

APPROVED MINUTES
CIPHI National Executive Council

Friday September 14th, 2018

Radisson Hotel
Saskatoon, Saskatchewan

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

Guests: John Cannan (ON President Elect); Jenny Brown (Chair CoPE); Tony Thepsouvahn (Chair BOC)

#	Item	Discussion/Decision	Action	Lead
1	Welcome & Roll Call			
2				
2.01	Agenda approval/additions	No additions		
2.02	Minutes approval/corrections	Motion: To approve August 17th, 2018 teleconference minutes Moved by: Ann Thomas Seconded by: Raymond Ramdayal All in Favour Motion Carried		

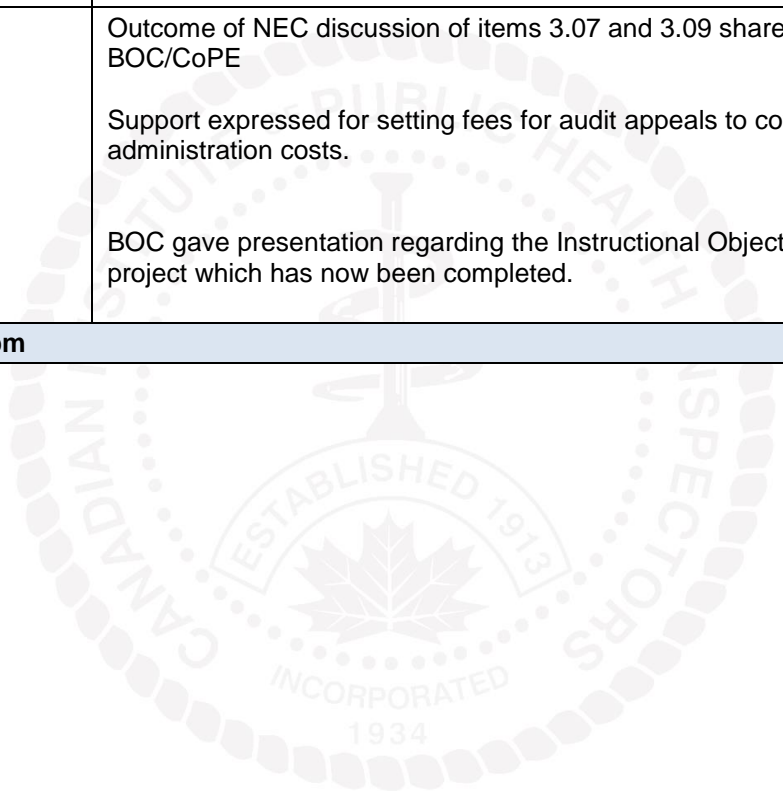
#	Item	Discussion/Decision	Action	Lead
3	New Business			
3.01	2018 AGM Preparation	Attendees at the door - Kevin and Kari to take care of this. Scrutineers -Casey and Greg to find members for this Sergeant at Arms - John Cannan Parliamentarian - TBD Assistance to chair with projector during meeting - Sara Baird Minute taker - Gregory Barrett		
3.02	Roles of NEC at 2018 AEC	Assignments for NEC: Moderators - schedule set up. Moderator package to be sent out as well Shifts at the registration table - Kevin and Sara as the leads, rest of us will assist Photography - Geoff and Tony NEC will have two reserved tables up front for the 1st morning (opening comments) Social Nights - Tasks TBD Presidents “reception” prior to Banquet will be restricted to NEC as there is no reception space available to accommodate more guests. NEC to meet in Ann's suite. Doors open for Presidents Banquet at 6PM Piper to lead the NEC at 6:45PM		
3.03	Advocacy/Promotion Update	Discussion on the direction of advocacy for CIPHI in 2019 There was general agreement that the committee should make a summary list of potential topics and suggest one or two priorities for action each year such as: <ul style="list-style-type: none"> • advocating for mandatory membership in CIPHI with employers • promoting the profession publicly (branding) • general health promotion 		

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		<ul style="list-style-type: none"> enhanced activities during EPH Week explore partnerships with other advocacy groups such as NCCEH 		
3.04	Awards	<p>LIFE MEMBERSHIP AWARD POLICY</p> <p>Discussion was held regarding changes to life membership policy criteria. Consideration was given to a proposal submitted by T. Roark and K. Seeger.</p> <p>Key points under discussion were allowing for more than one life membership to be awarded each year and covering expenses of award recipient to attend President’s banquet.</p> <p>There was consensus that allowing for more than one recipient detracts from the prestigious nature of CIPHI’s highest award and that modest numbers of nominations received in the past do not support a policy change is necessary at this time. If this changes overtime the matter can be revisited.</p> <p>A number of operational issues were identified with the current policy for ratifying the nominee at the AGM and presenting the award at the AEC. There was consensus this process needs to be updated.</p>	Draft revision of NOP#1 reflecting the discussion of presentation parameter of the recipient.	Kevin Kapell
3.05	Google Drive Business Rules	<p>Visual presentation on using Google Drive and how it is set up provided by Geoff</p> <p>Drive can be accessed: info@ciphi.ca</p> <p>All NEC members should be on the national Gmail account distribution list.</p>	<p>Check if Google products work - with your work computers</p> <p>Check if you</p>	<p>All NEC</p> <p>All NEC</p>

