

Minutes

CIPHI National Executive Council  
Saturday January 11, 2020

Chateau Victoria  
740 Burdett Avenue  
Victoria, BC

**NEC Members:** Kari Engele-Carter (President); Ann Thomas (Past President); Kevin Kapell (President Elect); Casey Neathway (BC President); Meaghan Allen (AB Rep); 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)

**Regrets:**

**Guests:** Lisa Fortuna (ON President Elect)

**Minute Taker: Kevin Kapell and NEC**

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

#	Item	Outcome	Action	Lead
		Breakfast provided	8:00-8:20amam	
1	Welcome & Roll Call & Introductions			
2	Agenda & Minutes			

2.01	Agenda approval/additions *	<b>MOTION:</b> Approve agenda as amended <b>Moved by:</b> John Cannan <b>Seconded by:</b> Casey Neathway <b>All in favour. Motion carried.</b>		
2.02	Minutes Approval *	Approval December 2019 Teleconference Minutes  <b>MOTION:</b> Approve the December 2019 minutes as circulated  <b>Moved by:</b> Brad <b>Seconded by:</b> Kevin <b>All in favour. Motion carried.</b>		
2.03	NEC Action Items *	Action item list reviewed. Honourary member bylaw change will be explored by the policy committee.  "What does a PHI do" pamphlet moved over to advocacy committee. Meaghan volunteered to work on a first draft.	Meaghan to work on a first draft of the pamphlet and take to the advocacy committee.  Review Honourary Member Bylaw/NOP	Meaghan  Ann/Kevin
<b>3</b>	<b>Electronic motions</b>			
3.01		No electronic motions passed since last teleconference		
<b>4</b>	<b>New Business</b>			
4.01	Committee List Update*	Discussed and updated.  Geoff will be removed from advocacy. Meaghan and Lisa will be added. Ali removed from advocacy.  Kevin added to by-law and policy.		

		<p>Ann removed from Ethics committee. Kevin will be the ethics committee lead.</p> <p>Meaghan is the lead of the membership committee and Tammy added as a member.</p>		
4.02	Team Building Activity	Discussion conducted.		
4.03	Policy Review	<p>NOP 3- Benefits of National Positions (<a href="http://www.ciphi.ca">www.ciphi.ca</a>)</p> <ul style="list-style-type: none"> <li>- NOP 3 reviewed as a group. Kari will confirm the amount listed for the historian for honorarium.</li> </ul> <p>NOP 8- Expense Reimbursement and Cost Sharing*</p> <ul style="list-style-type: none"> <li>- Discussed and reviewed by all members. Cost of airplane seat booking won't be covered.</li> <li>-</li> </ul> <p><b>MOTION:</b> Accept the changes made to NOP 8</p> <p><b>Moved by: Ann Thomas</b> <b>Seconded by John Cannan</b> <b>All in favour. Motion carried.</b></p> <p>Review of Cost Share Formula Doc*</p> <ul style="list-style-type: none"> <li>- Reviewed and discussed by the entire group.</li> </ul> <p>NOP 2- Personal Information and Privacy (<a href="http://www.ciphi.ca">www.ciphi.ca</a>)</p>	<p>Kari will confirm the amount listed for the historian for honorarium.</p>	<p>Kari</p>

