

## NEC Teleconference

January 19<sup>th</sup> 2018 9:00 am Pacific time

Dial: 1-866-613-5223

Participant Code: 3856647

### Draft Minutes

**NEC Members:** Ann Thomas (President); Kari Engele-Carter (President Elect); Evelien Meyer (AB President); Ali Rana (MB President); Sara Baird (NS/PEI President); Gregory Barrett (NL President); Kevin Kapell (SK President)

**Guests:** Geoffrey Tomko (AB Vice-President), Jenny Brown (CoPE), Tony Thepsouvahn(BOC); John Cannan (ON Vice President); Pam Scharfe (EHFC, RAC)

**Regrets:** Nina van der Pluijm (NB President); Gordon Moseley (BC President); Raymond Ramdayal (ON President);

**Minute Taker:** Kevin Kapell

NOTE: \* denotes that a document was circulated for NEC to review prior to the meeting

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *	Appoint minute taker Kevin Kapell		
2.02	Minutes Approval *	Approval December 15, 2017 Meeting Minutes  Motion to accept minutes: Kari Second: Ali All in favor, none opposed		
2.03	NEC Action Items List*	Discussion of new format Will speak to this with committee talk. Items carried into new formats. Any new status for these action items? No		

<b>3</b>				
3.01	BOC	<ul style="list-style-type: none"> <li>• Report provided by Tony Thepsouvahn (Chair BOC)</li> <li>• Garth Gosselin's term as Past President has expired. Ian Harrison is now vice chair. New rep in Saskatchewan Vanessa Amy. New rep in Ontario Fatih Sekercioglu.</li> <li>• Quite a few new members at the board level over the last year</li> <li>• Ann shared thoughts with Tony via email about asking NEC funding for BOC rep from Maritimes. Tony will take this back to board.</li> <li>• BOC in good financial situation.</li> <li>• BOC face to face meeting is scheduled in Toronto for May. IO project is completed. BOC teleconference meeting next week to discuss next steps on IO and how to implement into the school curriculum</li> <li>• School review- only Montreal in the spring if ready and Conestoga College late 2018.</li> <li>• 3 appeals from Oct. exam. None identified any process error and were denied. One plagiarized paper was identified, and this was not appealed.</li> <li>• Changes to the BOC Regulation re: suspension of certification is on list of things to do and is a priority</li> <li>• Finances are good. Ahead of projected budget.</li> <li>• Kudos to all exam coordinators across country.</li> <li>• Gregory- Is BOC looking at funding rep for NL Branch? Options and NEC issues provided by Ann to Tony and BOC will consider these options.</li> <li>-</li> </ul> <p><b>Motion:</b> To accept the appointment of Vanessa Amy as the Sask. Rep to BOC and Fatih Sekercioglu as the Ontario rep to the BOC            Moved by: Kari Engele-Carter            Seconded by: Sara Baird            All in favor, motion carried.</p>		
3.02	CoPE*	<ul style="list-style-type: none"> <li>• Appeal policy circulated. CoPE feels they are done with it</li> </ul>		

		<p>and NEC should take it now which NEC agrees with</p> <ul style="list-style-type: none"> <li>• Any questions from NEC for intent of Audit appeal policy for Jenny Brown? There were no questions from NEC</li> <li>• Any objections to NEC taking over policy for next steps? CoPE is good with this. No issues identified by NEC. Will proceed soon.</li> <li>• Update: Busy with PDH deadlines. Have had more emails from members than ever and more people contacting CoPE. Doing more communication for next year and improvements for communication with members. Would like to stream-line auditing process to make this easy as mandatory PDH's and membership impact will be felt next year.</li> <li>• Face to face meeting planned for March 3 and 4, 2018 in Ottawa and plan is to focus on auditing process. Auditing process from this year will be partially completed before meeting then will complete process as a group.</li> <li>• Actively recruiting a BC, AB and NB reps so if anyone knows anyone encourage them to put their name forward.</li> </ul>		
3.03	Environmental Health Foundation Canada and Retirees Advisory Committee (RAC)	<p>Report submitted by Pam Scharfe</p> <ul style="list-style-type: none"> <li>• On behalf of the Board of Trustees, the EHFC Chair passed on thanks to BC, AB, MB, SK, NS/PEI and NL Branches who continue to financially support the Foundation on an annual basis. Also special thanks to the SK, AB, and BC for fund raising as part of their conferences, and the ON Branch curling and golf events that raised money for the Foundation.</li> <li>• The 2017 CIPHI AEC hosted by the BC Branch raised over \$3,500 in the silent auction. The funding provided by the Branches is important to continue to sustain the awards for our members from coast to coast for years to come.</li> <li>• The majority of the Foundation's funds are invested and the Board functions on the interest earned. The Foundation also now has four award partners - NSF, Lowry, Hedgerow</li> </ul>		