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		<p>There was general agreement over using this site and the benefits it affords the NEC.</p> <p>We can start using it as soon as it is confirmed everyone can access it.</p>	<p>have a Branch CIPHI Google account and confirm with Geoff</p> <p>Circulate Ontario Branch naming conventions for review by NEC</p>	<p>Geoff</p>
3.06	Membership Criteria Flowcharts D	<p>Review of Legal Opinion and draft revisions</p> <p>Points clarified regarding reinstatement of membership:</p> <ul style="list-style-type: none"> • reinstatement requires submitting pdhs for the second year failed • the onus is one the employer to hire qualified staff holding a valid certificate or require membership in CIPHI • CIPHI has no control over employers who hire non-certified EHO/PHIs • Member can appeal loss of membership before certificate (issued 2017 onward) is suspended <p>No further revisions suggested. This will be distributed to membership when the Progressive Enforcement model and the Audit Appeal Policy when they are completed.</p>		
3.07	Progressive Compliance Model nd Audit Cycle	Review of Legal Opinion and draft revisions	Revise document	Ann

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		Agreement with: <ul style="list-style-type: none"> • a 5 year “reset” if there is no fail during that time following 2nd audit fail • no probation period • no prorating of annual membership fees or PDHs depending on suspension or reinstatement dates. Paper will be revised to reflect NEC discussion	and send to CoPE, BOC and NEC for approval	
3.08	Employer Engagement D	Review of Legal Opinion re: Publishing Membership Status Legal opinion confirms that only information that member has agreed to allow released can be released on website or via office. Need to revisit question with legal counsel to make sure member application release of information section is sufficient.	Send written consent wording to lawyer for confirmation that it is adequate and appropriate.	Ann
3.09	Audit Results Appeal Policy D	Review of Legal Opinion and draft revisions and draft revisions Ann cleaned up document based on feedback from lawyer and to ensure language is consistent throughout. Ann to check with the Office on the particulars with Appendix 1 Role of the Appellant and the reference to Registered Mail <ul style="list-style-type: none"> • possibly suggest 30 days after receipt of registered letter (instead of 30 days from date of the letter) by CIPHI to the appellant to send back the appeal form and supporting documentation Clarity required in referencing the AR Lead, ARP etc. and Ann will look at options for re-naming these to avoid confusion.	Prepare final draft and send for legal review Contact office for feedback on policy	Ann Ann

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		Final changes to document will go back for a second review by legal council.		
3.10	Joint NEC/CoPE/BOC meeting	<p>Outcome of NEC discussion of items 3.07 and 3.09 shared with BOC/CoPE</p> <p>Support expressed for setting fees for audit appeals to cover administration costs.</p> <p>BOC gave presentation regarding the Instructional Objectives review project which has now been completed.</p>	Send final draft of Audit Appeal Policy to CoPE/BOC	Ann
Adjournment Day 1 6:00 pm				



DRAFT MINUTES
CIPHI National Executive Council
 Saturday September 15th 2018
 Radisson Hotel

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

Guests: John Cannan (ON President Elect)

Regrets: Ali Rana (MB Branch)

#	Item	Discussion/Decision	Action	Lead
	Welcome & Roll Call			Ann Thomas
	Agenda			
	Agenda approval/additions	Check in from Day 1		
3.0	New Business continued			
3.11	Annual Education Conference	Debrief re 2018 national conference organising committee pilot	Discuss 2019 AEC	Sara Baird

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		<p>Discussion on sponsorship committee. Communications were late for many of the sponsors however, CIPHI did get several.</p> <p>Office did much work for us such as registration and negotiating hotel contract which is a huge portion.</p> <p>Registration is good (~121 registrants; ~110 per day of non-speaker delegates)</p> <p>Not sustainable to have two NEC members organize a conference. We need support from branches or a larger organizing committee from executive or other volunteers</p> <p>What could we “re-use” next year to help future planners for AEC?</p> <ul style="list-style-type: none"> • Registration paper work and finances with office • Negotiation of hotel booking by office • Exhibit/sponsorship packages and someone to do the sponsorships • Webpage/reuse with some improvements • Key people from Ont to lead or support speaker program • <p>Financial report for AEC 2018 - numbers for debits and credits are still being balanced</p> <p>Options for 2019 AEC: Nova Scotia Branch will be discussing hosting it with assistance from a National Conference Committee</p>	<p>with NS/PEI Branch and report back to NEC in October</p>	
3.12	Electronic AGM	<p>Reviewed and confirmed the dial in sites with each Branch on the NEC</p>		

