

Teleconference – Approved Minutes

April 17, 2015

Approved Minutes

Minute Taker: Ann Thomas (for Tony Makrostergios)

#	Item	Notes	Lead
1	Welcome & Roll Call	<p>NEC Members: Ann Thomas (President) Crystal Brown (BC President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Douglas Walker (NB President), Sean O'Toole (NS/PEI President), Laurie Hearn (NL President)</p> <p>Guests: Garth Gosselin (Chair BOC)</p> <p>Regrets: Gary O'Toole (Past President)</p>	Ann Thomas
2	Agenda & Minutes		
2.01	Agenda approval/additions	<p>Motion to Approve Agenda with the addition of " NS Government Restructuring – Sean O'Toole"</p> <p>Moved by: Kari Engele-Carter Seconded by: Laurie Hearn Carried</p>	Ann Thomas
2.02	Minutes approval/corrections	<p>Motion to Approve March 21st 2015 Minutes as submitted</p> <p>Moved by: Tony Makrostergios Seconded by: Sean O' Toole Carried</p>	Ann Thomas
2.03	NEC Action Items	Status of action items updated and will be circulated with minutes	Ann Thomas

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3	Review of Motions		
3.1	Electronic Motions	<p>MOTION: <i>The NEC create a BOC reserve which will provide additional assistance to BOC in conducting their business. The BOC reserve is to be composed of any net BOC profit from each fiscal year effective 2015 fiscal and ongoing. If the BOC should run a deficit during a fiscal year, the deficit would be funded from the BOC reserve account. The NEC will retain the ability to review the motion and amend as needed.</i></p> <p>Moved: Crystal Brown Seconded: Jason MacDonald</p> <p>CARRIED</p> <p>MOTION: <i>CoPE be provided a budget of \$20,000 in 2015 to be administered by CoPE for the required MSC upgrades. This budget money will be allocated to CoPE from NEC net profit from the 2014 fiscal year.</i></p> <p>Moved by: Crystal Brown Seconded by: Sean O'Toole</p> <p>CARRIED</p> <p>ACTION: Contact office and clarify how they would like to be notified of these motions (e-mail versus minutes) - Ann Thomas</p>	Ann Thomas
4	Standing Committee Reports		
4.01	Environmental Public Health Week	The theme will be the same as the AEC. There is a committee meeting next week.	Crystal Brown
4.02	Communications	No Update	Peter Heywood
4.03	Website	<p>Mike provided an update to Kathleen. Revised website is now up and running but no changes requested since January 10, 2015 have yet been added. Mike is working on this starting this weekend.</p> <p>Mike would appreciate a few volunteers to review the site and look for typos</p>	Mike LeBlanc

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		<p>or other errors and get that feedback to him.</p> <p>ACTION: NEC members solicit 1-2 people in their branch to review the site this coming week and send corrections directly to Mike LeBlanc.</p> <p>Position Place is no longer a separate website. The office manages Position Place and will need access to the new website to continue to do so. There is no issues or concerns with this from the webmaster's perspective. NEC has no objection.</p> <p>ACTION: Advise Mike NEC has no objection to office having access to Position Place on the website - Kathleen Martin</p>	
4.04	Finance and Audit	No Update	Crystal Brown
4.05	Member Service Centre	<p>The transfer to office is proceeding.</p> <p>Office needs to continue to liaise with the NEC regularly so they can operate with maximum efficiency. They have submitted a written list of things that need addressing to Jason and asked for confirmation CIPHI will be continuing to use cfactor as the software vendor.</p> <p>Consensus from NEC that we have no intention of changing vendors at this time.</p> <p>Tony Makrostergios volunteered to back up Jason on liaising with the office as Jason's term is up this summer. Ann also expressed an interest in being on the call next week to get up to speed.</p>	Jason MacDonald
4.06	Appeal Review Committee	No Update	Kathleen Martin
5	Corporate Reports		
5.01	Environmental Health Foundation of Canada	<p>Written report submitted by Pam:</p> <ul style="list-style-type: none"> • Pam will be covering the Chair for Ron de Burger for the next few months • EHFC is hosting the Annual CIPHI golf tournament in Ottawa and will be advertising soon • Retirees Advisory Committee has submitted names to Gary O'Toole to assist with CIPHI Work plan initiatives 	Pam Scharfe

