

DRAFT Minutes
CIPHI National Executive Council
Holiday Inn Toronto International Airport
 970 Dixon Road Toronto, ON

SATURDAY APRIL 14TH, 2018
8:30AM – 5:00PM

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

Guests: John Cannan (ON President Elect); Casey Neathway (BC President Elect)

#	Item	Discussion/Decision	Action	Lead
	* Denotes Document Circulated			
1	Welcome & Roll Call			
		NEC acknowledged the tragedy from SK (Humboldt Bronco), our thoughts are with the community.		
2	Agenda & Minutes			
2.01	Agenda approval/additions	3.05 a) Add: Round table of Public Health structural changes across Canada. Motion to Accept with additional item 3.05 a) Moved By: Raymond Ramdayal Seconded:Kari Engele-Carter All in favor		

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2.02	Minutes approval/corrections	Approval of March 16 th , 2018 Teleconference Minutes Motion to Accept Moved By: Kari Engele-Carter Seconded: Gregory Barrett All in favor		
3	Old Business			
3.01	Terms of Reference*	<ul style="list-style-type: none"> National Advocacy Committee TOR will be shared with NEC before the next meeting All other committee leads to draft TOR using the shared template 	To send the draft to Ann To draft TORs by May 11 th for 18 th teleconference	Ali Rana All NEC committee leads
3.02	Electronic AGM	<ul style="list-style-type: none"> Report on Current Status of this initiative Dale Chen (BC Branch) has done a lot of preliminary work on this initiative and is willing to share the knowledge with someone who can continue with the work. Round table discussion: -In general, NEC members are in support of continuing the work on this initiative to ensure future AGMs with a quorum can occur on a yearly basis. -It was noted the platform used should be made available to Branches for hosting their AGMs as well. -It was also discussed sufficient time and resources have been put into this initiative. What was the purpose? Are members generally raising concerns re: attendance and accessibility? Voting can occur via proxy. Can consideration be given to how can an AGM be improved? -various options were discussed and general agreement was that we need to keep it as simple as we can. - suggestion that the office may be able to assist in registration of participants on the call 	Ensure planning committee is aware of teleconference	Geoffrey Tomko

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		<ul style="list-style-type: none"> Decision required on next steps Motion: To explore setting up a conference line for attendance of the 2018 AGM as a pilot. The NEC will evaluate the outcomes and determine what the future needs will be. Moved by Raymond Ramdayal Seconded by Gordon Moseley All in favor 	<p>needs Develop and send communication to members</p> <p>Notify office if they will be involved in assisting in this initiative for the 2018 AGM</p>	<p>Sara Baird</p> <p>Ann Thomas</p>
3.03	Train Can Contract for On-Line Risk Assessment Course	<ul style="list-style-type: none"> Update on call for evaluators and next steps Agreement the NEC is no longer extending timeline for this work. We will ask for what CIPHI has paid for is sent back to CIPHI and any CIPHI property is returned. The NEC can consider the next steps once the material is returned. 	Follow-up with Train Can	Ann Thomas
3.04	AEC 2018	<ul style="list-style-type: none"> Progress Report Hotel: Radisson Saskatoon located downtown. Save the date and call for abstract is out. Agenda will be out in May Sponsor list is being called to seek interest Options are being considered for social events IT, Website, Social Media (comms), etc. has been assigned NEC meetings are Sept 14, 15th 2018 (Friday/ Saturday) 		
3.05	CoPE Issues*	<ul style="list-style-type: none"> Discussion of Association Management software report submitted by Chair CoPE * Need more detailed information from CoPE to determine what their needs are today (2018). And has there been sufficient changes/ updates made to the current system to meet their needs? Does the NEC require proof that CoPE committee members are eligible to be on the committee / are in good standing? The Chair of each committee needs to ensure that members 	<p>Follow-up with CoPE</p> <p>All NEC members to ensure their executive members</p>	<p>Ann Thomas</p> <p>All NEC</p>

