

Approved Minutes
CIPHI National Executive Council
Edmonton AB
FRIDAY SEPTEMBER 23, 2016
8:30AM – 5:00PM

NEC Members: Ann Thomas (President), Dale Chen (BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Ali Rana (MB Branch), Raymond Ramdayal (ON President Elect), Doug Walker (NB President), Sean O’Toole (NS/PEI President), Matthew Glover (NL Branch)

Minutes Takers: Sean O’Toole; Ray Ramdayal;

#	Item	Discussion	ACTION	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions	Additions: 5.13 -Share upcoming conference dates 4.07 – Merchandise 5.14 Communications Committee Motion to Accept Agenda as Amended Moved: Kari Seconded: Sean CARRIED		
2.02	Minutes approval/corrections	Done electronically See 3.01		
3	Review of Motions			
3.01	Electronic Motions	MOTION: To approve August 20 th 2016 teleconference minutes Moved by: Kathleen Martin Seconded by: Ann Thomas Carried		

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		<p>MOTION: In accordance with the Administrative Guideline for Hosting the National CIPHI AEC event the CIPHI office is instructed to deposit \$8,000 in the 2017 AEC bank account to provide a deposit to the Sheraton Airport Hotel for conference related activities on the understanding repayment of the advance will be prior to the 2017 AEC as revenue is generated.</p> <p>Moved by: Ann Thomas - President Seconded by: Kathleen Martin – President Manitoba Branch CIPHI # Votes received: 6 In Favour: 6 Carried</p>		
4	New Business			
4.01	2015 AGM Preparation	<p>Review of Agenda (and additions from floor)</p> <ul style="list-style-type: none"> • Ann discussed the Not for Profit Corporation Act and regulation and that it does not allow for any further additions to the AGM agenda after members have received notification • The Act supersedes any CIPHI Bylaw and this was confirmed in a discussion with Industry Canada • NEC concurred that we are committed to being fair to all members and in compliance with the Act. • Many of our bylaws are verbatim from Act • Ann suggested that in the next year we have a deeper look at the bylaws with the assistance of a qualified legal expert. • Special thanks to Laurie Hearne for getting all this information together re: bylaw amendments 		

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		<p>Proxy vote process confirmation</p> <ul style="list-style-type: none"> • Ann will announce at start of conference all proxy votes must be in by noon. • Discussion held on how to process proxy votes • Proxies will be checked against the membership list and returned to proxy holders • Proxy holders will be given a red voting card to use when proxy vote is called • Discussed registration of attendees and voting cards • Registration of Attendees and Voting Cards <p>Scrutineers</p> <ul style="list-style-type: none"> • Will be appointed before AGM commences <p>Sergeant at Arms</p> <ul style="list-style-type: none"> • Doug will ask Nina van der Pluijm <p>Parliamentarian</p> <ul style="list-style-type: none"> • Kari will ask Saskatchewan member <p>Interim report by 2016 AEC committee</p> <ul style="list-style-type: none"> • About 330 delegates registered to date with a daily average of approx. 260 • Thomas confirmed everything appeared to be on schedule <p>Assistance to Chair with projector during meeting</p> <ul style="list-style-type: none"> • Kari volunteered to assist <p>Minute taker</p> <ul style="list-style-type: none"> • Dale will ask Gary Tam <p>Finance Report – 2015 Year End</p> <ul style="list-style-type: none"> • Ann gave a head's up that one member from BC feels we should add more to the report to be in compliance with NFPC Act. Ann will address that at AGM and provide more detailed report to anyone who is interested 		

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4.02	AEC - Roles of NEC	<p>Check in with AEC Committee re: expectations of NEC</p> <ul style="list-style-type: none"> • Ann will give opening welcome from CIPHI (5 minutes) • President’s Banquet – Phi will introduce Ann/ Ann will introduce NEC/ Kari and Sean will present Life and Alex Cross award winners • Wednesday Award luncheon presenters will Kari and Sean on behalf of CIPHI • Discussion held on who at a minimum be invited to the President’s Reception and consensus that it include Life/Honorary members /gold and platinum sponsors; BOC/CoPE/ EHR Chairs and members; NEHA reps 		
4.03	Awards	<p>Discussion and Voting on nominees for following awards:</p> <ul style="list-style-type: none"> • Alex Cross • Alexander officer • Environmental Health Review • Honorary Member • Life Member • President’s <p>Kari distributed the voting matrix for all nominees Discussion held as to whether there should be one or two recipients for Life Members and Alex Cross. The policy is clear for Life Member that there be one recipient General consensus that the Alex Cross Award should also go to one recipient Vote will be by secret ballot at the start of the next day’s meeting after NEC members have a chance to consider all candidates.</p>		

