

## Meeting Minutes

CIPHI National Executive Council  
Saturday April 27<sup>th</sup>, 2019

Courtyard Toronto Downtown  
475 Yonge Street  
Toronto, ON

**NEC Members:** Kari Engele-Carter (President); Ann Thomas (Past President); Gregory Barrett (President Elect); Casey Neathway (BC President); Meaghen Allen (AB Rep); Kevin Kapell (SK President); Natalie Lowdon (MB President); John Cannan (ON President); Shaun Crawley (NB President); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

**Regrets:** Geoffrey Tomko (AB President)

**Minute Taker:** Gregory Barrett

NOTE: \* denotes that a document was circulated for NEC to review prior to the meeting

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call & Introductions			Kari
2	Agenda & Minutes			
2.01	Agenda approval/additions *	Advocacy items moved to Sunday and end of Saturday.		Kari
2.02	Minutes Approval *	Approval March 2019 Teleconference Minutes  Moved by Kevin Kapell, Seconded by John Cannan. <b>Motion Carried</b>		Kari
2.03	NEC Action Items *	Review Action Items List Casey to lead EPHW Guide revision; Geoff removed from this item.		Kari

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<b>3</b>	<b>Electronic motions</b>			
3.01	NOP #1	<p><b>Motion</b> circulated April 10th to accept updated NOP #1 National Awards.</p> <p>Moved by Kevin, Seconded by Kari <b>Motion Carried unanimously</b></p>	Final editing and grammar to the completed and posted on the website.	Kari
<b>4</b>	<b>Orientation and Document Review</b>			
4.01	Committee List Update*	<ul style="list-style-type: none"> <li>• Update to List</li> <li>• Establish need and process for developing Terms of Reference (ToR)</li> <li>• Geoff removed from Electronic AGM, EPHW Committees, and CIPHI governance options. Casey to lead the EPHW and electronic AGM committees. New Alberta rep to potentially lead the CIPHI governance committee (AGM early May)</li> </ul>	Develop the ToRs for the various committees.	Ann
4.02	Review of NOPs*	<p>Brief overview of each NOP provided by NEC as assigned (attached doc) as an orientation/review to group.</p> <ul style="list-style-type: none"> <li>• NOP #3 has an expiry date of December 31, 2016; to be revised.</li> <li>• NOP #8 has an expiry date of December 31, 2016; to be revised.</li> <li>• CIPHI documents should have dates on when they have been reviewed.</li> <li>• NOP #18 – discussion and questions on the social media accounts from the Branches and access/use of teleconference lines</li> <li>• NOP #10 - Industry Canada –NFO Corporation link to be removed</li> <li>• NOP #21 – update the ‘mail out’ reference in member notification</li> <li>• NOP #13 – should be signed off by all CIPHI Executive members (NEC, BOC, CoPE).</li> </ul>	<p>Ann to update NOPS</p> <p>Kari to pass Exam Coordinator membership listing concern to Ian.</p>	<p>Ann</p> <p>Kari</p>

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		<ul style="list-style-type: none"> <li>• NOP #14 – Discussion on bilingual logos for New Brunswick. Requested updates to the images for NB and NL logos, including bilingual images.</li> <li>• NOP #15 – Revision required; G Drive to be referred to for documents indicated in the NOP attachments.</li> <li>• NOP #2 –Membership page link broken; to be revised.               <ul style="list-style-type: none"> <li>○ Discussion on BOC examiner’s proof of membership for exam participation. As it is BOC policy this concern will be referred to BOC.</li> </ul> </li> <li>• NOP #6 – Discussion on the updating the list of BOC appeal review panel members.</li> </ul>		
4.03	Review of NOPs con't	<ul style="list-style-type: none"> <li>• NOP #1 – to be formatted for posting after recent update</li> <li>• NOP #9 – Reference to Bylaw #4 to be updated. Expiry date noted of December 31, 2016; to be revised.</li> <li>• NOP #19 – Expiry date of December 31, 2016; to be revised. Revisions also required for specific references to CIPHI deposit amounts and credit card company.</li> <li>• NOP #5 – Discussion on the 25-year membership, including student membership years.</li> <li>• NOP #7 – NOP can be phased out when confirmed there are no current associate members. New associate member option was eliminated in 2010.</li> <li>• What does a Health Inspector do? Natalie volunteered to head a project on creating a document Kevin to assist.</li> </ul>		

