

NEC Teleconference

July 19, 2019 9:00 am Pacific time

Minutes

NEC Members: Kari Engele-Carter (President); Ann Thomas (Past President); Casey Neathway (BC President); Kevin Kapell (SK President); John Cannan (ON President); Shaun Crawley (NB President); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

Guests: Ian Harrison (BOC Chair), Laurel Pegus (CoPE), Bradford Giesbrecht (SK Rep)

Minute Taker: Kevin Kapell (SK)

Regrets: Meaghen Allen (AB President); Natalie Lowden (MB President), Pam Scharfe (EHFC Chair)

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 *	- No additions		
2.02	Minutes Approval *	Approval of June 21, 2019 minutes Moved by: Casey Neathway Seconded by: Shaun Crawley Carried		
2.03	NEC Action Items *	Review Action Items List - No updates. Most ongoing		
3	Electronic Motions			
		- No electronic motions		

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4	Corporate Reports			
4.01	BOC	Update <ul style="list-style-type: none"> Continue work with consultant for international exam. Workshop July 25, 2019 (WebEx) on writing effective multiple choice questions. National exam panel members will be joining. Hoping to help going forward with exam changes. NEC can join. Code of conduct talk between Kari and Ian. 		Ian
4.02	CoPE	Update <ul style="list-style-type: none"> Work on auditing continues. Finalization revisions to PD model. Holding focus group sessions regarding PD model revisions at AEC and fall branch workshops. Would like focus group as opposed to presentation style. May be able to offer a pre-registration option for people who would be interested in focus group for AEC. Regulations- comments provided to Kari who will get those to Jenny By-Law Changes- regarding 3-year term chair position. Will have to go to AGM so will be next year. 	Kari to forward NEC comments on updated regulations to Jenny	Jenny/ Laurel
4.03	EHFC	Update <ul style="list-style-type: none"> Discussed support for EHFC's 30th Anniversary proposed banner. Kari will forward Pam's information email to NEC. Discussion on project work for EHFC in addition to scholarships/awards. General support for project at NEC table. Kari to provide update for Pam 	Kari to forward Pam's email to NEC re: postcard. Kari to provide info to EHFC	Pam
5	Old Business			
5.01	AEC 2019	Update on AEC 2019 <ul style="list-style-type: none"> Program is available. Some more final details needed. Co-Chairs visited hotel last week to view venue/room layout 		Vanessa
5.02	AEC 2020	Update <ul style="list-style-type: none"> Final logo in place. Questions regarding list serve and sending out notices and looking at how to disseminate info to get sponsors lined up. Co-Chair Rachael McArthur and other delegates will attend Halifax AEC. Work has started and 	John to share AEC 2020 logo	John

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		continues. Theme is in place "Share the Visions: Transform Tomorrow." John will forward out logo/theme.		
5.03	Environmental Public Health Week	Update <ul style="list-style-type: none"> Proclamation and Whereas Statement drafts sent out. Logo being finalized. Translation will be done. Out reach to start early August. 		Casey
5.04	Electronic AGM	Update <ul style="list-style-type: none"> Start reaching out to branches to try and get sites set up in each branch. Would like to add opportunity for a video streaming at these sites using G Suite applications. Would like to explore options for site voting that would be a bit more expedient. Email will be sent out to branches for them to get sites. Venue- Casey to provide IT requirements to AEC planning committee to ensure they are all in place. Land line and WiFi. 	Casey to start process to set-up AGM electronic sites.	Casey
5.05	AGM Report	Update <ul style="list-style-type: none"> Report was circulated to membership. Should be available on website. NEC should review for any errors or omissions and report to Kari. 	NEC to review AGM report	Kari
5.06	CIPHI Banners	Update <ul style="list-style-type: none"> Have obtained some free designs and will have some drafts for NEC to view. They can print in a couple of days. Aiming to have done middle of August. 	Tammy to provide drafts	Tammy
5.07	CIPHI Code of Conduct Policy	Update <ul style="list-style-type: none"> Ongoing. Nothing to report. Not finalized but still on radar. 		Ann
6	New Business			
6.01	AEC presentation –Progressive Compliance Model	Update <ul style="list-style-type: none"> Would like consistent presentation for this across the country. John will sit on a panel with CoPE and BOC to look at developing presentation. 	John to be NEC rep for presentation development	John
6.02	September NEC meeting details	Update	Kari to circulate doc	Kari

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		<ul style="list-style-type: none"> Transportation to venue- Kari will circulate Excel sheet for people to put in arrival time to try and carpool/taxi pool as much as possible. 		
6.03	CIPHI National Awards	<p>Update</p> <ul style="list-style-type: none"> Nominations received for Life Membership, Alex Cross and Alexander Officer. No nominations for the other awards received. There were 2 nominations for Life Member from one branch and just awaiting the branch's nomination. Once received, a voting matrix will be sent to the NEC. Question posed regarding the deadline for the life membership. Does the executive need to submit the name prior to the deadline? It was decided that the NOP is not clear on this and that our communication with members is not clear. NOP may need to be re-visited to address this potential issue. 	Kevin to circulate voting matrix	Kevin
6.04	International Disaster Relief project	<p>Update</p> <ul style="list-style-type: none"> Project plan was to have website page developed by group. "What does a health inspector do?" pamphlet may tie into this project. Discussion on national messaging for what inspectors do possibly for the website. 	Kevin to lead development of pamphlet	Kevin
7	Next Meeting			
7.01	August 16, 2019 9am PST			