

National Executive Council

Teleconference December 18, 2015 9:00 am Pacific time

Approved Minutes

Minutes for this meeting were recorded by: Kathleen Martin

#	Item	Notes	Time	Lead
1	Welcome & Roll Call	<p>Ann Thomas (President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Nina van der Pluijm (NB Vice President), Sean O'Toole (NS/PEI President), Laurie Hearn (NL President), Dale Chen (BC President), Garth Gosselin, Tony Makrostergios (ON President)</p> <p>Regrets: Crystal Brown (BC Past-President), Douglas Walker (NB President)</p> <p>Absent: Gary O'Toole (Past President),</p>		Ann Thomas
2	Agenda & Minutes			
2.01	Agenda approval/additions		2 min	Ann Thomas
2.02	Minutes approval/corrections	<p>Approval of November 14 2015 NEC Teleconference Minutes Motion: L. Hearn Second: S. O'Toole All in favor: Yes Motion Carried.</p> <p>A correction was subsequently noted that section 5.02 was incorrectly documented; therefore an amendment of the motion was required.</p> <p>Approval of November 14 2015 NEC Teleconference Minutes with the amendment to the section 5.02. The minutes should state that Janice Gammie and Keara Shaw are new members of the Board of Certification.</p>	5 min	Kathleen Martin

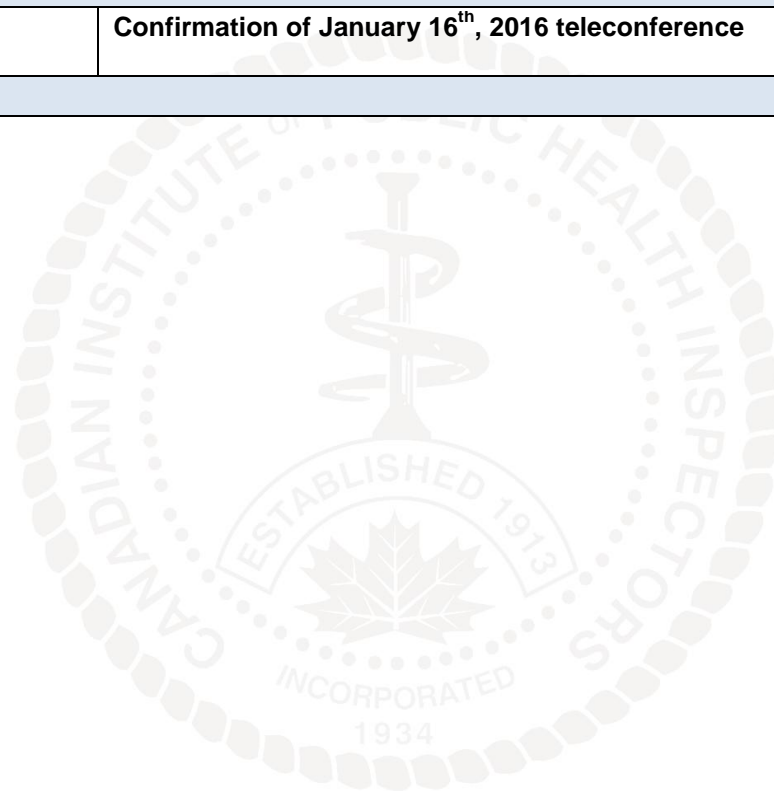
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		Motion: S. O'Toole Second: L. Hearn All in favor: Yes. Motion Carried.		
2.03	NEC Action Items Nov 2015	Review of current action items circulated with agenda	5 min	Ann Thomas
3	Review of Motions			
3.01	Electronic Motions	<i>None</i>		Ann Thomas
4	Standing Committee Reports			
4.01	Environmental Public Health Week	No update		Crystal Brown
4.02	Communications			Peter Heywood
4.03	Website	<ul style="list-style-type: none"> M. LeBlanc did receive photos from the request that was sent out to submit photos to replace the stock banner photos. Ann and Mike will be reviewing these in the new year. Action Item: A. Thomas to send to NEC the final selection of photos before they are posted. 		Mike LeBlanc
4.04	Finance and Audit	No update		Crystal Brown
4.05	Member Service Centre	No update		
4.06	Appeal Review Committee	<ul style="list-style-type: none"> G. Gosselin has forwarded one appeal for review for the appeal review committee. NOP #6 is in final review 		Kathleen Martin
5	Corporate Reports			
5.01	Environmental Health Foundation of Canada	<ul style="list-style-type: none"> Award nominations received for all 2015 awards EHFC will be contacting branches to fill EHFC vacancies EHFC would like to wish happy holidays and successful New Year. 		Pam Scharfe
5.02	Board of Certification	<ul style="list-style-type: none"> Board looking at changing to written report and created a discussion paper and looking for feedback. I.e. letter, briefing note specific time period and location where writing is being monitored. Paper to send to internal stakeholders for first review (schools, examiners, foundation, NEC and Branch Executives). Asking for the Branch Presidents to send it to the executives. December 115 candidates which is the average number of 		Garth Gosselin

