

**Pre - Conference NEC Meeting  
Approved Minutes  
Sheraton Hotel  
St. Johns, Newfoundland  
July 12 & 13, 2014**

**Chair:** Cameron Weighill (ON)

**Attendance:** Tony Makrostergios (ON), Sean O'Toole (NS&PEI), Jason MacDonald (AB), Kathleen Martin (MB), Kari Engele-Carter (SK), Laurie Hearn (NL), Crystal Brown (BC), Mark Allen (NB)

**Regrets:** Gary O'Toole (President)

**Day 1 Guests:** Thomas Cheung (AB), Tim Roark (Retirees Advisory Committee)

**Responsibility for Minutes:** Jason MacDonald (AB)

Agenda Item	Notes	Lead / ACTION ITEMS
1. Welcome and Introductions		Weighill
2. Approval of Agenda		Weighill
3. Annual General meeting Preparation		
3.1 AGM Agenda review and approval	<b>MOTION: MAKROSTERGIOS / O' TOOLE:</b> "Moving forward all individuals with CPHI(C) credentials, or any current member, would be eligible for mention IN MEMORIUM upon their passing." <b>MOTION PASSED</b>	Macdonald
3.2 Awards	<b>MOTION: MAKROSTERGIOS / HEARN :</b> "Motion to confirm Pamela Scharfe as the winner of the 2014 Alex Cross Award" <b>MOTION PASSED</b>	MacDonald

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	MOTION: O' TOOLE / MACDONALD: "Motion to confirm Jim Chan as the winner of the 2014 Environmental Health Review Award, Phi Phan as winner of the 2014 President's Award, Alberta Health Services as the winner of the Alexander Officer Award" <b>MOTION PASSED</b>	
3.3 Finance review	Financial review at AGM has been repackaged to make more clear to members	Brown
<b>4. Member Service Centre</b>		
4.1. Demonstrations	There were no specific demonstrations needed.	Weighill
4.2. Issues Identification	Issues: Confusion among members as to Anti-spam legislation (LISTSERV) and membership contact information generated by MSC reports.  Issues: Lag time between registration on paper and MSC reports  Issues: Office partially enters information for newly certified members	Weighill

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<p>4.3. MSC Action Items</p>	<p><b>MARTIN to draft Frequently Asked Questions Document</b></p> <p>NEC to have discussion with office about creating accounts of newly certified members. Newly certified members should be told to create an account to receive a free first year of membership</p> <p>WEIGHILL to inquire with office about the capacity to have paper registration forms entered within two weeks of receiving them.</p> <p>HEARN to talk to MSC Chair about her specific issue with respect to an appearant decline in the amount of regular members in her Branch in 2014</p> <p>ALL to notify office of potential future dates when important MSC lists are going to be pulled. This will allow for accurate reconciliation of Branch and office lists</p>	<p>Weighill</p>
<p>4.4. Governance</p>	<p>Confirmed that no one Branch has direct access to MSC</p> <p>The role of the Chair was clarified</p> <ul style="list-style-type: none"> <li>• There is no committee at this time</li> <li>• We should consider changing the “Committee Chair” role to a Coordinator position</li> </ul> <p>Access</p> <ul style="list-style-type: none"> <li>• There are currently four level sof access</li> <li>• Branch Presdient level access, CoPE level access (BP + PD Stats), MSC Chair level access (Every field), National Office (all + billing info)</li> </ul> <p><b>ACTION ITEM: MSC Chair will report to monthly NEC calls</b></p> <p><b>ACTION ITEM: MSC Committee / Chair terms of reference will be refined to reflect the Coordinator role.</b></p>	<p>KRAR</p> <p>WEIGHILL</p>

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<b>5. Retiree Advisory Committee Updates</b>		
5.1. Update	In the interest of keeping efficient records, Tim asked if we could start numbering our minutes beginning with the number 4000. From there, each page of minutes would be consecutively numbered so that missing pages could be indentified.	TABLED
<b>6. Financial Update</b>		
6.1. 2014 YTD Finance Review	<p>Changes to the NOP #2 were drafted</p> <p><b>ACTION ITEM: Finance committee to look at possible cost cutting measures with respect to office work and the reduction of office expenses.</b></p> <p><b>ACTION ITEM: The finance committee to investigate streamlining the approval of all invoices</b></p>	<p>BROWN</p> <p><b>BROWN</b></p> <p><b>BROWN</b></p>
<b>7.0 Disclosure of Member Informaiton</b>		
<b>National Operational Policy # 2: Personal Information &amp; Privacy</b>		
7.1 Disclosure	<p>Starting in 2015 it will be our intention to disclose membership status</p> <ul style="list-style-type: none"> <li>• Last Name, First name (Preferred)</li> <li>• Branch</li> <li>• Membership Type</li> </ul> <p>May be a PDF or protected Excel file. A comment that states “This list was last updated on....” will be added</p> <p>Raionale for explanation to members:</p> <p>Employer requests will be granted upon special request to the Branch.</p>	Weighill / MacDonald

