

**NEC Teleconference**

February 16, 2018 9:00 am Pacific time

**Draft Minutes**

**NEC Members:** Ann Thomas (President); Kari Engele-Carter (President Elect) ; Geoffrey Tomko ( AB President); Ali Rana (MB President); Sara Baird (NS/PEI President) ; Gordon Moseley (BC President); Raymond Ramdayal (ON President); Kevin Kapell (SK President); Gregory Barrett (NL President); Shaun Crawley (NB President Elect)

**Guests:** Jenny Brown (CoPE)

**Regrets:** Nina van der Pluijm (NB President); Tony Thepsouvahn (BOC), Pam Scharfe (EHFC)

**Minute Taker:** Gregory Barrett

#	Item	Discussion	Action	Lead
1	<b>Welcome &amp; Roll Call</b>			
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions	Update on advocacy letter to Manitoba government added to agenda under new business		
2.02	Minutes Approval	Approval January 19 <sup>th</sup> 2018 Meeting Minutes Motion to accept minutes: Kari Second: Gordon All in favour; none opposed. Motion carried		
2.03	NEC Action Items List	Ann updated the status of items; no other changes.		
3	<b>Corporate Reports</b>			
3.01	BOC	Deferred, Tony T. not present.		
3.02	CoPE	Jenny B. provided an update on the proposed MSC replacement. <ul style="list-style-type: none"> <li>Member Suite was looked at in 2017. CoPE met with several other vendors trying to find a product to meet CIPHI</li> </ul>	CoPE to draft a short progress	Jenny Brown

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		<p>requirements. Every system would be custom built to suit the organizational needs; there are similar issues with C-Factor (time to implement changes and costs).</p> <ul style="list-style-type: none"> <li>• CoPE will need more people or a contractor to help on this issue, due to time constraints.</li> </ul> <p>CoPE has received member questions about the appeal process &amp; the loss of membership.</p> <ul style="list-style-type: none"> <li>• Kari suggested drafting an update from the NEC; to be included with other updates for the membership in March 2018. Ann indicated a preference for releasing the policy and an update together.</li> <li>• Ann discussed sending the appeal process to the lawyers with the draft Audit protocol for a legal opinion. Jenny will discuss with BOC and have a draft document within 2 weeks to get a preliminary legal opinion on in conjunction with draft audit appeal policy. Draft audit appeal policy is nearly ready for circulation to NEC for comment before it goes to legal council.</li> </ul> <p>AB CoPE representative to be selected soon. Need CoPE representatives from BC &amp; NB.</p>	<p>report on the review of replacement options for MSC</p> <p>Contact c-factor re: 2018 Contract Renewal</p> <p>Send draft of audit process to Ann</p> <p>Send Audit process and audit appeal policy for legal opinion</p>	<p>Ann (Done)</p> <p>Jenny Brown</p> <p>Ann Thomas</p>
4	OLD BUSINESS			

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401	AEC 2018	<ul style="list-style-type: none"> <li>• Call for decision</li> <li>• Proposed AEC in Saskatoon, SK on September 16-19, 2018</li> <li>• Several conference committees are being worked on: Jason Feltham working on graphic designs; Pam S. working on sponsors/vendors; Ray &amp; John lining up speaker committee members; Geoff working on the IT committee, with John working on website postings; Social committee on hold at this time.</li> </ul> <p><b>Motion:</b> The 2018 AEC to be held in Saskatoon, SK on September 16-19, 2018 hosted by the national CIPHI conference planning committee.            Moved by: Kari            Second: Ray            In Favour: 9            Opposed: 1            Motion carried</p> <ul style="list-style-type: none"> <li>• Planning committee to provide monthly updates at the NEC meetings &amp; send out emails on important decisions/issues as they present themselves.</li> <li>• Announcement to membership during the first week of March 2018.</li> </ul>		
4.02	TRAIN CAN RBI Course	<ul style="list-style-type: none"> <li>• MOU has been signed and course will be offered as a pilot once evaluators are identified.</li> <li>• Waiting for info on workload of evaluators before asking for volunteers to do a pilot course.</li> <li>• NEC may be called upon to participate as evaluators for pilot</li> </ul>		
4.03	Media Manager (Twitter Facebook)	<ul style="list-style-type: none"> <li>• Discussion of Terms of Reference; drafted &amp; circulated by Ann. No changes</li> </ul>	Advise Phi Phan of Greg's	Ann (Done)

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		<ul style="list-style-type: none"> <li>Discussion on appointing Gregory (NEC member) to this position.</li> </ul> <p><b>Motion:</b> The NEC to appoint Gregory Barrett (NL Branch President) to the position of Interim Social Media Manager in accordance with the Terms of Reference from February 16, 2018 to January 31, 2019.            Moved by: Kari            Secunder: Geoff            In Favour: 8            Oppose: 0            Abstain: 2            Motion carried</p>	appointment	
4.04	Missing CIPHI Crest and Banners	<ul style="list-style-type: none"> <li>Update on response from Purolater</li> <li>The crest is gone; Purolator has exhausted all efforts to track down the missing shipment. Remuneration from the courier may be possible.</li> <li>Tim Roark is looking to get quotes on a replacement</li> </ul>	Circulate to NEC response from Purolater to Tim's letter	Ann (Done)
4.05	April Meeting Toronto	<ul style="list-style-type: none"> <li>Confirm hotel rooms needs with CIPHI Office</li> <li>Anyone yet to confirm a hotel booking to contact the CIPHI office; staying Sunday night due to travel on Monday is acceptable.</li> </ul>		
<b>5</b>	<b>NEW BUSINESS</b>			
5.01	Salary Survey	<ul style="list-style-type: none"> <li>Confirm progress to date</li> <li>Pam &amp; ON Branch to provide more salary information for the different ON Health Units</li> <li>Ray suggested providing a link to the current collective bargaining agreements with the salary information.</li> </ul>	Send suggestions to Pam re: links to collective agreements	Ann (Done)
5.02	MB Advocacy	<p>Ali discussed the MB Branch advocacy group is drafting a letter to CIPHI national to suggest changing the wording on the logo.</p> <p>A letter is being drafted from the CIPHI National president; to be sent to the MB Minister of Health &amp; possibly the MB Premier's office.</p> <ul style="list-style-type: none"> <li>This is in response to MB members concern of PH inspections &amp; changes to the NB legislation this year.</li> </ul>	Ann to send out draft letter to the NEC	Ann (Done)

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5.03	NL Branch Advocacy Efforts re: Employer Mandatory Membership Issues	<p>Gregory: NL Branch has followed up with the Service NL Minister's office regarding the advocacy letter sent in January 2018. Response received from the ADM (Assistant Deputy Minister), the proposal is under review &amp; a formal reply will be send to the Branch when completed.</p> <p>Ray: ON Branch to send an update in 2 weeks.</p>	<p>Circulate the FAQ for employers to the NEC.</p> <p>All members to comment back by Friday, February 23, 2018.</p>	<p>Ann (Done)</p> <p>NEC</p>
<b>6</b>	<b>Next Meeting</b>			
6.01	March 16, 2018			
<b>7</b>	<b>Meeting Adjourned 10:19am (PST)</b>			