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4.04	Environmental Health Review	<ul style="list-style-type: none"> • Contract Renewal was discussed • Current contract expires at the end of 2016 • Is usually a 2 year contract • Kari has confirmed the current editor is willing to continue in that position • Some branches report that some members have indicated they would prefer a hard copy versus electronic but it is unclear if this is the opinion of a few or many. • Suggestion that before we pursue this check the historical reason for going electronic versus paper and to consider it from a financial perspective as well. • There was discussion as to what might be included in the journal such as reports from schools; rotating branch updates. Overall there was agreement it primarily should be considered a reputable peer reviewed professional journal versus a national newsletter. 	<p>Draft survey questions re: preference by members to receive the journal in electronic versus paper</p> <p>Survey members at the branch level for preference of receiving the journal in electronic versus paper form.</p>	<p>Kari/Ann</p> <p>All Branch Presidents</p>
4.05	CIPHI Governance	<p>Expiry of Terms of Office of NEC Members</p> <ul style="list-style-type: none"> • Kari Engele-Carter SK – September 2017 • Sean O’Toole NS/PEI – Oct 28th 2016 (Sara Baird incoming) • Newfoundland Labrador – currently vacant • Kathleen Martin MB- Oct 2016 (no president elect) • Thomas Cheung AB – May 2017 • Tony M ON – October 2016 (Ray Ramdayal incoming) • Dale Chen BC – November 2017 • Doug Walker NB – October 2016 (Nina van der Pluijm incoming) • Ann Thomas President – January 2016 (no president elect) 		

#	Item	Discussion	ACTION	Lead
		<p>Challenges with current governance model</p> <ul style="list-style-type: none"> • Ann spoke to the some of the challenges she has perceived over the past year • Branch Presidents have a heavy workload sitting on provincial and national boards • Discussion about the potential to have a NEC rep assigned by each Branch that does not hold another branch position (this is allowed in the bylaws) • Use of Past President's or President Elects was discussed • Suggested that the a national structure with appropriate terms of office that will allow for knowledge transfer be developed and leave it to Branches to appoint a rep 	<p>Draft another options paper for discussion by the NEC in the new year</p>	<p>Ann</p>
4.06	IFEH Updates	<ul style="list-style-type: none"> • There has been no recent requests from IFEH for action from CIPHI • CIPHI belong to the IFEH Americas Group that has a new chair – Henroy Scarlett who holds a Director position with Environmental Health Services in Jamaica. There is a teleconference being scheduled with the Americas Group Chairs to discuss if there are any projects that we have the resources to work together on in the coming years. 		
4.07	Merchandising	<p>Kari presented a sample of merchandise available for ordering at the AGM:</p> <ul style="list-style-type: none"> • T-shirts 2 styles variety of sizes with CIPHI logo from \$30-\$43 • Jackets men's and woman's styles approx \$80 • Mugs with CIPHI logo \$25 <p>Kari can cut the shipping cost by mailing to one provincial</p>		

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		location for distribution if Branches provide her with an address Branches can check with their members to see who would like to order merchandise then advise Kari of the order so she can place it in bulk. Kari will coordinate order with the supplier Branch will get payment from member Can be ordered on line at www.brandinggroup.ca Password is "CIPHI"		
5.0	OUTSTANDING ACTION ITEMS			
5.01	Electronic AGM	<ul style="list-style-type: none"> • Options for hosting an electronic AGM were discussed. This is being explored as a way to engage more members in the AGM process and voting. • Dale Chen has done some research and the technology is available that will allow us to do it. • Basic needs are good internet connection at the base site, a camera, and a good meeting moderator • Issues raised included the ability to identify on-line participants as members • There is software available that includes capacity for on-line voting and can be restricted to those who have been provided a code. • Other voting options were discussed such as the need to vote live at the AGM or if the votes can be submitted via another program. • Suggested that a Branch (i.e. Alberta) might be able to pilot the software before it was used at the AGM 	Follow up conversations with software providers and report to NEC at 2017 face to face meeting Check with other NFP organizations (CPHNA) who hold electronic AGM.s to see what software they use	Dale Chen Ann
5.02	CIPHI Webpage	Creation of a link to a calendar to track meetings and events National and Provincial was discussed with Mike LeBlanc but there has been no progress to report at this time. Ann is pursuing it with Mike.		