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		<p>candidates. 65% pass rate on the oral. The overall final pass rate will not be available until the New Year. There were cases of plagiarism.</p> <ul style="list-style-type: none"> • Membership Changes at the Board <ul style="list-style-type: none"> ○ Barry McGregor (Nova Scotia Representative) has left the BOC at the end of his first term. ○ Stephanie Schroder (New Brunswick Representative) has resigned from the BOC. N. van der Pluijm confirmed that BOC representative is on the agenda for New Brunswick Branch January meeting. Thanks for their time on the BOC. ○ Nina van der Pluijm will end her term as past Chair December 31, 2015 and will leave the Board. ○ Tony Thepsouvanh will begin his term as Vice-Chair January 1, 2016 for a one year period. 		
5.03	Council of Professional Experience	<ul style="list-style-type: none"> • K. Cordner presented a CoPE webinar on December 16, 2015 Logging Professional Development Hours – Let’s do this. Participation from across Canada. 		Keir Cordner
5.04	Environmental Health Review	No update		Andrew Papadopoulos
6	Old Business			
6.01	Mandatory Membership 2017	<ul style="list-style-type: none"> • Update on Alberta Legal Opinion Questions and Updates • T. Cheung: 4 clear objectives that should be completed before we contact the lawyers again particularly re: TOR and procedure for complaints and appeals. • Discussion was held regarding the need for a legal opinion regarding the mandatory membership motion. This still needs to be addressed by the committee taking this initiative on. • Ann expressed opinion that work needs to be initiated on this issue and that there appears to be members in AB and Ontario who are in support of this and should be engaged in developing an implementation plan. Garth confirmed he is still willing to participate on this initiative • Action Item: Thomas Cheung to speak with Jason regarding his intentions to lead the mandatory membership committee. • Ontario Branch is preparing documents regarding Ontario mandatory membership and will pass to other branches . 	5	Thomas

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		<ul style="list-style-type: none"> MSC Banner for messaging about mandatory membership to provide information to the members was discussed. Action Item: K. Engele-Carter and S. O'Toole are going to move forward on putting information on MSC for member knowledge. 		
6.02	Train Can	<ul style="list-style-type: none"> Progress report – Will defer to January Meeting with status update from G. O'Toole and J. Kostuch. Action Item: S. O'Toole to connect with J. Kostuch and G. O'Toole 	5	Sean
6.04	Face to Face Meeting in New Year	Action Item: A. Thomas will follow up with potential sites travel cost analysis	10	Ann
6.05	Change to Cheque Signing Authority	<ul style="list-style-type: none"> Office procedures provided to NEC for approval (NOP #19 :<i>"The Finance & Audit Committee will establish operating procedures for day-to-day banking process in the CIPHI Office after the procedures are approved by the NEC."</i>) Confirm no changes to bylaw or policy required. (Bylaw 8.03 states: (The Board may) <i>Authorize the payment of cheque under the hands of the President and Executive Secretary-Treasurer/Executive Director or such other Officers as they may from time to time appoint, of all just debts and expenses</i>). (NOP #19 states: <i>"The NEC will assign signing officers for the chequing account. "</i>) <p>Motion for Karline Mark-Eng and Dianne Piccott of MPS Executive Suite are assigned by National Executive of CIPHI to become signing officers for the CIPHI Chequing account and to follow the procedures for issuing A/P cheques dated December 2015 (attached). Motion: T. Makrostergios Second: S. O'Toole Discussion: No discussion Opposed: None Motion Carried</p> <p>Action Item: A. Thomas to follow up with the office regarding providing a copy of the approved minutes.</p>	10	Ann
7	New Business			