		<p>and the family of Clifford Van Alstyne. The awards now range from \$500 to \$2500 which are only available to CIPHI members who are nominated by their peers.</p> <ul style="list-style-type: none"> <li>• The Len Hiebert Environmental Health Review award will be raised from \$250 to \$500 for student research nominated by the faculty for each of the six CIPHI accredited schools.</li> <li>• The Board has worked the past year with Mike LeBlanc to move the EHFC website over to a different web platform so that the Trustees can do their own updating and to make the site "mobile friendly". The plan is to unveil the new site in February.</li> <li>• The Board is working on a "Highlights of 2017" newsletter to be placed on the CIPHI Listserve in the next few weeks with a more detailed "2017 year in review" coming out prior to the 2018 AEC.</li> <li>• The Board is still working to recruit Trustees from SK, MB, NS/PEI and NL. Trustees can be working, retired or from relevant industry and academia. The Board has a Trustee Job Description they can share with any interested Branches who would like to assist with recruitment.</li> <li>• The Chair advised that their various committees have been restructured into two streams: Governance and Advancement.</li> <li>• The Board as part of their strategic goal to increase awareness of CIPHI's charity among the membership, would appreciate having a small space in each Branch newsletter to advertise the work of the charity.</li> </ul> <p>RAC Update:</p> <ul style="list-style-type: none"> <li>• The Chair advised that the RAC members are still looking for ways to support the work of the NEC and asked that specific requests come through the Chair.</li> </ul>		
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<b>4</b>				
4.01	AEC 2018	<p>Review of venue options</p> <ul style="list-style-type: none"> <li>• Office has compiled some preliminary info from several hotels in Saskatoon for Sept. 16-19, 2018 for AEC</li> <li>• . Radisson looking to be best cost option so far and is downtown which would be best.</li> <li>• John Cannan has agreed to be co-chair of conference.</li> <li>• 2017 AEC finances were provided by Richmond conference committee which will help us determine options for 2018.</li> <li>• Gregory- question- are you looking for reps from other Branches to help organize 2018 AEC? Not looking at this point but will start soon. There is a speaker chair from Saskatchewan. Gord Moseley will do sponsorship but will need more members as each chair will need support as well.</li> <li>• Ann- another point from office is the tradeshow. Feedback from Richmond suggested opening Sunday night wasn't that worthwhile. Scaling it back would be a cost saving. This will be taken into consideration.</li> <li>• Manitoba- have given sponsors a short time to speak to crowd at their events which could make up for this.</li> <li>• Kari suggested she look at the hotel quotes ore thoroughly and that we have a special meeting of the NEC on January 29<sup>th</sup> to make a final decision on 2018 AEC. No one objected.</li> </ul>	Send out meeting invite for Jan 29 <sup>th</sup> re: final decision on 2018 AEC (Done)	Ann

