

Teleconference
July 18, 2015

Dial: 1-866-613-5223
Participant Code: 3856647

Approved Minutes

NEC Members Present: Ann Thomas (President) Crystal Brown (BC President) , Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Mark Allen (Past NB President), Laurie Hearn (NL President)

Invited Guests: Garth Gosselin Absent (Chair BOC), Craig Nowakowski Absent (Chair COPE), Pam Scharfe Absent (Vice Chair EHFC)

Regrets: Jason MacDonald (AB President), Sean O'Toole (NS/PEI President), Gary O'Toole (Past President), Doug Walker (President NB)

Minutes for this meeting recorded by: Laurie Hearn

#	Item	Notes	Lead
1	Welcome & Roll Call	9:05 PST	Ann Thomas
2	Agenda & Minutes		
2.01	Agenda approval/additions		Ann Thomas
2.02	Minutes approval/corrections	Approval of June 19, Minutes These minutes were not sent out	Sean O Toole
2.03	NEC Action Items	Call for any updates on status of action items (circulated with agenda) No updates	Ann Thomas
3	Review of Motions		
3.01	Electronic Motions	None	Ann Thomas
4	Standing Committee Reports		
4.01	Environmental Public Health Week	Request for Update Materials have been distributed in both English and French to all branch presidents. Jason & Crystal have written a manual for annual EPHW activities and will distribute when complete. ACTION ITEM: Jason to contact office to post banner & materials on website.	Crystal Brown

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4.02	Communications	No updates	Peter Heywood
4.03	Website	No updates	Mike LeBlanc
4.04	Finance and Audit	All books have been closed for last fiscal year. Approval of financial statement will be required at AEC and documents are then to be sent off for audit.	Crystal Brown
4.05	Member Service Centre	No updates	Jason MacDonald
4.06	Appeal Review Committee	There have been two appeals for the most recent round of exams, one of which was denied and one upheld. This marks the first upheld appeal since the current exam format was introduced.	Kathleen Martin
5	Corporate Reports		
5.01	Environmental Health Foundation of Canada	No updates	Pam Scharfe
5.02	Board of Certification	Four BOC members will be attending the AEC and have offered help in staffing where needed.	Garth Gosselin
5.03	Council of Professional Experience	No updates	Craig Nowakowski
5.04	Environmental Health Review	No updates	Andrew Papadopoulos
6	Old Business		
6.01	ON Branch Membership Resolution	<ul style="list-style-type: none"> Results of July 9th conf call (see e-mail July 15th) <p>Resolution was distributed to NEC re.mandatory membership Note: Resolution is from ON Branch members, not ON Branch.</p> <p>Discussion on background: In order to strengthen the profile of EHOs/PHIs it has been noted that mandatory membership, and in turn participation in the CPC program, is vital.</p> <p>Concerns: it will take a significant amount of work to bring this to fruition. Students may have a gap where they aren't working and must be considered in CoPE's requirements for the CPC program There will be different levels of membership to address working vs. non-working EHOs/PHIs</p> <p>Goal of resolution to start process, find out what NEC BOC & CoPE needs to complete the process</p>	Tony/Ann/Jason

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		<p>Governance needs to be addressed in this process</p> <p>Discussion on whether it should be a Notice of Motion or a Resolution and whether proxies can be accepted</p>	
6.02	CIPHI Booth at AGM	<ul style="list-style-type: none"> Check in -tabled at Feb Meeting and no further discussion recorded <p>Tony advised that a booth was allotted to NEC to be shared with the steering committee for next year's AEC Need to decide what purpose will it serve and what our goal is for the booth.</p>	Ann
6.04	Name Badges	<ul style="list-style-type: none"> Decision needed (see K Martin e-mail June 19th) <p>Discussion that the pins are good for identification outside of CIPHI events and look professional.</p> <p>Action Item: All NEC members to contact Kathleen with preference – whether NEC members want them and their branch members, and whether you want names engraved or not. Contact Kathleen by August 1 2015.</p>	Kathleen
7	New Business		
7.01	September NEC Meeting Agenda	<ul style="list-style-type: none"> Review of Draft circulated prior to meeting <p>Recommended to work through Sunday afternoon if needed Recommendation to add NEC meeting just prior to AGM Incorporate meeting with steering committee to see if they need any assistance</p> <p>Action Item: All NEC members to review the working groups in the draft agenda and consider which ones they would like to be assigned to. Bring forward for discussion at August NEC conference call.</p> <p>Action Item: Tony to contact steering committee to see what they may need help with and if/who can attend NEC meeting prior to conference</p> <p>Action Item: Ann to add approval of Awards, AGM Prep to agenda</p>	Ann

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7.02	AGM Agenda	<ul style="list-style-type: none"> Review of Draft circulated prior to meeting <p>Update from conference currently being held – how many people, delegates, sponsors, speakers etc. done from the floor</p> <p>Action Item: Ann to add Notice of Motion re. Mandatory Membership</p>	Ann
7.03	2015 AGM Report	<ul style="list-style-type: none"> Does the “Awards” section refer to 2014 awards? It always refers to the year prior as, for current year, members don’t yet know who award recipients Membership displayed by gender (cFactor report)? Discussion that this statistic is unnecessary and can be omitted from current report 	Ann
7.04	Leadership Competencies	<ul style="list-style-type: none"> Check in re: presentation at AEC <p>Developing Leadership Competencies - PHAC provided money to develop/update leadership competencies in the field of public health. The document has recently been released and announced at a nurse’s conference in Winnipeg. They made reference that it would also be announced at the 2015 CIPHI AEC. Kathleen contacted Phi Phan as he was associated with the project at the time. Phi advised he had contacted CIPHI ON to talk about it at AEC but said he hasn’t heard back. CIPHI’s name is on document so important to address it with our membership.</p> <p>Action Item: Tony to contact Phi to confirm status of project and if he will present/how he wants to present.</p>	Kathleen
7.05	AGM Appointments	<ul style="list-style-type: none"> Parliamentarian Sergeant at Arms Scrutineers Minute Takers – Kathleen volunteered <p>Tony advised that selection of these positions is to be done closer to meeting to ensure all available candidates are known.</p> <p>Action Item: Tony to prepare list of potential candidates prior to September meeting to allow for adequate notice prior to AGM for Parliamentarian, Sergeant at Arms & Scrutineers</p>	Ann

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7.06	Robert's Rules of Order	<ul style="list-style-type: none">Any need in leaving this on the agenda? Discussion that this is no longer necessary. To be dropped from agenda.	All
8	Next Meeting		
8.01	Meeting Schedule	All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated. Confirmation of next scheduled meeting: Friday August 21st 2015 Adjourned at 10:20 PST	
9	Adjournment		