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4.04	Bylaws con't	<p>Members reviewed their Branch bylaws in pairs in preparation for discussion.</p> <ul style="list-style-type: none"> <li>• Are there inconsistencies between Branch and National Bylaw?</li> <li>• Is there overlapping/repeated information within documents (Branch and National Bylaw)?</li> </ul> <p>Break out sessions / Discussion</p> <p>John (ON) – Bylaw reference inconsistencies.            Meaghan (AB) – Student membership dues issues.            Kevin (SK) – Several items that fall under national bylaws: requirements for public health inspectors; participation of members on CIPHI boards; appointment of the Branch President; recommendations of national presidents or councillors; committee appointments (BOC); membership dues fees and due date; membership &amp; termination; records management &amp; privacy; President to represent the Branch at National; definition of the NEC is incorrect.            Vanessa (NS/PEI) – No issues            Tammy (NL) – Membership section, due date to renew membership; delegate to Annual National Conference; duties of the Branch President on the NEC.            Shaun (NB) – Membership fees; duties of the Branch President on the NEC.            Casey (BC) – Dues for members (\$10) &amp; due date; AGM business in bylaws; required to specific wording in the BC branch bylaws from regulations – same wording            Natalie (MB) – Dues for membership &amp; due date; member in good standing; Branch observing bylaws of national.</p> <p>Discussion re: Branch dealing with suspensions of members, National Bylaw #1 section 9.02. Discussion of appointments of officers and term lengths, two and three year terms.</p>	<p>NEC to work towards Branch bylaw updates as necessary</p>	<p>NEC</p>
4.05	Regulations	<p>General Orientation to BOC/CoPE regulations for information</p> <ul style="list-style-type: none"> <li>• CoPE regulations: Currently no information specified to appoint national members or a vice-chair position.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• New version of CoPE regulations pending to update e from the 2009 version. Regulations were updated in 2013 but were not approved. CoPE has been operating under the unapproved 2013 version</li> <li>• BOC &amp; CoPE reps are now invited to attend NEC meetings as an alternate communication tool to having an NEC rep.</li> <li>• CoPE will be formalizing an updated process for recruiting new members. Policy pending. CoPE is proposing to have input into member selection and opportunity to recruit specific skill sets.</li> </ul>		
<b>5</b>	<b>Old Business</b>			
5.01	NOP #1 / Bylaw revision	<p>Discussion -Life and Honorary membership categories</p> <ul style="list-style-type: none"> <li>• Background review of recent AGMs &amp; the opportunity for branches to vote for life members awards.</li> <li>• NOP update -Branch and National to split the cost of the travel/accommodations for the nomination.</li> <li>• Identified problems with short notification period between vote at the AGM and the President's Banquet that impeded recipients attending the award ceremony.</li> <li>• Several options laid out in the discussion paper on how to go forward;</li> <li>• A bylaw change will need member approval by vote at AGM. Members will participate in the decision by voting.</li> <li>• <b>Motion:</b> Amend bylaw #1, section 2.01 (a)(iii)(3) to remove the requirement for the life member award to be conferred by vote at the AGM, and revise pertinent sections of the bylaw relating to the life member award. <ul style="list-style-type: none"> <li>○ Moved by: Ann Thomas</li> <li>○ Seconded by: Kevin Kapell</li> <li>○ <b>Motion Carried</b></li> </ul> </li> </ul>		
5.02	AEC 2019	Update		

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		<p>Overview of NEC role at AEC for new members</p> <ul style="list-style-type: none"> <li>• 153 days out from the conference.</li> <li>• Keynote speakers have been booked.</li> <li>• Call for abstracts already gone out &amp; deadline passed. Many members need and agenda for employer approvals to attend.</li> <li>• Registration price list already sent out; group rates available for employers. Registration forms to go out beginning of May 2019.</li> </ul>		
5.03	AEC 2020	<p>Update</p> <ul style="list-style-type: none"> <li>• Durham Region to host AEC 2020; Reps planning to attend AEC 2019.</li> <li>• Location at Ajax Convention Centre which has two adjacent hotels.</li> <li>• Forms and information will be transferred to 2020 committee.</li> </ul>		
5.04	National Advocacy Committee	Update		
5.05	RBI Course	<p>Update</p> <ul style="list-style-type: none"> <li>• CIPHI has terminated the contract with TrainCan and is looking into new options for course delivery.</li> </ul>	Follow-up on expression received regarding offering this course	Ann
5.06	CIPHI Banner	<p>Update</p> <ul style="list-style-type: none"> <li>• Minimum cost is \$200.00.</li> <li>• Tammy &amp; Vanessa getting quotes for CIPHI banners.</li> <li>• Pop-up banner and large 12' banner options.</li> <li>• Discussion on what type of banners to purchase, if any.</li> </ul>	Investigate the options and work to develop graphics for the banners for September 2019	Tammy
<b>6</b>	<b>Corporate Reports</b>			
6.01	EHFC*	<ul style="list-style-type: none"> <li>• 30th Anniversary Fundraising Plan <ul style="list-style-type: none"> <li>○ Asking Branches to put their annual donations towards two endowment funds.</li> </ul> </li> </ul>		

