

NEC Teleconference

November 15, 2019 9:00 am Pacific time

Minutes

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

Guests: Ian Harrison (BOC Chair); Jenny Brown (CoPE); Pam Scharfe (EHFC Chair); Lisa Fortuna (ON President Elect)

Regrets: Meaghen Allen (AB President)

Minute Taker: Ann Thomas

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 October 2019 NEC meeting minutes Moved by: John Cannan Seconded by: Brad Giesbrecht Motion Carried</p> <p>Approval of October 2019 NEC in camera meeting minutes Moved by: John Cannan Seconded by: Kevin Kapell Motion Carried</p>		

2.03	NEC Action Items	Reviewed Action Items List No Updates		
3	Corporate Reports			
3.01	BOC	<p>Regulation re-work to update including Vice-Chair section and removal of members plus other housekeeping issues.</p> <p>Ian provided a brief update on on-going projects.</p> <p>Results for October2019 exams will be reviewed and confirmed by BOC next week.</p> <p>An issue that arose in Ontario during the exam was reported and the BOC confirmed it is following up to ensure it is addressed appropriately.</p> <p>Motion to confirm appointment of Daria Romanish as AB Branch BOC Representative effective January 2020. Moved by: Casey Neathway Secunder: Tammy McDonald Motion Carried</p> <p>Appointment of Vice Chair Motion to confirm appointment of Keara Shaw, AB, as Vice Chair effective January 2020. Moved by: Natalie Lowdon Secunder: Kevin Kapell Motion Carried</p>		

3.02	CoPE	<p>CoPE regulations are still under review, but CoPE requested and has received the NEC final wording suggestions. There are a couple of outstanding items to discuss and Kari/Jenny and Ann will have a conference call to finalize this document.</p> <p>Communication to members Re: Progressive Compliance Cycle has been undertaken since September. CoPE and NEC agree it is more of an NEC initiative but presentations have generated questions for CoPE, so it is helpful to have a CoPE member present. All branches have either sponsored a presentation or have one in the works.</p> <p>AB Branch recorded presentations will be shared. Scheduled ON Branch webinar registration information for January 2020 will also be shared.</p>		
3.03	EHFC	<p>NEC appointees to EHFC - TOR/policy –still pending and should be completed by December</p> <p>Pam provided a brief update of fundraising initiatives</p>		
4	Old Business			
4.01	AEC 2019	<p>The conference generated an unexpected profit of \$42,000 to be shared 50/50 between the NS/PEI Branch and CIPHI National. This was largely in part to the number of delegates being significantly higher than what the conference revenue budget was based on.</p>		
4.02	AEC 2020	<p>Web site is live, Registration ciphidurham2020.ca/</p> <p>NEC will get rooms booked to take advantage of the early-early bird special rate.</p> <p>NEC confirmed they will assist with national promotion via Branch newsletter and website if applicable.</p>		

4.03	Code of Conduct NOP *	The final review deadline is closed. There was some discussion on comments received by CoPE. Ann will attempt to address these and circulate for final input.	Review CoPE's comments and send out suggestions to NEC/CoPE for addressing these	Ann
4.04	NOP #13 Conflict of Interest *	No further discussion. This policy will be formatted and circulated to NEC with a motion to approve at the December 2019 NEC teleconference	Final edits Circulate to NEC with motion	Ann Kari
4.05	RBI Course	October 25 th meeting update with BCCDC/NCCEH/PHOntario was provided by Ann and Kari BCCDC/NCCEH have agreed to take back the responsibility for this course delivery from CIPHI. The paperwork is underway to make this happen BCCDC/NCCEH have accepted the offer of the NEC to return the remainder of the project funding which was provided to CIPHI by BCCDC. Public Health Ontario will host this course which is available at no charge to persons across the country. The target is making the course available within a few months.		

4.06	CIPHI's Climate Change perspective *	<p>Kari lead the discussion on an enquiry raised by Nelson Fabian (NEHA member) as to why CIPHI opted out of being a signatory on the Ontario Public Health agency document on climate change and allegations that CIPHI does not engage in public policy.</p> <p>NEC stands by their decision that there were a number of reasons we did not sign on to this initiative (including lack of information) and that the matter does not need further discussion or response.</p>		
5	New Business			
5.01	CIPHI Banner policy	Kari spoke to the need for a policy on the use of these banners. The who, what, when and where needs to be clarified.	Draft banner use policy	Shaun
5.02	CIPHI crest policy	<p>A policy on the use of the crest needs to developed. Tim Roark has offered to draft one. The question was raised if we wait for Tim or write our own.</p> <p>Consensus that will wait to see what Tim submits and then go from there.</p>	Advise Tim we are waiting on him to draft a policy	Kari
5.03	Environment and Health International Magazine	<p>IFEH has put out a call to member organizations for papers/contributions to the magazine.</p> <p>Any articles need to be vetted by the NEC before submission.</p> <p>This was referred to the Advocacy Committee</p>	Explore options for submitting a paper	Casey
5.04	AGM Processes- RRO	General discussion about Robert's Rules of Order in relation to CIPHI meetings		
5.05	Conference Registration Platforms	Deferred to December meeting		

5.06	AEC 2021	NFLD Branch and New Brunswick Branch are both working on a bid for 2020. They will be ready for discussion at January 2020 NEC meeting		
5.07	Branch Executive Member Updates	Reminder for Branches to submit to the CIPHI office changes in their Executive as soon as they occur. This is especially important for President and Treasurer position. Any changes to the “directors”, aka NEC have to be submitted by the office to Corporations Canada in a timely manner.		
5.08	Gdrive access	Access to shared drives must be kept current when executive changes. If a personal email was linked to the shared drive it has to be deleted. It is better practice to only use your CIPHI gmail address which then gets passed automatically to the new appointee.		
5.09	IFEH Extraordinary Meeting	November 20, 2019 Teleconference re: changes to IFEH Article of Association. As the request concerns proposed changes to the Articles of Association of IFEH , members may wish to view these at: https://ifeh.org/docs/ifeh_regulation/IFEH_Procedures_Manual.pdf John will attend on behalf of CIPHI.	Circulate info to NEC prior to meeting	Kari
5.10	IFEH World Congress 2022	Bid application deadlines May 15, 2020. It is not feasible for CIPHI to bid at this point but could be considered in future. Last joint CIPHI/IFEH Conference was in Vancouver in 2010.		

5.11	Branch Activities update	This will be a standing agenda item where a Branch may share something new or innovative that might be adopted by another Branch		
5.12	January Face-To-Face meeting	January 11 th 8am-5pm and January 12 th 8am-4pm Chateau Victoria, Victoria, BC Office will be looking for your hotel accommodation needs soon so give some thought to your travel plans.		
5.13	2020 NEC Meetings	Kari checked in to make sure everyone got the calendar invites for the 2020 NEC meetings.		
6	Next Meeting			
6.01	December 20, 2019 9am PST	Confirmed		