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		<ul style="list-style-type: none"> <li>- Reviewed and discussed by the entire group.</li> <li>- Policy committee to review NOP 2 to clean up some wording</li> </ul> <p>Committee ToRs Draft doc</p> <ul style="list-style-type: none"> <li>- Reviewed by group. Discussed by group. If framework is acceptable, committee leads will be tasked with reviewing ToR and comparing the goals to the policies for the committee to make sure they line up.</li> <li>- Ann will work on the document and provide an updated doc to the group.</li> </ul>	<p>Policy committee to review NOP 2 and clean up some of the wording.</p> <p>Ann will work on the document and provide an updated doc to the group.</p>	<p>Ann/Policy Committee</p> <p>Ann/Policy Committee</p>
4.04	Communication	<p>How members bring ideas/concerns forward to the NEC. Discussion and general information</p> <ul style="list-style-type: none"> <li>- Provided some recent history on issues with members emailing national president directly. Discussion on how members should communicate with CIPHI. Policy committee to look at adding to the communication NOP to formalize a process.</li> </ul>	<p>Policy committee to look at adding to the communication NOP to formalize a process.</p>	<p>Policy Committee</p>
4.05	Collaboration	<p>Volunteer CIPHI</p> <ul style="list-style-type: none"> <li>- Page taken down. Email is no longer valid. Use EOI's and Lister Serve to solicit volunteers</li> </ul> <p>Event registration app</p> <ul style="list-style-type: none"> <li>- Meaghan doing some background research and will bring something forward to the group.</li> </ul> <p>Conference Planning</p>		

		<ul style="list-style-type: none"> <li>- Tabled to 2021 AEC discussion</li> </ul> <p>Education</p> <ul style="list-style-type: none"> <li>- Ad hoc education committee formed in Halifax. No update. Group to connect with Shain to attempt to move this forward.</li> </ul> <p>Leadership Training Opportunities</p> <ul style="list-style-type: none"> <li>- may be a leadership seminar in the spring for some NEC members (president, president-elect). Branches could consider sending presidents but likely at branc’s expense. Kari to look into this further and provide information to NEC.</li> </ul> <p>Association Management Software (AMS)</p> <ul style="list-style-type: none"> <li>- suggestion to look at using software for meetings as opposed to just teleconference lines. Will continue discussion under G Drive conversation.</li> </ul>	<p>Kari to look into the leadership training further and provide information to NEC.</p>	<p>Kari</p>
<p>4.06</p>	<p>Governance</p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>- Some history of source of governance discussion. 2013 strategic plan summary provided. Extensive discussion held on challenges of current governance model including the workload of presidents to perform both the branch and NEC duties, the challenges that come with the turnover of at least half of the board every 18 months to 2 years, corporate memory being lost due to this turnover, work projects being stalled by the turnover.</li> <li>- It was noted and discussed that there are several redundancies in the work performed by the branches and national and that CIPHI as a whole should work toward a more collaborative effort to reduce these redundancies and present more as a “National” organization. Governance changes could assist with this.</li> </ul>		

		<ul style="list-style-type: none"> <li>- <b>NEC</b> generally agreed that some changes will be needed to address these issues. Option of adding up to 3 national directors/officers to the NEC who would be appointed for a term similar to BOC and CoPE reps was tabled and discussed and it was generally agreed that this would be a good first step to governance change.</li> <li>- presidents to go back to the branch executives and advise of a proposed change in the governance of the organization to include up to 3 national director/officer, in order to push the national work forward such as collaboration, appeals, policy work etc.</li> </ul> <p>Organizational Chart</p> <ul style="list-style-type: none"> <li>- discussed</li> </ul> <p>Cost Share Formula</p> <ul style="list-style-type: none"> <li>- discussed</li> </ul> <p>Membership fees</p> <ul style="list-style-type: none"> <li>- discussed and agreed that membership fee increase will need to be considered in conjunction with governance changes.</li> </ul>	<p>Presidents to advise branches of the issues faced by the current governance model and advise of the proposed changes of adding up to 3 national directors/officers</p>	<p>All Branch Presidents</p>
<p>4.07</p>	<p>AEC 2021 bid(s)</p>	<ul style="list-style-type: none"> <li>- NFLD is unable to entertain hosting an AEC due to financial constraints</li> <li>- New Brunswick is exploring options. A couple of venues have been looked at. Looking at September 2021. Discussion occurred. Seems to be support within the province. Shaun has had discussions with some branch</li> </ul>		