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		<ul style="list-style-type: none"> <li>○ Social media campaign to be started on May 7, 2019. \$30 for 30-year campaign.</li> <li>● Financial Support for Students to Attend National AEC               <ul style="list-style-type: none"> <li>○ EHFC looking to sponsor more students to attend AEC; the board would like to annually add to the endowment funds for sponsorship awards. Pays the registration fees and some travel expenses.</li> <li>○ EHFC wishes to pay the registration fees directly to the conference committee &amp; have a formal process to assist this matter. Request to create these new documents with the NEC.</li> <li>○ Documentation to be drafted by EHFC and submitted to NEC.</li> </ul> </li> </ul>		
<b>7</b>	<b>New Business</b>			
7.01	National website / Student Practicum posts	Information and Discussion <ul style="list-style-type: none"> <li>● Alberta Health Services approached AB Branch for a section on the website dedicated to student practicums. Discussion on whether this may be an option for AB or National website?</li> <li>● Decision to leave with AB Branch for potential inclusion on CIPHI AB website.</li> </ul>		
7.02	MSC platforms / Needs Assessment	NEC member invited to join a needs assessment group <ul style="list-style-type: none"> <li>● Casey volunteered to join the working group.</li> </ul>	Notify Jenny Brown with the NEC volunteer for the appointment.	Kari
7.03	2019 Credential Suspensions	Information provided		
7.04	CIPHI in QC	Information provided <ul style="list-style-type: none"> <li>● As the University of Montreal will host an BOC accredited EPH, there is increased interest in CIPHI in Quebec and potential for a QC Branch. Currently, 16 members in NB Branch from Quebec. Shaun has been in contact with members of the UofM EPH Advisory committee.</li> </ul>		
7.05	General Advocacy	<ul style="list-style-type: none"> <li>● New ON provincial budget; decrease of \$200 million in funding for public health.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• ON to reduce the number of health units to 10.</li> <li>• John currently drafting a letter to the ON Ministry HLTC on the work done by EPHPs.</li> </ul>		
	Wrap Up of Day 1			
<b>Meeting Adjourned 5:40pm</b>				





Meeting Minutes

CIPHI National Executive Council  
Sunday April 28<sup>th</sup>, 2019

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#	Item	Discussion	Action	Lead
<b>1</b>	<b>Welcome &amp; Roll Call</b>			
<b>2</b>	<b>Agenda</b>			
	Agenda approval/additions	Check in from Day 1		Kari
<b>3</b>	<b>Old Business</b>			
3.01	2019 Budget*	Review and motion to accept final budgets <ul style="list-style-type: none"> <li>• Discussion on budget items.</li> <li>• Discussion on the advocacy committee using the allotted budget for national advocacy work &amp; employing the office services.</li> </ul>	Forward cost share formula to NEC	Kari
3.02	Google Drive	<ul style="list-style-type: none"> <li>• New documents uploaded to the drive; NEC members encourage to obtain gmail address and use G Drive. NEC is currently using the G Drive for document storage/sharing.</li> </ul>		
3.03	Electronic AGM	<ul style="list-style-type: none"> <li>• Casey volunteered to lead the electronic AGM.</li> <li>• Discussion on platform options and how to increase speed of voting at the AGM.</li> </ul>		
3.04	National Advocacy Committee	<ul style="list-style-type: none"> <li>• Proposal pending based on advocacy pillars.</li> <li>• National office will assist in gathering RFPs from marketing/PR companies.</li> </ul>	NAC to circulate proposal draft for NEC comments	Natalie
<b>4</b>	<b>New Business</b>			
3.05	Process to Respond to Code of Ethics Complaints	<ul style="list-style-type: none"> <li>• Review of the CIPHI Code of Ethics.</li> </ul>	Draft policy	Ann

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		<ul style="list-style-type: none"> <li>Discussion on the overall process for complaints: received, screened, investigated, and processed.</li> </ul>		
3.06	Professional Conduct Complaint Process	<ul style="list-style-type: none"> <li>Review &amp; final changes made to the CIPHI Executive Member Code of Conduct.</li> </ul> <p><b>Motion:</b> To accept the final version of the CIPHI Executive Member Code of Conduct.</p> <p>Moved by Ann Thomas, Seconded by Tammy McDonald <b>Motion carried</b></p>		
3.07	National Appeal Boards	<p>Discussion on next steps to update BOC Appeal Panel document and establish one national appeal board.</p> <ul style="list-style-type: none"> <li>Discussion &amp; review; need for two appeal board process documents (BOC/CoPE) that are consistent.</li> <li>Discussion on if it is manageable to have one national appeal board and if volunteers would be able to handle the volume of appeals.</li> </ul>		
3.08	Governance	<ul style="list-style-type: none"> <li>General discussion and history of the governance model.</li> </ul>		
3.09	National AEC Planning Committee*	<p>Discussion</p> <ul style="list-style-type: none"> <li>Current profit share is based on the old model between both the Branch and National.</li> <li>Review of each option in the discussion paper &amp; the profit share break down.</li> </ul>	Revise the conference share break down options.	Kari
3.10	NEC Responsibilities for AEC	<ul style="list-style-type: none"> <li>General discussion &amp; overview</li> </ul>		
	Wrap Up of Day 2			
<b>Next meeting Friday May 17<sup>th</sup> 9am PST</b>				
<b>Meeting Adjourned 2:45pm</b>				