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5.03	Professional Conduct Complaint Process	Deferred for discussion until code of conduct is completed	Put on Agenda for Jan/Feb 2017 meeting	Thomas
Adjournment Day 1				



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SATURDAY 24, 2016
8:30AM – 5:00PM

NEC Members: Ann Thomas (President) , Dale Chen (BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Ali Rana(MB Branch- Vice), Raymond Ramdayal (ON President Elect), Doug Walker (NB President), Sean O'Toole (NS/PEI President), Matthew Glover (NL Branch rep)

Guests: Garth Gosslin, Chair BOC; Keir Cordner , Chair CoPE; Klaus Seeger , Vice-Chair EHFC

#	Item	Issues for Discussion/Decision	ACTION	Lead
	Welcome & Roll Call			
	Agenda			
	Awards Voting	Voting was done by secret ballot. Results of voting: President's Award – Nina van der Pluijm and Gary Tam EHR Award – Aptie Sookoo Alexander Officer Award – Prairie Mountain Interagency Hoarding Coalition and Nova Scotia Department of Wellness Alex Cross Award – James McCorry Life Member – Nelson Fok Honorary Member – Warren Kindzierski		

#	Item	Issues for Discussion/Decision	ACTION	Lead
5.0	Outstanding Action Items (continued)			
5.06	Code of Ethics	<p>Review of Code of Ethics draft changes made on September 22, 2016. Comments have been solicited so far from Branch Executives, CoPE and BOC</p> <p>Discussion resulted in the following:</p> <ul style="list-style-type: none"> • Removal from principal 1 “ Standards and Practices of their employee” • Changed “ gender, gender identity” to “sex, gender identity” in principle 1 <p>Mission statement on Code of Ethics is not the current CIPHI mission statement, It appears to be CoPE’s. It should be changed to the CIPHI mission/vision statement</p> <p>Thomas will make these changes and then proceed to start working on the discipline document while the membership has a chance to review the draft Code of Ethics</p>	<p>Advise CoPE that the CPC Manual on MSC is more current than the one on the website so the website needs updating</p> <p>Make final revisions to draft and circulate to NEC</p> <p>Circulate the new code of ethics to membership via a newsletter. Provide a deadline (2 weeks) for the membership to provide feedback. Newsletter due out October 31 2016.</p>	<p>Ann</p> <p>Thomas</p> <p>Doug /Kari</p>

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5.07	Train Can Contract for On-Line Risk Assessment Course	<ul style="list-style-type: none"> It has been nearly 2 years since the start of this process which was supposed to have been completed by the Ottawa AEC in 2015 Development is currently stalled and Train Can has not been very responsive Ann will investigate if any money has been paid to Train Can to date. Also unclear if there is a formal contract with Train Can and CIPHI 	<p>Investigate if there is a contract in place</p> <p>Investigate if any money had been paid to Train Can</p>	<p>Sean</p> <p>Ann</p>
5.08	MSC	<p>Student registration on-line update</p> <ul style="list-style-type: none"> Bonnie is working on this with CFactor Waiting on some updates from CoPE being done first so the upgrade can be done all at once Will e a test site available soon 		
5.09	Finance	<p>Ann reviewed AGM 2015 Finance Report with the NEC to prepare for questions from the floor</p> <p>Review was conducted of the current CIPHI finance committee orientation policy . There was consensus that the first order of business is to clarify the roles and responsibilities of the NEC versus the office versus a finance committee/finance chair.</p> <p>New annual budget and long term financial planning for CIPHI should be a standing item on the agenda</p>	<p>Send out terms of reference for Ontario Branch Finance Committee</p> <p>Review the NFP Act to see what is required by the organization in regards to control of finances and a treasurer</p>	<p>Raymond</p> <p>Ann</p>
		Networking Lunch with BOC, CoPE, EHFC	12:00 -1:00	
5.10	Joint meeting with CoPE, BOC, EHFC	<p>CoPE Report:</p> <ul style="list-style-type: none"> Currently 10% of all members are being randomly audited 56% of members are not submitting credits 		