		<p>executive members and there is support there.. Looking to do a shared AEC with national.</p> <ul style="list-style-type: none"> <li>- Suggestion to have Shaun contact the office and have them look into contacting the hotels to work out a contract. Conference call with Kari, Shaun and others to get a conference committee together.</li> </ul>	<p>Kari/Shawn to connect with the office to discuss the offices' role regarding venue</p> <p>Kari/Shawn to set up a conference call to get a conference planning committee formed</p>	<p>Kari/Shawn</p> <p>Kari/Shawn</p>
4.08	National Advocacy Committee Proposal	<p>Update and Introduction</p> <ul style="list-style-type: none"> <li>- ACART presentation</li> <li>- Discussion ensued with questions being brought forward from NEC</li> <li>- Feedback included making CIPHI more mobile friendly, refining audiences, and defining outcomes, and building an architectural framework.</li> </ul>		
	<b>Guest 1</b>	<b>ACART Presentation</b>	<b>2:00-2:15pm</b>	
4.09	G drive orientation / use	<p>Kevin and Casey demonstrated the use of the drive.</p> <ul style="list-style-type: none"> <li>- Step by step orientation by Kevin <ul style="list-style-type: none"> <li>- Gmail</li> <li>- Drive</li> <li>- Word/google docs Editing</li> <li>- Uploading</li> </ul> </li> </ul>	<p>NEC group to access the G Drive in the coming weeks and play around with it to get used</p>	<p>NEC</p>

		<ul style="list-style-type: none"> <li>- Permissions</li> <li>- Hangouts by Casey             <ul style="list-style-type: none"> <li>- Use</li> <li>- Contacts</li> <li>- Calendar</li> </ul> </li> <li>- Decision made to attempt to use Google Hangouts for next teleconference meeting</li> </ul>	to it and also to confirm they can access Google hangouts for next NEC meeting	
4.10	EHFC	<p>NEC appointee/rep to EHFC</p> <ul style="list-style-type: none"> <li>- ToR being worked on for NEC appointee</li> <li>- general discussion on appointee and EHFC</li> <li>- Kari reviewed her attendance at the last meeting</li> <li>- Brad volunteering to be the interim appointee from the NEC.</li> <li>- Kari will still sit as a guest, for now.</li> </ul> <p><b>MOTION:</b> Appoint Brad as the NEC rep to the EHFC on an interim basis for the 2020 calendar year.</p> <p><b>Moved by: John Cannan</b>  <b>Seconded by: Tammy McDonald</b>  <b>All in favour. Motion carried.</b></p>		
4.11	PDH's	<ul style="list-style-type: none"> <li>- Consider saving of financial information as part of MSC renewal, including privacy &amp; personal information considerations</li> </ul>		



		<ul style="list-style-type: none"> <li>- Request from members to carry over some small amount of PDHs to the next year - has been considered; need for information and knowledge to be current</li> <li>- Loss of credential and notification of employer - has been discussed; CIPHI does not have the ability to do this</li> <li>- Labour disruptions and PDHs - can be discussed on a conference call if this arises in the future</li> </ul>		
4.12	CoPE	<ul style="list-style-type: none"> <li>- concerns about unprofessional email being sent through ListServ regarding PDH deadline</li> </ul>	Kari to connect with Peter about replies through ListServ	Kari
4.13	Wrap Up of Day 1		15 min	Kari
<b>Meeting Adjourned at 4:30pm</b>				

DRAFT Minutes

CIPHI National Executive Council  
Sunday January 12, 2020

Chateau Victoria  
740 Burdett Avenue  
Victoria, BC

#	Item	Outcome	Action	Lead
		<b>Breakfast Provided</b>	<b>8:00-8:20am</b>	
<b>1</b>	<b>Welcome &amp; Roll Call</b>			
<b>2</b>	<b>Agenda</b>			
2.01	Agenda approval/additions	- no additions		
<b>3</b>	<b>New Business (continued)</b>			
3.01	NOP #27 Draft Code of Ethics	Discussion  - general discussion about the policy and questions that arose as a result of the legal opinions received were answered. Ann and the policy committee to take the answers received and redraft the policy to send out for review. Ann and Kari and perhaps policy committee to review the current Code of Ethics and change as needed.	Ann and the policy committee to take the answers received and redraft the policy to send out for review.	Ann/Kari/Policy Committee

