

Minutes

September 20, 2014

Approved Minutes

NEC Members: Gary O'Toole (President), Crystal Brown (BC President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Cameron Weighill (ON President), Douglas Walker (NB President), Laurie Hearn (NL President), Dianne, Tim Roark and Sean O'Toole (NS / PEI President)

Regrets: Jason MacDonald (AB President), Nina van der Pluijm, and Pamela Scharfe

#	Item	Notes	Lead
1	Welcome & Roll Call		Gary O'Toole
	New Members	Douglas Walker (NB President)	
2	Agenda & Minutes		
2.01	Agenda approval/additions	Motion to approve agenda with the addition Motion: C. Weighill Second: S. O'Toole All in favor, <i>MOTION PASSED</i>	Gary O'Toole
2.02	Minutes approval/corrections	Motion to approve minutes from August meeting with edits submitted by N. Van der Pluijm Motion: S. O'Toole Second: L. Hearn All in favor, <i>MOTION PASSED</i> Action Item: June minutes have not been approved; an electronic motion will be sent out to get approval and posted.	Gary O'Toole
3	Review of Electronic Motions		
	None		
4	Standing Committee Reports		
4.01	Environmental Public Health Week	Happy Environmental Public Health Week!	Crystal Brown

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		<p>Updates: Monday: Peter send out Proclamations to be sent to Phi, Mike and Crystal to be posted Media release also to be sent out. Comment: #EPHW2014 On agenda early in the 2015, goal to have done before Summer.</p> <p>Other discussions: Pre-approved merchandise Desire: not buy in bulk, but pre-order. Saskatchewan noted that merchandise is available at conference for ordering good response Issue of Governance: Is this something at the NEC level , or reporting to the NEC.</p>	
4.02	Communications	No update	Peter Heywood
4.03	Website	No update	Mike leBlanc
4.04	Finance and Audit	Next month will be at the end of the quarter end of September and an update will be provided.	Crystal Brown
4.05	Member Service Centre	No update.	Barbara Krar
4.06	Appeal Review Committee	K. Engele-Carter will be the alternate NEC Chair. An update list of panel members is being compiled. Branches that do not have any panel members have been contacted to ask for any interested members to put their name on the list.	Kathleen Martin

5	Other Committee and Appointee Reports		
5.01	CIPHI Retirees Committee	Update provided electronically: <ul style="list-style-type: none"> - Awaiting revised NEC workplan so that the Senators can review and possibly volunteer for the various working groups where they can lend their expertise and/or have a shared interest. - Correspondence sent to Federal Health Minister requesting she recognize the Next 100 Years of CIPHI during Environmental Public Health Week in the House of Commons (no response as of yesterday) - Next teleconference meeting planned for Oct. 	Pamela Scharfe
5.02	Awards Committee	Officer Family contacted CIPHI office to obtain information on the recipient on this years' award.	Jason/Sean
6	Corporate Reports		
6.01	Environmental Health Foundation of Canada	In the process of meeting the NEC request for the change of the representation to the foundation. A special resolution is needed to change the regulation to remove the requirement from the Branch President. The resolution will be forwarded to the NEC for approval of the change, which will presume to take approximately a year.	Ron deBurger/Tim Roark
6.02	Board of Certification	No update	Nina van der Pluijm
6.03	Council of Professional Experience	No update	Craig Nowakowski/ Henry Chong
6.04	Environmental Health Review	No update	Andrew Papadopoulos
7	Conference Updates		
7.01	AEC 2015 Planning Update	No update	Tony Makrostergios
7.02	2016 AEC Bid(s)	Phi Phan and Jason MacDonald are co-chairs of the conference. Activity based learning – with tours / field trips and panel discussions. Edmonton location to be determined by next conference call	Jason MacDonald
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.01	None		
9	New Business		
9.01	President Elect nomination	President elect nomination from BC Branch <ul style="list-style-type: none"> - Ann Thomas interested in taking on the position, nomination ./ 	Crystal Brown

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		<p>appointment of BC Branch. Motion did pass, letter of support.</p> <ul style="list-style-type: none"> - Motion is required from NEC level. - 1997 member of the year, 2012 Alex Cross award, diverse experience 	
9.02	NOP#2	<p>Membership renewal and NOP#2 discussion and finalization</p> <p>Motion to approve the NOP#2 Motion: C. Weighill Second: S. O'Toole All in Favor: Motion Passed.</p> <p>Action: Forward to Mike and Gary for posting</p> <p>*Need to change the wording MSC and paper membership renewal to match the NOP#2. Motion to approve the new wording for MSC and paper form Motion: C. Weighill Second: C. Brown All in Favor: Motion Passed.</p> <p>Action: K. Martin to connect with C. Cross about form and provide the wording.</p>	Cameron Weighill
9.03	Email distribution	To be tabled for next meeting.	Gary O'Toole
9.04	Taxation of AEC	<p>Email from Dianne, discussion</p> <p>Action Item: NFDL to follow up with National regarding remittance, Action Item: Look at issue with regards to \$50,000 for the branches.</p>	Gary O'Toole
9.05	Workplan update & review	<p>ToR's, new committees Tabled for next meeting</p> <p>Action Item: Workplan addition is to have Roles and Responsibilities of the Branch Presidents. Also to be included a section regarding larger presence at the National Booth during the AEC.</p>	Gary O'Toole
9.06	Translation sourcing	Action Item: to obtain a list of individuals within the organization that are able to conduct translation for CIPHI documents. Important to note the various French languages and may be wise to have 2 individuals to review. There is	Crystal Brown

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		not one translation designate. Daniel Savoie has translated some large documents for CIPHI in the past.	
9.07	MSC job description	Approval of the job description Action Item: To be an electronic motion for approval.	Cameron Weighill
9.08	Governance committee terms of reference	Approval of the ToR and next steps Action Item: To be an electronic motion for approval.	Gary O'Toole
10	Next Meeting		
10.01	Meeting Schedule	All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated. Next Meeting: <ul style="list-style-type: none"> • Friday October 17 Upcoming Meetings: <ul style="list-style-type: none"> • Saturday November 15 • Friday December 19 	Gary O'Toole
10.02	Adjournment	Farewell Cameron & Mark. Motion to adjourn the meeting at 12:37 Motion: K. Martin Second: C. Brown. All in Favor: Motion Carried	Gary O'Toole