

NEC Teleconference

October 19, 2018 9:00 am Pacific time

DRAFT Minutes

NEC Members: Ann Thomas (President); Kari Engele-Carter (President Elect); Gordon Moseley (BC President); Geoffrey Tomko (AB President); Kevin Kapell (SK President); John Cannan (ON President); Sara Baird (NS/PEI President); Gregory Barrett (NL President)

Regrets: Ali Rana (MB President); Shaun Crawley (NB President)

Guests: Jenny Brown (CoPE Chair), Pam Scharfe (EHFC Chair), Tammy MacDonald (NL President-Elect)

Minute Taker: Ann Thomas / Kari Engele-Carter

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 – Ann/Kari		
2.02	Minutes Approval *	Motion to approval September 2018 Saskatoon Meeting Minutes Moved by: Ann Thomas Seconded by: Geoff Tomko Motion carried.		
2.03	Outstanding Action Items	Review of outstanding action Items from September meeting: <ul style="list-style-type: none"> Code of Conduct for CIPHI Boards – There is still time for members to get comments to Ray. Ann will follow up with Ray. The BOC and CoPE have responded to the request for any policies on this issue currently in place. Risk Based Inspection Course - follow up re: RFP still pending. (Ann/Ray) Historical Document Retention – Contact with webmaster re: options for web storage and access of documents is 		

		<p>pending. Kari Engele- Carter will follow up.</p> <ul style="list-style-type: none"> • CoPE Audit Appeal Policy/ Membership Flowchart and Progressive Compliance Model are in final draft and will be sent for legal review before end of October. (Ann) • Revision of NOP #1 is pending. (Kevin) • Google Drive implementation is still a work in progress. In meantime continue to e-mail documents as well to ensure everyone receives them. 		
3	Corporate Reports			
3.01	BOC	NEC Appeal Panel NOP being updated and will be sent to legal.	Draft Revisions of BOC Appeal NOP	Ann
3.02	CoPE	<p>Message will be sent to members via office re: Automatic audit fail if less than 80 PDHs entered. Jenny to connect with office (Juli-Anna) to develop message and coordinate distribution.</p> <p>Jenny and Ann to connect re: communication to members.</p>		
3.03	EHFC	<p>Executive 2018-2019 (1year term) Pam Scharfe (ON)Chair, Ralph Stanley(ON) Vice-Chair, Jacqueline Schneider(AB)Secretary, Mike LeBlanc (MB) Treasurer</p> <p>2019 is 30th anniversary of EHFC Board are discussing ways to mark the occasion</p> <p>The EHFC 2019-2021 strategic planning process is being lead by Trustee L. Pike and will include input from NEC, Branches and donors</p> <p>\$1625 raised from AEC silent auction. EHFC extends its thanks to the Conference Committee for allowing EHFC to host this.</p> <p>Thanks also to the ON Branch golf tourney that raised \$500 for EHFC.</p> <p>Student bursary proposal pending to allow recipients to register for AEC without them having to pay upfront and be reimbursed.</p> <p>..</p>		
4	Old Business			
4.01	AEC 2018/2019	2018 AEC:		

		<ul style="list-style-type: none"> • Successful conference with profit realized. AEC books should be closed by year end. • Delegate survey results to be circulated. The feedback was very positive from attendees. <p>2019 AEC</p> <ul style="list-style-type: none"> • Round table conversation re: AEC in Halifax/NS. All NEC members present confirmed support to move forward with planning for 2019 AEC. 	Contact CIPHI office re: checking venue options for 2019	Sara
4.02	Salary Survey Results	Confirmed that there was no more information pending and survey can now be completed and circulated to membership	Complete and circulate survey.	Ann
5	New Business			
5.01	President Orientation Manual	Request for travel approval re: meeting at CIPHI Office Motion to support up to \$500 for Ann to travel to CIPHI Office to develop Presidential Orientation Manual. Moved by: Kari Engele-Carter Seconded by: Greg Barrett Motion Carried		
5.02	Social Media Update	Update provided. Good uptake of launch of Environmental Public Health week (shared with approx. 6,000 users) Metrics will continue to be collected and analyzed (ongoing).		
5.03	New BOC Appointment	CIPHI NL Branch appointed Douglas Howse as the new provincial BOC exam coordinator		
6	Next Meeting			
6.01	November 16 th , 2018			
7	Meeting Adjourned 10:10 am			