

NEC Teleconference

March 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); Raymond Ramdayal (ON President); Shaun Crawley (NB President Elect); Gregory Barrett (NL President)

Guests: Jenny Brown (Chair CoPE)

Regrets: Nina van der Pluijm (NB President); Kevin Kapell (SK President); Gordon Moseley (BC President); Sara Baird (NS/PEI President)

Minute Taker: Raymond Ramdayal

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 No additions		
2.02	Minutes Approval *	Approval February 16 th , 2018 Meeting Minutes Remove Sarah from Sponsors and Vendors. 4.01 Moved: Kari Second: Geoff Carried		

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2.03	NEC Action Items List*	<p>Confirmation of action items status</p> <p>Add Geoff to Environmental Public Health Week</p> <p>Kari: add to communications: sending out messages re: update to members</p> <p>Ann: to add names under the Leads</p>		
3	Corporate Reports			
3.01	BOC	<p>Approval by NEC of BOC Regulation amendments to Sections 13 and 21 is required</p> <p>Ann circulated sections 13 and 21 submitted by BOC. The change to the regulation is word for word to what NEC recommended they use.</p> <p>Motion: The NEC approve the BOC amendments to Section 13 and 21 dated February 2018</p> <p>Moved: Ann</p> <p>Seconded: Kari</p> <p>Motion carried.</p> <p>Discussion on the options for policy to support suspension of the certificate by BOC. It will be a fairly simple policy.</p> <p>Should NEC, BOC and CoPE have separate policies?</p> <p>Gregory: recommends just one policy as opposed to each having their own.</p> <p>Shawn: one would be best. When they overlay they may cause confusion. Also suggested a general policy and another policy from BOC and CoPE to have their own that is a little more specific.</p>	<p>Draft an operating policy based on today's discussion and send it to Tony and NEC.</p>	Ann
3.02	CoPE	<p>CoPE has honoured their commitment in getting a draft of the audit review process to allow us to complete the audit appeal policy and get</p>		

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		<p>a legal opinion.</p> <p>Ann would like NEC to know that this information was received recently and will be distributed shortly.</p> <p>Jenny:</p> <ul style="list-style-type: none"> • The Member Service Centre review project summary was provided as requested. • The audit process is huge. They realized the amount of work that still needs to be done. A lot of revision is necessary. • Sent Ann what needs to be created and what needs to be revised. Their goal is to have something by the Fall. <p>Ann: Has there been a decision made of what the process looks like once they have exhausted the 3-strike rule and in the future wish to reinstate their membership? What PDH requirements would they have to meet to be considered for membership again?</p> <p>Jenny responded that CoPE sees that decision coming from the NEC or BOC and that CoPE is only responsible for the auditing component of the PDH requirement.</p> <p>This will be taking into consideration by NEC in the development of the audit appeal policy.</p>		
4	Old Business			
4.01	AEC 2018	Update from Kari Engele-Carter on what is proposed at this point in time:		

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		<ul style="list-style-type: none"> • NEC meeting scheduled Friday 14th and Saturday 15th • CoPE/BOC/NEC/EHFC luncheon on Saturday • Sunday September 16 - registration only (no official social) • Monday September 17 - AGM, social night • Tuesday September 18 - Awards Luncheon, President's Banquet • Wednesday September 19 - programming until 3-4pm • Exhibitors setup Sunday, takedown Tuesday after coffee • Logo, page header, SAVE THE DATE (member & Exhibitor/sponsor) in pdf, png and twitter header format have been developed • Communications via listserve, twitter/Facebook, webpage were posted on Mon 12th. • Twitter page AEC 2017 to AEC 2018 pending. Password requested and then can be updated. ~1900 followers on this acct. • EHR insert for next edition planned. • Request to Branches retweet / forward and/or include in newsletters. Postcard will be forwarded to NEC for inclusion in newsletters. • Program committee is currently working on keynotes; Call for abstracts will be out shortly • Sponsor/Exhibitor -Save the Date is ready to be mailed to sponsors, followed by call, then Offer/information letter. Work to be done to solidify/polish offer packages. • Venue - Contract with hotel - needs final signature this week. • Finance / Budget - needs polishing / finishing this week. • Registration & IT – next in the que. 		
4.02	April Meeting Toronto	<p>Suggested Key Agenda Items:</p> <ul style="list-style-type: none"> • Priority for a budget for 2018. Have a look at the draft that Ann will send around prior to the meeting 		

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		<ul style="list-style-type: none"> • Ann suggested that the electronic AGM piece is something we need to decide about. It is dragging on too long. • There will be items around mandatory membership and policy piece. Hopefully we will have something back from the lawyer by then. • The terms of reference for the different committees is also something that has been dragging too long also. If you are a committee lead, please do some work on this before the meeting. • Cost sharing formula (mostly regarding attendance at AEC) Ann will finish off a draft before the meeting so we can have discussion and come to a decision on this. Ann will send out a copy of the current cost sharing formula. <p>Ann will circulate draft agenda. Think about items that are best discussed face-to-face.</p> <p>These meetings are designed to allow us to spend critical mass of time on items that require a decision be made.</p>		
5	New Business			
5.01	Social Media	<p>Ali provided some background on the letter that was sent out in Manitoba. Members were very happy. They felt that CIPHI National did something for them.</p> <p>Ali suggested some form of communication be used to advise everyone of the work that was done.</p> <p>Discussed options for sharing information, social media, etc.</p> <p>Ali will send information to Gregory for posting.</p> <p>Will discuss further at the face-to-face meeting.</p>		

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5.02	Volunteer Website	<p>Suzanne Lychowyd is stepping down as co-manager of this site. Erin Teare will be continuing to manage this</p> <p>Nothing has been submitted for posting on the site since it was launched. The concept was embraced initially by all the corporate arms of CIPHI as a sound idea. Given there has been no use of it NEC to have a look at this and give it some thought as to whether to disable the site.</p> <p>The link to the volunteer webpage is to the CIPHI National website home page.</p> <p>Discussed the listserv and how a member gets on it. Kari will contact the office o get clarification on a few items.</p>	5 min	Ann
6	Next Meeting			
6.01	April 14-15 th , 2018	In Toronto ON		
7	Meeting Adjourned 10:25 a.m.			