01	Agenda approval/additions	<p>Additions: Motion for signing officers – added as 10.05 Crystal – Posting to CIPHI website – added as 10.06</p> <p>Discussion on NOP#20 re. social media – Sean O'Toole to address at next meeting</p> <p>Motion to approve agenda <i>Moved by: Darcy Chrisp</i> <i>Seconded By: Doreen Mackley</i> <i>In favour: C. Brown, J. MacDonald, K. Engele-Carter, C. Weighill, L.Hearn</i></p>	Jason MacDonald
2.02	Minutes approval/corrections	<p>Approval of meeting notes for February meeting <i>Moved by: Darcy Chrisp</i> <i>Seconded By: Laurie Hearn</i> <i>In favour: D. Mackley, C. Brown, J. MacDonald, K. Engele-Carter, C. Weighill</i></p> <p>Changes: Header, footer & file name of previous minutes to be changed from 'agenda' to 'minutes'</p>	Jason MacDonald

		Action Items: -Ensure invited guests receive copies of minutes, -Provide clarity to invited groups as to future meetings (dates & expectations) to reflect recent decision by NEC to invite standing committees every 2 nd meeting	
3	Review of Electronic Motions		
	Motion to transfer centenary committee funds Motion made on February 28, 2014. Voting closed on March 10, 2014.	I move that the NEC transfer the unexpended amount in the CIPHI Centenary Fund to the CIPHI General Operating Fund as of Dec 31, 2013. After that time, any outstanding centennial projects will have to be motioned for approval by the NEC. <i>Moved by: Crystal Brown</i> <i>Seconded by: Mark Allen</i> <i>In favour: Kari, Jason, Laurie, Doreen, Darcy (APPROVED)</i> Motion Passed Action: Funds to be transferred from Centenary Fund to CIPHI General Operating Fund	Gary O'Toole
4	Standing Committee Reports		
4.01	Advocacy & Translation	<i>To be discontinued</i> <i>No update</i>	Darcy Chrisp
4.02	Environmental Public Health Week	Discussion as to whether this committee needs to be headed by an NEC member going forward or if it could be lead by a general member. Given the timing, it was agreed that for this year it would need to stay with the NEC and after EPHW 2014 an expression of interest can be put out to the general membership. Crystal volunteered to chair the committee for this year. Theme celebrating 100 years as per AEC 2014 theme.	Jason MacDonald
4.03	External Relations	<i>To be discontinued</i> <i>No update</i>	Mark Allen
4.04	Communications	<i>To be considered as part of new Advocacy committee</i> In light of recent communications, there was discussion around what procedures and safeguards we have for review before information is	Peter Heywood

		<p>distributed over the listserv. Current policy is that Peter Heywood may review information to be sent out, if he flags it as potentially inappropriate he sends it to the national president for review. Cam advised that he had been tasked at the 2013 AEC to update the policy re. Listserv but the group decided to keep the status quo with the policy. A suggestion was made to have information vetted by the branch president of the person wanting to send out the information prior to it being forwarded for dissemination.</p> <p>Action: Jason, follow up with admins of listserv & report back for discussion, to close loop on who can send out information if it isn't coming from the branch presidents.</p>	
4.05	Website	<p>Discussion as to current function of this committee; Mike LeBlanc does a great job and there hasn't needed to be much intervention outside of his work. Cameron identified that he doesn't have the capacity to lead this committee in the future and that its function and place must be determined. It was suggested that this move to an ad hoc committee, and to invite Mike from time to time for updates.</p>	Cameron Weighill
4.06	Constitution and By-laws	<p><i>To be discontinued (NEC to assume any update functions)</i></p> <p>Any request to become a regular member without CPHI(C) would require change to constitution/by-law.</p>	Kari Engele-Carter
4.07	Finance and Audit	<p>Updated NOP 8 to reflect change re. cost sharing formula has been posted. Gary Tam noticed another mistake, that mileage was 0.51 but in appendix it says .40 so that change has been made and added.</p> <p>There was discussion as to whether or not NOP 8 should be posted as its use is mainly within the NEC. Group agreed that in the spirit of transparency the document should be posted on the website.</p> <p>Action: Crystal to ask Mike to post NOP8.</p>	Crystal Brown
4.08	Membership Committee	<i>To be discontinued</i>	
5	Ad-hoc Committee Reports		
5.01	Environmental Health Review	<p>Contract has been updated. Andrew has been invited to provide more detailed update at our May meeting.</p>	Andrew Papadapoulos
5.02	CIPHI Retirees Committee	<p>Pam provided update regarding centenary recognition. The announcement got delayed on several occasions prior to the centenary, so the</p>	Pamela Scharfe

		<p>announcement will be revised to capture that we've passed 100 years and are moving into the next 100 years. The minister of health will be approached to make the announcement which will hopefully be read in the House of Commons over the next few months. The Retirees Committee would then like a video clip of the reading clip of that to be played during AEC 2014 in St. John's.</p> <p>The centennial stamp was not approved by Canada post, Tim Roarke has written the government to ask why.</p> <p>Work has been completed with the Spa Industry Association of Canada. They have had 50 applications, many were retirees, new PHI's without current employment, or uncertified students. The Association requires proof of CIPHI membership in order to be employed, thanks to Darcy for his work with this initiative.</p> <p>Time Capsule – Tim Roarke has looked at what type of paper is required to ensure ideal preservation. The Winnipeg Archives have been identified as the venue for the capsule as it is the birthplace of CIPHI. Bernie Chrisp contacted them and advised that it would cost 2500-3000 for a good quality time capsule. Capsule to contain written messages by current EHO's to EHO's in 100 years.</p> <p>Most vacancies filled on RAC – Tim Roarke has resigned but will keep reporting to group as national historian. NS needs alternate member. Doreen to follow up with local members.</p> <p>RAC has identified the need for strong relationships with the branches. In future they will send out letters to retirees and branches to foster that relationship.</p>	
5.03	Awards Committee	<p>Notification of awards distributed to members via listserv.</p> <p>Doreen advised that twitter and social media are being used to enhance exposure and has asked branch presidents to disseminate information on awards to their branches to get nominations.</p>	Doreen Mackley/Jason MacDonald
5.04	CIPHI Booth & Merchandising	<i>To be discontinued (NEC to consider as part of new committee in workplan)</i>	Kari Engele-Carter