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7.2 Rationale	<ol style="list-style-type: none"> <li>1. Method for the public to ensure a “health inspector” who visits them is a member of CIPHI</li> <li>2. Method for employers to more quickly verify who is a member for application/referral purposes.</li> <li>3. If practicing CIPHI individuals want to be considered professional, we should do what other professional organizations do, which is to disclose membership status of their practising professionals.</li> </ol>	MacDonald
<b>8.0 Social Media Policy</b>		
8.1 Review of NOP Draft	<ul style="list-style-type: none"> <li>• Reviewed the Draft NOP</li> <li>• Will utilize the details in the draft to craft a guidance document for members</li> <li>• We will create a job description for a Social media Coordinator</li> </ul>	Sean O’ Toole
<b>July 13, 2014</b>		
<b>Day 2 Guests: Pamela Scharfe (EHFC), Jim Kostuch (TrainCan), Thomas Cheung (AB)</b>		
<b>9.0 Work Plan Finalization &amp; Implementation</b>		
9.1 Mandatory Membership Terms of Reference	<p>Review of Draft Terms of Reference</p> <p><b>MOTION: O’ TOOLE / MARTIN: “Acceptance of terms of Reference for the Mandatory Membership Committee”</b></p> <p><b>MOTION PASSED</b></p>	Weighill

Agenda Item	Notes	Lead / ACTION ITEMS
9.2 Finalization of Work Plan	<p>MOTION: MARTIN / MAKROSTERGIOS “Adoption of CIPHI Workplan July13, 2014 pm NDT”</p> <p><b>MOTION PASSED</b></p> <p>WEIGHILL to ask CoPE to update Key Strategy 2 (Strengthening our Standards) of the Workplan</p> <p>MARTIN to inquire with MB webmaster about creating a fillable PDF for the registration form</p> <p>KRAR to update 2015 registration process in MSC to indicate to those who renew online that some information will be released in accordance with NOP #2</p>	Weighill
<b>10 Risk Based Online Training Module</b>		
10.1 Presentation	<p>Review of TrainCan products and services</p> <p><b>Next Steps:</b></p> <ol style="list-style-type: none"> <li>1. TrainCan would need complete course content</li> <li>2. TrainCan would issue a proposal to CIPHI</li> <li>3. CIPHI agrees to proposal</li> <li>4. Course needs to be built</li> </ol> <p>ACTION ITEM: TrainCan will review NCCEH content and work with WEIGHILL / GARY O' TOOLE on a proposal to be brought to NEC</p>	<p>Jim Kostuch</p> <p>WEIGHILL / GARY O' TOOLE</p>
10.2 Discussion	<ul style="list-style-type: none"> <li>• How of payouts to Branch versus National needs to be understood.</li> <li>• Large potential future use in webinars</li> <li>• How does this benefit / impact our AEC model?</li> </ul>	
<b>11. Turnitin demonstration</b>		

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	Demonstration of the review process was conducted on two example paper submissions.	Garth Gosselin
<b>12. Round Table</b>		
12.1 Seed Money for Ottawa	<p>MOTION: MAKROSTERGIOS / ENGEL-CARTER “2015 AEC Planning Committee in Ottawa will be provided with \$16,000 in seed money from the National” <b>MOTION PASSED</b></p> <ul style="list-style-type: none"> <li>• Further discussion required on issues such as “capping” registration rates</li> </ul>	Makrostergios
12.2 AEC Booth	Sean, Kari and Kathleen will set up & tear down of booth and mosaic banner	
12.3 Non-profit Status & Cash Flow	<p>MOTION: HEARN / BROWN “The national office will ask our accountant (PERM) how \$50,000 threshold may affect an organization (Branch and/or National) that may periodically may have an excess of \$50,000 annual cash flow / profit in a year (depending on the profitability of an event such as an AEC) when this is not part of the regular function of our organization” <b>MOTION PASSED</b></p>	
12.4 EHR Contract	<p>MOTION: ALLEN / BROWN “The contract for the EHR will be renewed for another three years” <b>MOTION PASSED</b></p> <p><b>ACTION ITEM: MAKROSTERGIOS to speak to EHR Editor about bringing a discussion to the NEC about the current status and future plans</b></p>	
12.5 Tech training in Quebec		TABLED
12.6 In camera training	<b>ACTION ITEM: MAKROSTERGIOS to perform an environmental scan</b>	TABLED
<b>13. Adjournment</b>		
13.1 Motion	<p>MOTION: BROWN / ALLEN</p> <p><b>MOTION PASSED</b></p>	