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		have their membership renewed. Each Branch President is responsible to verify membership for Branch executive members. <ul style="list-style-type: none"> What information does the NEC require in the yearly report? (Especially related to the upcoming changes related to audit fails.) To seek clarity on the question and ask for clarification on some of the tables. 	have renewed their membership on a yearly basis To follow-up with CoPE	Ann Thomas
3.05 a)	Round table Public Health structural changes across Canada and/ or Branch updates	Updates provided by each Branch for information purposes only		
3.06	CIPHI Governance Models*	<ul style="list-style-type: none"> Re-introduction of alternate governance model discussion paper to new NEC members for discussion. NEC is in agreement to pursue considering options for a new governance model. The timing is good now that the mandatory membership priority is wrapping up. No decision required at this meeting 	Provide a draft / updated model for the next NEC teleconference including consideration of the challenges. Include National conference committee in the model	Geoffrey Tomko
4.0	New Business			
4.01	Exit Interview - Member Survey *	<ul style="list-style-type: none"> Request for feedback from NEC on MB Branch Initiative It is unclear how this would benefit the mission of CIPHI and its collaboration with employers. It does not seem to meet the mandate of CIPHI or help benefit the Branch. Issues would also arise from maintaining the personal information which is not required for CIPHI business, therefore, could not collect and maintain. 	None	N/A
	WRAP UP and		4:30	

National Executive Council
April 14th and 15th 2018

#	Item	Discussion/Decision	Action	Lead
	ADJOURNMENT			

DRAFT Minutes
CIPHI National Executive Council
Holiday Inn Toronto International Airport

SUNDAY APRIL 15TH 2018
8:30AM – 4:00PM

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

Guests: John Cannan (ON President Elect); Casey Neathway (BC Branch President)

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	Welcome & Roll Call			
	Agenda			
	Agenda approval/additions	Check in from Day 1		
	New Business continued			
4.02	Finance*	<ul style="list-style-type: none"> Review of 2017 Comparative Income Statement* Reviewed and discussed by the NEC. Complete NEC 2018 Budget NEC also discussed potential actions should revenue be made by the national AEC, future discussion will be held on this topic. Motion: To eliminate the current cost sharing meeting expenses	Connect with office for	Ann Thomas

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		<p>between NEC and CoPE and to have the NEC and CoPE meeting expenses accurately reflected in the operating budget under the general ledger account. Moved by Ann Thomas Seconded by Kari Engele-Carter All in favor</p> <ul style="list-style-type: none"> Approval of BOC and CoPE 2018 Budget Submission* Changes and updates will be made and final approval will be done at the next meeting. 	<p>changes</p> <p>Circulate final budget for approval at May NEC teleconference</p>	Ann Thomas
4.03	Cost Sharing for AEC Attendance*	<ul style="list-style-type: none"> Discussion re: covering costs for CoPE and BOC board members to attend AEC Agreement that BOC and CoPE members should have registration covered. NEC would propose to cover 100% for CoPE and BOC members would have 50% covered by NEC with 50% by BOC. 	To discuss with the BOC and CoPE	Ann Thomas
4.04	CPC Audit Progressive Compliance Model*	<ul style="list-style-type: none"> Decision required re: NEC acceptance of compliance model. 3 year cycle for entering total hours (but not meeting CoPE's acceptable requirement), NEC agrees. For members not entering minimum hours required. It should be a 2 year cycle. 	Communicate back to CoPE	Ann Thomas
4.05	Revoking and Re-instatement of CIPHI Membership Following Audit Fail*	<ul style="list-style-type: none"> Discussion on re-instatement of membership following audit fails Further legal consultation re: the process will occur Admin policy on procedure to revoke membership and suspend CPHI (C) credential (Who does what?). 	Legal opinion/ advice	Ann Thomas
4.06	Mandatory Membership Communication with Employers*	<ul style="list-style-type: none"> FAQ's for Employers* Backgrounder for Employers* Draft documents have been shared with NEC to use them 		

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		as they need to communicate with employers. • Update from Branches on advocacy issues		
5.0	WRAP UP AND ADJOURNMENT 2:40 pm	Discussion re: storing of documents electronically so it is easily shared by NEC members. Using Google Drive has been proposed.	To follow-up	Geoffrey Tomko