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		<p>Reviewed the procedure with Geoff Tomko and Ann Thomas regarding chairing and the dial in sites.</p> <p>Geoff will be manning the phone 15 minutes before the AGM and gathering the names of members for the AGM records.</p> <p>NEC is comfortable with the procedures and no comments with respect to improvements.</p>		
Refreshment Break				
3.13	CIPHI Governance D	<p>Decision required re: development of new governance model</p> <p>Discussion of potential changes to the make up of NEC noting that the current bylaws allow for appointment of someone other than Branch President be appointed. The major concern with the current governance model is the workload required to be on the branch and National boards and the burnout rate we are currently experiencing.</p> <p>There was discussion of the pros and cons of having someone not on the branch executive appointed to the NEC and there was consensus the person would have to either be on executive or have close reporting relationship as they are representing Branch interests.</p>	Take this issue back to the Branch Executives for input by the November NEC call.	All NEC
3.14	Historical Document Issues	<p>Discussion and decision re: document management by guest National Historian Tim Roark.</p> <ul style="list-style-type: none"> Historical docs- overview of historians across Canada. 	Presidents to talk to their historian and	All NEC

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		<p>Attempting to coordinate with all to get docs so institute doesn't lose them.</p> <ul style="list-style-type: none"> Historian committee is ad hoc. There is no standing committee and what happens when Tim retires? Requesting that NEC make historian committee a standing committee to keep the collection and organization of these documents going when members change. Tim has many paper historical documents that still need to be scanned. Would like to set something up online whereby members can access this historical information. Perhaps using CIPHI national website. Could be labour intensive. Doesn't need to be done all at once. Set website up and send docs to be uploaded over time. Searchable database on website may be difficult. NEC is supportive of both a standing committee and of work to be done to digitize and make available to members in some form <p>Discussion- Tim urges the NEC to look at increasing advocacy. Tim highlighted an issue trying to get a CIPHI postage stamp made up by Canada Post which has been rejected outright several times. He thinks the issue is that Canada Post does not think that CIPHI has a high enough profile across the country to make a stamp which may speak to a larger advocacy issue.</p>	<p>encourage them to forward any information to national historian.</p> <p>Develop Terms of Reference for a Historian standing committee for the NEC to consider</p> <p>NEC to approach Mike LeBlanc regarding options for using the website as the storage area or as a portal for historical documents that members can access</p>	<p>Tim Roark</p> <p>??</p>
Networking Lunch with BOC, CoPE, EHFC				
3.15	Professional Conduct Complaint Process	Discussion of status and next steps Code of ethics updated a while ago.		

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		<p>Still don't have a response to complaint received about member violating code of ethics. By-laws stipulate in general that some disciplinary actions that can be taken against members The key questions are what disciplinary action does our governing act and bylaws allow the corporation to take and what would that action look like? Consensus was to get a legal opinion on this question. This will be done once appeal issue is taken care of</p>		
3.16	Code of Conduct for CIPHI Boards Members	<p>Discussion re: Ontario Branch model and next steps</p> <ul style="list-style-type: none"> • Background given by Ray that led to code of conduct • General agreement that code looks good. A couple of tweaks needed. • Discipline- need a discipline mechanism to back this up. Discussion around changing or removing the "legal action" part or changing the wording • Need to look to find the steps for discipline of board members and review if they exist. • Discussion around the wording of document • Should it be a signed document? • Should we remove some of the more objective requirements? • This doc will be placed on Google Drive. 	<p>NEC members to review Ontario branch code of conduct document and get comments back to Ray</p> <p>Check with BOC and CoPE for any Codes of Conduct</p>	<p>All NEC</p> <p>Ann</p>
3.17	Risk Based Inspection On-line Course	<p>Consensus to develop a Request for Proposal to look for a company to deliver this on-line course.</p>	<p>Send request to previous contractor to return course material to CIPHI.</p> <p>Develop RFP</p>	<p>Ann</p> <p>Ann and Ray</p>
3.18	CIPHI Assets and Liabilities D	<p>Discussion on project funding options:</p> <ul style="list-style-type: none"> • Legal advice pertaining to enhanced CoPE audits and 		

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		mandatory membership <ul style="list-style-type: none"> • Potential legal challenges • CoPE support for enhanced audit process role out in 2019 • Power point projector • Members Service Centre review contract • Website enhancement re: storage and access of historical documents • Enhanced promotional material for EPH Week • Financial Audit • Electronic AGM 		
3.19	Salary Survey	The survey was completed to the best of the ability of the Retirees Advisory Committee members but there are still some gaps. NEC members agreed to have a look and see what outstanding information can be provided by the Branch to close these gaps. Where no info is available it should be indicated as N/A on survey.	Send updates to survey to Ann by end of October	All NEC
4.0	Adjournment Day 2 5:30 pm			