

## NEC Teleconference

May 17, 2019 9:00 am Pacific time

### Minutes

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

**Guests:** Jenny Brown (CoPE); Brad Giesbrecht (SK)

**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			
2	Agenda & Minutes			
2.01	Agenda approval/additions *			
2.02	Minutes Approval *	<p>Approval of amendment to March 2019 Minutes</p> <p><b>Moved by:</b> Ann Thomas <b>Seconded by:</b> Vanessa Nickelo <b>Carried</b></p> <p>Approval April 2019 Face-To-Face Meeting Minutes</p> <p><b>Moved by:</b> Ann Thomas <b>Seconded by:</b> Natalie Lowdon <b>Carried</b></p>		

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2.03	NEC Action Items *	Review Action Items List		
<b>3</b>	<b>Electronic Motions</b>			
<b>4</b>	<b>Corporate Reports</b>			
4.01	CoPE	<p>Updates</p> <ul style="list-style-type: none"> <li>• Changes to the CoPE audit process; ties into the disciplinary process for 2020.</li> <li>• 2018 audits to be completed in the next 2 weeks.</li> <li>• Insufficient information process discussed and process for requesting members provide more information on PDHs. Notification of members submitting below required PDHs. Information being provided for declaring a reduction of PHDs (sick leave / non-practicing).</li> <li>• CoPE using this as a learning opportunity for members.</li> <li>• CoPE planning to hold focus groups for members on the new PDH model.</li> <li>• Complaints / questions to be emailed to cope@ciphi.ca.</li> </ul> <p>Motion to confirm Karen Hann as the new NL Branch CoPE rep  <b>Moved by:</b> Tammy McDonald  <b>Seconded by:</b> Ann Thomas  <b>Carried</b></p>		
<b>5</b>	<b>Old Business</b>			
5.01	AEC 2019	<p>Update on 2019 AEC</p> <ul style="list-style-type: none"> <li>• 20 exhibitors at this time, 30 exhibitors is the goal</li> <li>• Keynote speakers booked</li> <li>• 17 abstracts submitted, goal is 10 more abstracts.</li> <li>• Abstracts to be approved by the end of May; Presenters to be notified in June.</li> <li>• Registration and tentative programming pending</li> </ul>		
5.02	CIPHI 2019 Budget*	<p>Finalize budget document</p> <ul style="list-style-type: none"> <li>• Kari confirmed CoPE budget numbers as presented</li> <li>• AEC profit entered as “zero”</li> <li>• Discussion on potentially increasing membership dues.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Potential to increase fees for appeals</li> </ul> <p>Motion to accept the budget as presented</p> <p><b>Moved by:</b> Shawn Crawley <b>Seconded by:</b> Gregory Barrett <b>Carried</b></p>		
5.03	Environmental Public Health Week	<p>Update</p> <ul style="list-style-type: none"> <li>EPHW graphics already being developed.</li> <li>Committee to confirm and circulate the proclamation letter.</li> </ul>		
5.04	Code of Conduct*	<p>Policy discussed as circulated</p> <ul style="list-style-type: none"> <li>Policy will be completed &amp; circulated to CoPE &amp; BOC for comment. Code of Conduct will be contained within the appendix of the policy.</li> <li>Discussion that Branches can decide whether to adopt the Code of Conduct</li> <li>Discussion on investigation of a violation. Discussion on the addition of a broad statement to cover members not specifically named by the Code. (e.g. Chair)</li> </ul>	Ann to add changes to the document.	Ann
5.05	Advocacy Updates	<p>Update</p> <ul style="list-style-type: none"> <li>Manitoba Branch update <ul style="list-style-type: none"> <li>CIPHI MB members have voiced concerns about the current provincial situation. CIPHI national is assisting the branch in sending a response.</li> </ul> </li> <li>Ontario Branch update <ul style="list-style-type: none"> <li>Health unit amalgamations to occur in the province.</li> <li>CIPHI ON taking a positive approach &amp; trying to work with the provincial government.</li> <li>Question on if CIPHI National has an opportunity to support the ON branch.</li> </ul> </li> </ul>	John and Kari to discuss opportunity for National to support ON Branch	Kari John
<b>6</b>	<b>New Business</b>			
6.01	CoPE Vice Chair/Past Chair and CoPE Regulation	<p>Update</p> <ul style="list-style-type: none"> <li>New CoPE regulation pending. Document will be brought forward for ratification by NEC.</li> </ul>		

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6.02	Bylaw updates for AGM	<p>Summary:</p> <ul style="list-style-type: none"> <li>• Life membership - Bylaw #1, Section II, 2.01 (a) (iii) 2) and 3)</li> <li>• BOC Chair term – Bylaw #7, Section 3, B</li> <li>• CoPE Chair term- Bylaw #11, Section 4, D</li> <li>• Other</li> </ul>	<p>Kari to follow-up with BOC &amp; CoPE regarding potential bylaw updates</p> <p>Kevin to draft bylaw change for life membership category</p>	<p>Kari</p> <p>Kevin</p>
6.03	Practicum Evaluation Rubric/ Student Practicum and Code of Ethics*	<p>Provide feedback</p> <ul style="list-style-type: none"> <li>• NEC provides the direction that the CIPHI Code of Ethics is not to be used as a standard in any student practicum rubrics, guidelines or policies</li> </ul>	Kari to provide information to BOC	Kari
6.04	RBI Course Update	<p>Update</p> <ul style="list-style-type: none"> <li>• CIPHI is exploring options for a new vendor to run the RBI course. <ul style="list-style-type: none"> <li>○ NEC in agreement to send documents to a potential new vendor to review.</li> </ul> </li> </ul>	Ann to send documents.	Ann
6.05	CIPHI in Quebec	<p>Update</p> <ul style="list-style-type: none"> <li>• Interest from within Quebec to resurrect the CIPHI QC Branch; 10 potential members at this time, plus room for growth. <ul style="list-style-type: none"> <li>○ Comments on the advantages &amp; disadvantages of adding a new branch</li> </ul> </li> </ul>	Kari to connect with Shaun and follow up with NB members (QC chapter)	Kari
<b>7</b>	<b>Next Meeting</b>			
7.01	June 21, 2019 9am PST			
<b>8</b>	<b>Meeting Adjourned 10:33 PST</b>			