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		<ul style="list-style-type: none"> • Consensus that going forward a members who has not participated gets an automatic fail and is subject to the remediation process (currently under development) • 10% of those persons who do submit CPC's will continue to be audited • Discipline process is still under development and it was suggested a legal review at some point would be in order and there is budget allocated for this. <p>BOC Report:</p> <ul style="list-style-type: none"> • School reviews done in 2016 BCIT, FNUC, Canadian Armed Forces • Former BOC members have been used in activities such as school reviews • Instructional Objectives are again being reviewed and will be presented to schools soon • Assessment model (written reports and oral exams) is being reviewed and the use of experts is being considered • Retired members are now able to sit on the BOC • BOC Code of Conduct now requires that board members participate in the CPC program • BOC is meeting with schools prior to the AEC <p>Environmental Health Foundation of Canada</p> <ul style="list-style-type: none"> • Noted the sad passing of their Chair - Ron de Burger and that there were plans to honor him with an award and possible a memorial golf tournament • The EHFC has two new award this year –the Dr Neil Lowry Award and the Hedgerow Software Ltd award for Leadership in Environmental Health 		

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		<ul style="list-style-type: none"> • New honorary chair of EHFC – Dr David Butler-Jones • Last year EHFC sponsored 10 students to attend the AEC but none this year. • Nominations for other awards came in at the last minute but will be presented at this year’s AEC. 		
5.11	Future Annual Education Conferences	<p>2016 Ontario Branch – October 1-4 New Brunswick – October 12-14 Manitoba – October 20th NS/PEI – October 28 Saskatchewan – Nov 8-9</p> <p>2017 Alberta Branch – Fort McMurray 2nd or 3rd week of September Ontario Branch – 1st week of October National AEC – Nov 8th -11 (Vancouver)</p>	Discuss with Claudia K for info on rationale for AEC attendance by NEC/BOC/CoPE member cost sharing formula and report to NEC	Ann
	Communication Committee	<p>NEC concurs that there is a need for this committee for internal and external communication issues. It is currently comprised of Doug, Kari and Sean.</p> <p>NOP # 16,17,18 relate to communication but are outdated and need review for additions or revisions. The EPH Week manual can be used as a resource.</p> <p>Doug raised the point that CIPHI used to use CNWire to disseminate information to the media (i.e. EPH Week)</p>	<p>Review List Serve policy with Peter Heywood</p> <p>Review NOP# 16,17, and 18</p> <p>Review social media coordinator position roles and responsibilities</p>	<p>Ann</p> <p>Kari</p> <p>Kari</p>

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		Doug indicated he would be interested in being involved on a comm.	Compile a list of examples of material that should be shared with members	Kari
5.12	International Volunteer Survey	Review of draft survey provided by Klaus Seeger was undertaken by NEC	Provide summary of NEC feedback to Klaus on the survey	Ann
5.13	PQ College	<p>PHI Tech Program is being offered and the New Brunswick Branch has raised it with the NEC to see if there are concerns with this eroding the use of CPHI (C)s.</p> <p>Generally the consensus is that we don't have the ability to control the use of the term public health inspector or the curriculum of colleges. Neither can we control who an employer chooses to hire.</p> <p>CIPHI can and does advocate for our profession and monitors the use of our credential in Quebec. NEC has supported the establishment of a BOC approved school in Quebec.</p> <p>Doug will continue to work with the Quebec chapter of the NB Branch for ways in which to move forward on having CPHI (C) recognized in Quebec.</p>		
6.0	CIPHI 2013-2016 Work Plan			
6.01	Next Steps	<p>The previous work plan expires this year and needs to be updated.</p> <p>There will be several new members on the NEC by the end of 2016 that will benefit from a face to face orientation to the board. Suggestion that we use the</p>	Send email asking for potential dates NEC will be available and cost out locations to see where it is most cost effective to meet.	Ann

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		<p>opportunity to develop a calendar of deadlines and events for NEC to map the coming year's activities.</p> <p>Consensus that we meet face to face in Jan/Feb and that there is budget available</p> <p>Suggestion that Branches consider bringing President Elects along as well</p>		
7.0	Adjournment Day 2 5:30 pm			