#	Item	Notes	Time	Lead
7.01	Disaster Relief Engagement	<ul style="list-style-type: none"> • S. O'Toole to follow up with A. Thomas with further insight on the issue. • Further discussion / Defer to the January meeting. Discuss at that time involving RAC to review and assist the proposed project as per the motion presented at the AGM by K. Seeger. 	10	Kathleen
7.02	AEC Updates	<ul style="list-style-type: none"> • 2015 <ul style="list-style-type: none"> ○ Final report expected in January. Looking at a profit \$16,000 approximately. • 2016 <ul style="list-style-type: none"> ○ 3 streams; Food, Water and Personal Services ○ Field trips are being investigated ○ September 26 - 28, 2016 at Chateau Lacombe • 2017 <ul style="list-style-type: none"> ○ Health Canada sent email requesting interest to partner with CIPHI for a conference. ○ Concern raised over the content of the conference. ○ Action Item: T. Makrostergios to follow up and report back to NEC. 	15	
7.03	Treasurer Position	<ul style="list-style-type: none"> • Discussion regarding establishing a position of treasurer versus defaulting to BC Branch President. Comments that were made: <ul style="list-style-type: none"> ○ A TOR should be drafted by current treasurer (C. Brown) and presented to the NEC for review ○ Clear that there are two roles present; the day to day operations conducted by the office and review of the budget and guidance to NEC, BOC, CoPE conducted by the Finance Chair / Committee. ○ Position should be up for election, where an expression of interest is sent to membership. ○ Support of establishing a position and that the role should not automatically be positioned with the BC Branch President. ○ There are 2 roles, and there is a role for the budgeting and the oversight. ○ In past there was a finance committee. The Chair of the Finance Committee would be the link with the MSP Suite and the Executive. 	15	Ann

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		<ul style="list-style-type: none"> Action Item: A. Thomas to provide feedback to C. Brown. Key aspects is to look at the manual and provide revise manual and clarification of the roles and issues of accountability (i.e. attendance at meetings). 		
8	Next Meeting			
8.01	Meeting Schedule	Confirmation of January 16th, 2016 teleconference		
9	Adjournment			



CIPHI – PROCEDURE FOR ISSUING A/P CHEQUES (December 2015)

- Accounts payable & invoices are received at the office.
- The invoice is reviewed by one of two current bookkeepers, and then sent out to the appropriate committee or Treasurer for approval.
- There is some discretion used at the office, based on familiarity with the majority of invoices & vendors, as well as the annual budget allocations. With this familiarity, the office determines which invoices require further approval. For example, the budget has approved honorariums for the EHR publisher; this quarterly invoice is not distributed to the Treasurer for approval each time, as it is identified in the budget. Same would apply to general amounts such as C-Factor's monthly contract commitment. However, in the case when C-Factor submits an invoice for "additional hours of support", this invoice would be distributed for approval. This measure of discretion was in consideration of reducing chargeable admin time & the timely processing of payments. It does take time to scan & email the invoice, receive or follow-up on the approval, print & collate approval before processing the invoice, especially given the volume of A/P invoices processed on a regular basis.
- For events such as a BOC exam or a committee meeting, the process is somewhat different, in that the bookkeeper will contact the committee or Chair to review eligible expenses & participants. For example, were any meals provided during the meeting; this info is gathered for when the bookkeeper cross-checks the expense claim with the submitted receipts, to ensure meal per diems are not claimed when meals were provided, or that KM travel matches the cities involved. If there are odd-ball issues that arise, we do forward those to the appropriate committee chair for approval.
- All invoices & expense claims are carefully reviewed to ensure all supporting receipts are included & that HST/GST input tax credits are captured when appropriate.
- The invoice is recorded in the SAGE accounting software; a cheque is then issued & printed. The bookkeeper will review all vendor details & amounts during the posting process.
- The cheques are then presented to the MPS Manager for signature. When it is presented to Karline, the invoice itself is attached to the cheque. She again verifies the payee & amount on the cheque to be correct with the invoice. She questions the bookkeeper if the expense appears out of range for the service and all amounts of significance.
- Going forward, with MPS as both signatures on the A/P cheque, and because we have two bookkeepers on the file, bookkeeper #1 would issue/print the cheques, bookkeeper #2 & Karline would sign the cheques. So basically, the issuer of the cheque is separate from the signer of the cheque at all times, providing a third set of eyes that would most definitely catch any errors in payee or amount before distribution.
- Included with each quarterly set of financial reports, the Treasurer & Finance Committee will received a "Cheque Log" report, showing all cheques issued, including the date, cheque number, payee and amount.

Submitted by Dianne @ MPS Office Services