4.02	TRAIN CAN RBI Course	<ul style="list-style-type: none"> <li>• Update on progress since December</li> <li>• Email sent out by Ann to Train Can to bring some closure to this project.</li> <li>• Response came back with a contract. Some typos need correction but overall it seems acceptable.</li> <li>• Also received evaluators guideline and assurance that French version is being worked on.</li> <li>• Ann and Kari will proceed with this. Will get contract signed and move forward finding evaluators and getting a pilot course offered to members</li> </ul>		
4.03	Media Manager (Twitter Facebook)	<ul style="list-style-type: none"> <li>• Ann contacted Phi. Provided job duties of media manager and suggestions on how to run it.</li> <li>• Posting expression of interest - next step is to-pull together expression of interest for this position and get out to members based on his info. Agreement that the communication committee take on this action item.</li> <li>• If anyone knows anyone who would be good for this, let NEC know or let person know that we are looking.</li> </ul>	Pass Phi's info on to communication committee	Ann
4.04	April 2018 NEC Face to Face Meeting	Numbers of attendees confirmed as 11- 13.	Advise office of numbers and approve contract (Done)	Ann
<b>5</b>				
5.01	NEC Committee Assignments *	<p>Confirm appointment of committee members for 2018</p> <ul style="list-style-type: none"> <li>• Reviewed proposed changes.</li> <li>• Gregory- would like to step down as EPHW lead but stay on as a member. He is also good membership on finance and communications.</li> <li>• Nina would like to step down as lead in By-law and policy but stay on as a member</li> </ul>	20 min	

		<ul style="list-style-type: none"> <li>• PEI/NS- Sarah- on appeal reviews and will stay. Will stay on communications and will stay on merchandising. Can get president elect to sit as a member on merchandising. Vanessa Nicelo.</li> <li>• ON- just John on call. Ray is good with IFEH. May have interest in Ethics and Advocacy?</li> <li>• MB- Ali- Advocacy committee, ethics committee. Off ethics committee chair and will check with Ray.</li> <li>• Awards- Kari will sit but wants to know if Kevin wants to chair. Kevin agreed to take chair of awards. There is a how-to manual for EPHW.</li> <li>• Geoff will chair EPHW committee and a member on Advocacy committee.</li> <li>• Ann will talk to Gordon, Ray and Nina and will re-vamp this and will send out to NEC.</li> <li>• Kari- Add to appeals review. Kari will stay on membership. MSC- good for Dale or Gordon?? Gordon will be put in as place holder. Kari on by-law and policy. Ann will take lead on by-law and policy.</li> <li>• Members think about what they would like to do for the next meeting.</li> <li>• EPHW- some Branches did not have reps last year. Branch Presidents should send a reminder to branches to make sure they have a rep.</li> </ul>		
5.02	Communication with Employers re: Mandatory Membership	<p>Progress report by province on the framework developed to communicate mandatory membership to employers (action item from November meeting due December 2017)</p> <ul style="list-style-type: none"> <li>• Greg has sent letter to minister and is going to follow up</li> <li>• Sarah- Has spoken with her director who has invited her to an upper level meeting to provide this info. Slow and steady. Will go through Provincial senior.</li> <li>• John- Ontario- Cannot provide a report as Ray did not provide update. Had some FAQ's that Ray was going to run and will provide an update.</li> </ul>	Will work on next draft of employer FAQs and get out to NEC. Also start work on other national messaging for employers for use by NEC.	Ann/Ray

		<ul style="list-style-type: none"> <li>• Ali- Identified the 2 employers. Has spoken to 2 directors to date. FNIB just switched over to having CPHI (C) so this is all they are hiring. Thought there was something at the National level for something unified.</li> <li>• Kevin- Saskatchewan- Saskatchewan in a state of flux. Identified employers outside of the province. Within province, will await to see who the new managers are and then will id them and approach. Minister's office is in Rosetown and will be approached as well. Contacts at Ministry of health id'd but unsure how they will work with Authority. Also, there will be a new Premiere in place at the end on January, so this will complicate things (cabinet shuffles etc.)</li> <li>• AB- Have id'd employers. Will ask for some assistance of who else to identify.</li> </ul>		
6				
6.01		<p>February 16, 2018 via teleconference. Special meeting will be held January 29 at 9:00 PST. Ann to send an invite out.</p>		
7	<b>Meeting Adjourned 10:32am PST</b>			