

**National Executive Council**  
Teleconference August 20, 2016

**APPROVED MINUTES**

#	Item	Notes	Lead
1	<b>Welcome &amp; Roll Call</b>	<p><b>Present:</b> Ann Thomas (President), Dale Chen (BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Laurie Hearn (NL President), Sean O’Toole ( NS/PEI President)</p> <p><b>Regrets:</b> Douglas Walker (NB President), Pam Scharfe (Chair EHFC), Garth Gosselin (Chair BOC), Tony Makrostergios ( ON President)</p>	
2	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<p><b>MOTION:</b> Approval of the Agenda with amendments 5.03 Awards Update 6.03 – Merchandise Moved: Kathleen Martin Seconded: Sean O’Toole In Favor: All Opposed: None <b>Motion: CARRIED</b></p>	
2.02	Minutes Approval	<p><b>MOTION:</b> Approval of July 15 2016 NEC Meeting Minutes Moved: Kathleen Martin Seconded: Sean O’Toole In Favor: All Opposed: None <b>Motion: CARRIED</b></p>	
3	<b>Standing Committee Reports</b>		
3.01	Environmental Public Health Week	<ul style="list-style-type: none"> <li>- All tasks completed in preparation for EPHW</li> <li>- Ann has announcement and will send out on list serve in early September</li> <li>- Thanks and appreciation to Doug for chairing the committee and the work completed.</li> </ul>	Ann
3.02	Finance and Audit	<ul style="list-style-type: none"> <li>- Nothing to report</li> </ul>	
3.03	Appeal Review Committee	<ul style="list-style-type: none"> <li>- Appeal panel denied the oral exam appeal. All documents have been forwarded to office.</li> </ul>	Kathleen

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3.04	Members Service Centre	<b>ACTION ITEM:</b> Kari to connect with Bonnie with regards to students registering on MSC	Kari
<b>4</b>	<b>Corporate Reports</b>		
4.01	Council of Professional Experience	<p>1. Proposed changes / addition to Appendix A of Professional Development Model; Category 5: Participation (pg 57) – Mentoring to include:</p> <ul style="list-style-type: none"> <li>- Providing Professional Promotion / Awareness (limited relationship and little investment in the participant’s growth). 4 hours of Professional Promotion / Awareness = 1 PDH. Examples would be taking a BOC student for a 2-3 days, MOH, promoting career and job shadows.</li> </ul> <p>NEC Discussion:</p> <ul style="list-style-type: none"> <li>- Accept the suggested change as presented in document circulated. <ul style="list-style-type: none"> <li>o Welcome the positive change; provides opportunity for members to get credit and PDHs.</li> <li>o Agreement with ratios of 4:1 and 1:1</li> </ul> </li> <li>- Appreciation to CoPE for continuing to review and make positive changes to the PDH model.</li> </ul> <p>2. Change of Self-Assessment Model</p> <ul style="list-style-type: none"> <li>- CoPE in preliminary stages of re-evaluating the self-assessment PDH values. Currently set to obtain 5PDHs to conduct assessment once during career. Evaluating the merit to change to hour for hour for completing the assessment and remove the restriction of conducting assessment only once. Rationale being the importance in self-reflection and using the tool to develop learning plan; change in PDH structure will allow members to obtain credit for continuous self-reflection.</li> </ul> <p>NEC Discussion:</p> <ul style="list-style-type: none"> <li>- Welcomes the suggested change and improvement and agrees to move forward with the initiative.</li> </ul> <p>3. C-Factor &amp; MSC Feature update</p> <ul style="list-style-type: none"> <li>- 5 MSC improvements are expected to be on-line by late fall (within budget).</li> <li>- Significant change is to allow members to declare reduction of hours on-line; previously members have been failing despite efforts to declare the reduction in hours.</li> </ul>	Keir

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		4. Webinar - Planned in BC October / November to review entering PDHs; with intensions to promote the webinar Nationally.	
4.02	Board of Certification	- No update	
4.03	EHFC	1. NEC eligibility for EHFC Awards - EHFC reviewed the issue of NEC members being ineligible to apply for EHFC awards. After review of policy it was unanimous to permit NEC members to apply for the awards as there is no bias in awarding an NEC member as awards are decided by the EHFC.	Ann (for Pam)
<b>5</b>	<b>Old Business</b>		
5.01	NEC Outstanding Action Items	- No updates / revisions	Ann
5.02	Code of Ethics	<b>ACTION ITEM: Branch Presidents to distribute to branch executives for feedback. Forward comments to Thomas prior to meeting in Edmonton.</b>  Recommendations for moving forward on providing to notification to membership - Webinar to launch and educate and option for dialogue and feedback - Have draft available to membership at AEC	Thomas
5.03	Awards	- Nomination deadline has passed, will receive final list from the office and if there are awards without nominations may re-solicit. - 50 year award need ordering	Kari
<b>6</b>	<b>New Business</b>		
6.01	NEC Mtg Edmonton Agenda	- Addition to Agenda: o Conference 2017 and 2018 o Cost sharing formula	Ann
6.02	Bid for 2017 AEC	BC bid for 2017 AEC - Conference model being presented is intended to be more palatable for employer as it is being promoted as training and education sessions. - The bid lacks some of the traditional aspects of the AEC; o Presidents Banquet: Tickets could be purchased separately from the cost of the conference. Request for the committee to re-look at the banquet option. o Social Events: Events could be arranged by the Branch and not the two	Dale

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		<p>regional health authorities who have put in the bid</p> <ul style="list-style-type: none"> <li>- Profit below what current National budgets for; however similar range to 2014 &amp; 2015 actual conference profit. Possibility for increased revenue options.</li> <li>- Concerns raised around the discount price for 10 or more employees; as this discount excludes the smaller employers. However this will be a condition required by BC employers if they are to support sending employees.</li> </ul> <p><b>MOTION:</b> For the NEC to accept the host proposal for the 2017 AEC contingent on further discussion of issues raised by the NEC.            Moved: Dale Chen    Seconded: Laurie Hearn            In Favor: All            Opposed: None  <b>Motion: CARRIED</b></p>	
6.03	Merchandise	<p>1. Merchandise</p> <ul style="list-style-type: none"> <li>- Provide a couple of shirt and jacket options and have sizes available to try on. Members to purchase and delivery at later date to minimize overhead. In addition travel mugs (limited number) for sale at the time.</li> </ul> <p><b>MOTION:</b> To purchase 50 travel mugs (with logo) available for sale at the Conference.            Moved: Kari Engele-Carter    Seconded: Kathleen Martin            In Favor: All            Opposed: None  <b>Motion: CARRIED</b></p> <p><b>ACTION ITEM:</b> Kari to obtain merchandise and organize schedules for presence at the booth.</p>	Kari
<b>7</b>	<b>Next Meeting</b>		
7.01	Meeting Schedule	September 23 & 24, 2016 in Edmonton	
<b>8</b>	<b>Meeting Adjourned      10:32 am ( Pacific time)</b>		