

NEC Teleconference

June 21, 2019 9:00 am Pacific time

Minutes

NEC Members: Kari Engele-Carter (President); Ann Thomas (Past President); Gregory Barrett (President Elect); Meaghen 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: Pam Scharfe (EHFC); Jenny Brown (CoPE)

Minute Taker: Gregory Barrett

Regrets: Casey Neathway; Ian Harrison (BOC)

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 *	Approval of May 17, 2019 minutes Moved by: Meagan Allen Seconded by: John Cannan Carried		
2.03	NEC Action Items *	Review Action Items List <ul style="list-style-type: none"> Ann & Tammy provided updates. 		

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3	Electronic Motions			
	2018 Year End Financial Statements	<p>Motion: The NEC accept the 2018 Year End Financial Statements provided by CIPHI Office.</p> <p>Moved by: Tammy McDonald Seconded by: Natalie Lowdon Carried</p>	Advise CIPHI office motion was passed	Kari
4	Corporate Reports			
4.01	BOC	<p>Update</p> <ul style="list-style-type: none"> • The BOC is continuing to work with the University of Montreal toward the accreditation of an Environmental Public Health Degree program. • A consultant has been hired to assist with the development of an international candidate exam. The Board is also working on eligibility criteria and hope to be in a position to offer the exam in 2020 • The practicum rubric is being updated, with potentially a pilot of the new guideline taking place in the fall 2019. • The Go Green Project was a success for the Spring exam and will be continued in the Fall. • The new instructional objectives become effective in September. All schools are required to have their syllabuses updated to reflect the changes at that time 		
4.02	CoPE	See 6.01		
4.03	EHFC	<ul style="list-style-type: none"> • Fundraising has already raised \$2000.00. • Request for NEC photos with the EHFC promo. • Approval of funding for students from the EHFC. 		
5	Old Business			
5.01	AEC 2019	Update on 2019 AEC		

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		<ul style="list-style-type: none"> Registration has gone live through the CIPHI website. Programming schedule is being finalized. Committee is pleased with the way everything is coming together 		
5.02	Environmental Public Health Week	<ul style="list-style-type: none"> Logo & banner work is ongoing. 		
5.03	Notice of Motion - National By-Law #1 Re: Life Membership*	Review of final wording of the motion <ul style="list-style-type: none"> No final comments. Motion: To accept the Notice of Motion as submitted for the bylaw change. Moved by: Gregory Barrett Seconded by: Natalie Lowdon Carried	Send approved copy to CIPHI office for inclusion in AGM Notice to Members	Ann (done)
5.04	CIPHI Code of Conduct Policy	Ann provided an update on the disciplinary process and suggested some options. Discussion on next steps to finalize this policy	Incorporate changes discussed and recirculate for final comment	Ann (done)
5.05	RBI Course	Info sent to OPHA and awaiting a response.		
5.06	CIPHI in QC	Update from Kari on the status of QC reforming a CIPHI Branch.		
5.07	Advocacy*	Two recent advocacy projects were : Letter to Manitoba Ministry of Health Re: challenges to Public Health Protection services in MB was provided by CIPHI CIPHI thanks President McDonald (NFLD) for her excellent article on food safety in care facilities submitted to Canadian Society of Nutrition Management following their invitation to CIPHI to publish in their newsletter		
6	New Business			
6.01	CoPE Regulations*	Draft updated regulations circulated for comment and discussion <ul style="list-style-type: none"> Questions on the wording of the regulations; items to be rewritten. 	Send NEC comments to Jenny	Kari

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6.02	Electronic AGM	<ul style="list-style-type: none"> National AGM Monday, September 9, 2019 Email to go out to the Branches to set up locations in each province for members to attend the AGM. 		
6.03	AGM Report	Update on progress to date.		
6.04	Call for Action for Climate Change and Health (ON Branch)	<ul style="list-style-type: none"> ON Branch has joined the Call for Action from the Association of Physicians for the Environment (CAPE) Discussion as to whether CIPHI wishes to also "join the call" No decision made pending further info on how this may impact CIPHI 	Info to be forwarded to the NEC.	John
6.05	Member Survey / Needs Assessment	<ul style="list-style-type: none"> AB planning a member survey Question was raised if this is something better done by CIPHI National Consensus that National has enough pending issue to complete before asking members to identify other potential workload 		
6.06	National President Elect position	<ul style="list-style-type: none"> Gregory Barrett regretfully tendered his resignation as National President Elect position effective immediate due to personal reasons. This was accepted by NEC with regret, Gregory was thanked for all his work during his term on the NEC with the hopes he will be involved with CIPHI again in the future. Anyone who is interested in putting forward their name to stand for President -Elect should contact CIPHI President 		
6.07	Marketing Request for Proposals	<ul style="list-style-type: none"> Draft Request for Proposal was circulated to the NEC regarding branding and marketing strategy for CIPHI Put forward a motion to send out the request for proposals to companies. .NEC in favour of moving forward with this project. 	Circulate this RFP to potential contractors	Natalie
7	Next Meeting			
6.01	July 19, 2019 9am PST			
8	Meeting Adjourned			