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5.02	Board of Certification	<p>Meeting in Vancouver May 7-8th 2015 -will be discussing mandatory membership of candidates at that meeting</p> <p>Application for approval received by Conestoga College in Ontario is being reviewed</p> <p>Review of First Nations University has been completed and a 3 year approval given. Anyone wanting a copy can contact Garth.</p>	Garth Gosselin
5.03	Council of Professional Experience	No Update	Craig Nowakowski
5.04	Environmental Health Review	No Update	Andrew Papadopoulos
6	Old Business		
6.01	NEC Meeting Ottawa	<p>Meeting Arrangements to Date (meals/joint meetings/equip) are well under way and office appears to be on top of it.</p> <p>Reminder that NEC members who are staying for the educational conference must still send in a registration form.</p> <p>NEC hotel room bookings on the Wednesday night following the conference was discussed. NEC members will consider their needs in the upcoming week and get back to Tony so any necessary reservation adjustments can be made in a timely manner.</p>	
6.02	President Elect EOI	<p>ACTION: Expression of interest will be distributed to NEC (Branches), ListServe, EHR Editor - Ann</p>	
6.03	Discussion of AGM 2014 Resolutions	<p>ACTION: Summarize the NEC response to these resolutions and circulate to NEC. Response will be confirmed in May teleconference minutes.- Jason MacDonald</p>	
7			
7.01	NEC Meeting Guests	Review of Discussion Paper dated Feb 21, 2015 - deferred	Ann Thomas

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7.02	2014-2016 Work Plan	Check in on Progress to date - <i>deferred</i>	Ann Thomas
7.03	BOC Mtg May 2015	<p>President has been invited to attend on behalf NEC and to take the opportunity to meet with office staff who will also be attending. Cost will be approximately \$300</p> <p>Motion to approve expenses for President to attend the BOC meeting in Vancouver in May 2015 and meet with the office staff.</p> <p>Moved by: Kathleen Martin Seconded by: Kari Engele-Carter</p> <p>Carried</p>	Ann Thomas
7.04	Revision of Policy #4	<p>Discussion Paper re: Student Membership required for Certification was discussed.</p> <p>Jason has been in discussion with the office who is looking at the proposal from a process perspective</p> <p>Overall consensus from NEC and BOC on the intent of the document</p> <p>There may be value to using a standardized membership promotion presentation for use at all schools.</p> <p>Jason would like to work more on the policy revision before hearing a motion to accept the changes.</p> <p>ACTION: Table the previous motion on the floor regarding this policy- Sean O'Toole</p>	Jason MacDonald
7.05	BOC Budget Adjustment	<p>A motion was passed to create a reserve fund in the BOC 2015 budget that would be created from anticipated 2014 BOC revenue surplus. The 2015 approved budget includes this reserve.</p> <p>The anticipated 2014 surplus was not realized by BOC.</p> <p>BOC has had a surplus for several recent budget years which was absorbed by the NEC</p> <p>A recommendation was tabled that the reserve stay in the 2015 budget to help fund unforeseen cost pressures that the BOC is facing this year.</p> <p>There was consensus that the reserve be created in the 2015 budget and advise our finance officer to make the necessary budget adjustments.</p>	Crystal Brown
7.06	Robert's Rules of Order	Pop Quiz: " May a member force the end of debate on a motion by calling the "question"? - <i>deferred</i>	All

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7.07	AirFares	Members were reminded to advise the office if they can use some of the soon to expire Avion points	Ann
7.08	NS Restructuring	<p>The regulatory programs that currently reside in Agriculture, Natural Resources and Environment ministries are being centralized in a new department in environment as of July 1st 2015. It remains to be seen what the impact will be on current environmental health services but it will involve major restructuring.</p> <p>CIPHI is more than willing to lend any support it can in n supporting the profession in this transition .</p>	Sean O'Toole
8	Next Meeting		
8.01	Meeting Schedule	May Meeting - Date not Confirmed	
9	Adjournment : 10:45 am		

