

National Executive Council

Teleconference July, 15 2016

MINUTES

#	Item	Notes	Lead
1	Welcome & Roll Call	Present: Ann Thomas (President), Dale Chen (BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Laurie Hearn (NL President), Garth Gosselin (Chair BOC), Tony Makrostergios (ON President), Doug Walker (NB President) Regrets: Sean O’Toole (NS/PEI President), Keir Cordner (Chair COPE), Pam Scharfe (Chair EHFC)	
2	Agenda & Minutes		
2.01	Agenda approval/additions	MOTION: Approval of the Agenda with amendments 5.03 – Draft Ethics 6.03 – Awards Update 6.01 – President’s Banquet set-up Moved: Kathleen Martin Seconded: Laurie Hearn In Favor: All Opposed: None Motion: CARRIED	
2.02	Minutes Approval	MOTION: Approval of June 18 2016 NEC Meeting Minutes Moved: Kathleen Martin Seconded: Dale Chen In Favor: All Opposed: None Motion: CARRIED	
3	Standing Committee Reports		
3.01	Environmental Public Health Week	- Information provided to A. Thomas for President’s letter - Translation completed, Posters being translated	Doug Walker
3.02	Finance and Audit	- Finance aspect is being completed for the AGM Report	
3.03	Appeal Review Committee	- 1 oral appeal has been forwarded to the NEC for review	Kathleen
3.04	Members Service Centre	- No update	Kari

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4	Corporate Reports		
4.01	Council of Professional Experience	- No update	Keir
4.02	Board of Certification	<ul style="list-style-type: none"> - 4 requests for appeal, 1 showed process irregularities and has been forwarded to Appeals Panel Chair. - Stephen Hancock has been named as Manitoba Branch Representative and Exam Coordinator - BC Branch has put a call for replacement - Review and continued work of Instructional Objectives - 3 sessions at AEC – exam training session, mentor training session, BOC update session and panel member in the Global Table Presentation (NCCEH session) 	Garth
4.03	EHFC	- Working on reports for AGM	
5	Old Business		
5.01	NEC Outstanding Action Items	<p>Kari – Communication document (Members Newsletter) to be forwarded to Ann for review and distribution.</p> <p>ACTION ITEM: Ann will revise list and circulate with minutes.</p>	Ann
5.02	Volunteer Recruitment Coordinator	<ul style="list-style-type: none"> - Received interest in the position. <p>Discussion:</p> <ul style="list-style-type: none"> - Experienced candidate to assist NEC in developing the position and mentor subsequent candidate. - Have the 2 strong candidates to work together / co-chair as both have strengths to bring to the table. Issue of personalities, clear roles if 2 individuals; incoming and outgoing position. Bringing in new volunteers. - Learning process, as this is a new position for CIPHI. - Speak to candidates about role of mentorship <p>ACTION ITEM: Ann to speak with 2 candidates to discuss the vision based on the discussion.</p>	
5.03	Draft Code of Ethics	<ul style="list-style-type: none"> - Thanks to Garth for assistance - Keeping with Code of Ethics of CPC Program - Addition of Inclusion as per previous discussions. <p>Discussion:</p> <ul style="list-style-type: none"> - Needs to set the stage on expectations 	Thomas

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		<ul style="list-style-type: none"> - 6 bullet points need to be added and reviewed; examples to match up areas of conduct that are relevant that should be added - EPH Professionals (name created 5-6 years ago); what is the current language, can it be changed to CIPHI? As EPH Professionals is a little cumbersome – is it the field, is it the profession, is it CIPHI - Context of development: NEHA, Alberta Health Services, 6 principals are existing from the CPC model - Complaints department is needed; membership will be quick to ask about discipline. Both discipline and new ethics to roll out at the same time – Garth willing to assist with work on the Discipline piece <p>ACTION ITEM: NEC members to review the Code of Ethics. NEC members to think about how to get comments back from members with respect to the Draft Code of Ethics.</p>	
6	New Business		
6.01	AGM / AEC 2016	<ul style="list-style-type: none"> - AGM package for members prepared and ready for distribution - No proposed motions submitted by members - President's Banquet Set-up <ul style="list-style-type: none"> o Tradition of having the Presidents at the front, raised and visible o Thomas reported that conference organizers have indicated that this format may be difficult in this year's banquet room. o NEC indicated it is their preference to keep this seating model o Thomas will return that message to organizers 	
6.02	NEC Meeting Edmonton Agenda	<ul style="list-style-type: none"> - Confirmed joint meeting with chair of governance boards and NEC - Confirmed numbers for joint luncheon have been sent to office - Confirmed Room Rate for NEC (\$149.00) - Call for agenda items – we will finalize meeting agenda in August 	
6.03	Awards	<ul style="list-style-type: none"> - Information has been uploaded to the website; emails to be sent out via Listserve and to Presidents' and have the information be sent to members, blitzed different ways – Tweeter, Facebook. August 15th will be deadline. - Sean and Kari to host the awards luncheon on Wednesday 	
7	Next Meeting		
7.01	Meeting Schedule	Saturday August 20 th , Teleconference	
8	Meeting Adjourned 10:22 am (Pacific time)		