		Jason – recent request for CIPHI coffee mugs, this needs to be addressed.	
5.05	Conference Committee	To be discontinued	Cameron Weighill
5.06	Data Management	To be renamed as MSC Committee No update provided. Barb Krar is currently responsible for the MSC. Discussion around current and realistic expectations and function of this committee. Cameron can provide expectations for this position as he has considerable experience in this area. Action items: Cameron to draft expectations for this committee. Gary to review committee expectations and address with Barb Krar.	Cameron Weighill
5.07	Appeal Reviews	With new plagiarism standards, more appeals are coming in on this topic. Given the increase, definitions are being solidified and BOC and NEC policies revised BOC Admin Policy # 13 and (NOP #6) . Changes will be forwarded to the NEC for approval. BOC will be at arm's length from the appeal board for maximum transparency in the process.	Darcy Chrisp
6	Corporate Reports		
6.01	Environmental Health Foundation of Canada	The EHFC supported 6 students to attend the 2013 AEC. It was noted that 100% of the money within the EHFC is used for awards and continuing education efforts. Trustees are reimbursed for travel but they donate their claims back to the EHFC. Tim Roark will be resigning as treasurer as of the 2014 AEC.	Ron deBurger/Tim Roark
6.02	Board of Certification	No update Cam asked if BOC has resolved cost sharing model Action Item: Jason to find out status of BOC cost sharing model from BOC.	Nina van der Pluijm/ Tony Mak
6.03	Council of Professional Experience	No update	Craig Nowakowski/Henry Chong
7	Standing Business		
7.01	International Federation of Environmental Health	No Update	Robert Bradbury
8	Conference Updates		

8.01	AEC 2014 Planning Update	Several people have had issues attempting to book their hotel rooms; the reservation agent states that the conference block is full but it isn't, which is usually rectified in speaking to another reservation agent. Laurie asked that if anyone has a similar issue to contact her. Presenters and sponsors are coming in. Information re. sponsorship, call for papers is periodically distributed over the listserv.	Laurie Hearn
8.02	AEC 2015 Planning Update	Sept 11 – Sept 17 2015 is blocked for special room rates. Westin Ottawa has been secured as the venue. Special attention is being directed to having politicians attend the conference in an effort to enhance the profile of the conference and attract media attention.	Cameron Weighill
8.03	2016 AEC Bid(s)	Negotiations are in progress in securing a venue so a bid can be submitted.	Jason MacDonald
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	Work plan	Update Message passed on from Gary O'Toole indicating that NEC members are to be working towards specific tasks in the work plan as assigned.	Gary O'Toole
10.02	AEC Meetings	Proposal: NEC meet to plan AGM and any conference specific activities during the day on Saturday, July 12 and morning of Sunday July 13 (if needed). Social evening with CoPE, BOC, EHFC and NEC to replace luncheon meeting. Agreed by all. Action Item: Laurie to work with Gary to determine needs with regards to meeting rooms, meals, audiovisual requirements.	Gary O'Toole
10.03	CFactor Billing	Discussion about the inclusion of honorary members in billing & potential cost savings. Given that billing is based on MSC members on the last day of the quarter it was suggested that accounts be inactivated prior to that day (with respect to the grace period extended to March 31 st) to avoid paying for people who have not updated their membership. Honorary members are activated on the MSC when they pay their	Crystal, Cameron

		<p>membership fees. Given that honorary members do not log PDH's, there is likely no need for online access and it was suggested that those counts be inactivated.</p> <p>Action item: Cam to contact office with direction that once the office enters honorary members for 2014 to notify cFactor to have them put as inactive prior to March 31st so we aren't unnecessarily billed. Grace period to be addressed for system access after membership expires to ensure it doesn't require us to pay for inactive members.</p>	
10.04	NCCEH Risk Based Module	<p>Update</p> <p>Not addressed due to time constraints.</p>	Gary O'Toole
10.05	<p>Motion for signing officers</p> <p>Motion made on February 24, 2014. Discussion remains open</p>	<p>I move that Crystal Brown and Gary O'Toole be appointed as signing officers for CIPHI's financial accounts.</p> <p><i>Moved by: Kari Engele-Carter</i> <i>Seconded by: Cameron Weighill</i></p> <p>Motion remains open to discussion. National office has suggested we limit the need to add signing officers as this may open up unnecessary costs and processes associated with the financial institution we use (i.e., representatives having to be present at the bank). Suggestion is to withdraw the motion and revisit the need for signing officers (i.e., can national office be the signing officers?, can Gary Tam continue to sign for us?)</p> <p>Not addressed due to time constraints. Jason to email group indicating that we're inviting more discussion.</p>	Crystal Brown
10.06	Posting on website	Not addressed due to time constraints.	
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>April meeting cancelled due to holiday.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> Friday May 16, 2014 	Jason MacDonald
11.02	Adjournment		Jason MacDonald