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			Ann and Kari and perhaps policy committee to review the current Code of Ethics and change as needed.	Ann/Kari/Policy Committee
3.02	Decision Paper- Appeals Policy*	<p>Discussion</p> <ul style="list-style-type: none"> <li>- general discussion on all appeals policies. General acceptance to explore moving to one appeals policy with one appeal board. Policy committee to work on amalgamating existing appeal policies into one draft policy to present to the group. Have to revise NOP 6 and 26. Details of appeals would be in appendices</li> <li>- Move on to questions asked in the policy. Answers provided and agreed upon. Policy committee to consider this while drafting the policy</li> </ul>	Policy committee to work on amalgamating existing appeal policies into one draft policy to present to the group	Policy Committee
3.03	National Budget*	<p>Discussion and Finalization</p> <ul style="list-style-type: none"> <li>- Legal</li> <li>- Leadership education opportunities</li> <li>- Association Management Software</li> <li>- Advocacy projects</li> <li>- Historian</li> <li>- CoPE budget</li> <li>- BOC budget</li> <li>- EHFC</li> <li>- AEC Profit Share</li> <li>- \$3000 to support 30<sup>th</sup> year</li> </ul>	Casey - follow up with translation & design individuals for invoices for EPHW	Casey

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		<ul style="list-style-type: none"> <li>- Kari to discuss office expenses from lines 61, 62 to see if efficiencies can be found</li>   <li>- EHR budget line discussed. Brad and Meaghan will look into benefits vs. cost of the EHR and bring back to the table.</li>   <li>- Robust discussion on NEC meeting expenses. Generally accepted that due diligence is being followed in meeting planning and expenses.</li>   <li>- BOC and CoPE conference expenses discussed. Kari will discuss these expenses and conference attendee numbers with CoPE and BOC to get clarification.</li>   <li>- Kari will get clarification for line 155 on CoPE expenses</li>   <li>- The group decided not to donate \$3000 to the EHFC</li> </ul>	<p>Kari to discuss lines 61, 62 with the office to see if efficiencies can be found</p> <p>Brad and Meaghan to look into cost vs. benefit of EHR and report back to NEC</p> <p>Kari to discuss BOC/CoPE conference expenses and attendee numbers with each board to get clarification</p> <p>Kari to get clarification on line 155 CoPE expenses from CoPE</p>	<p>Kari</p> <p>Brad/Meaghan</p> <p>Kari</p> <p>Kari</p>
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3.04	CPHI(C) in legislation	<p>Information and update</p> <ul style="list-style-type: none"> <li>- NS looking to add CPHI(C) requirement into legislation. Document available of a jurisdictional scan done in 2017 that should be reviewed and information from that provided in these talks. Only information provided. Branches were asked not to share the document. Everyone should review this document and make sure information in each province is current and if not, provide an update.</li> </ul>	Each branch to review this document and confirm the information is still accurate for their province and provide an update if not	Branch Presidents
3.05	National Advocacy Committee Proposal #2	<p>Introduction</p> <ul style="list-style-type: none"> <li>- Both Be the Change Group and Up House presented to the group.</li> </ul>		
	National Advocacy Committee Proposal #1, #2 and #3	<p>Discussion</p> <ul style="list-style-type: none"> <li>- Discussion on the three proposals. Board agreed to move forward with this advocacy piece. Board agreed that Be The Change is the company that will be approached.</li> </ul> <p><b>Motion:</b> Move forward with the CIPHI health promotion marketing proposal that has been submitted by the Be the Change Group Marketing Company. <b>Moved by:</b> Natalie. <b>Seconded by:</b> Tammy. All in favour.</p>		

		<p><b>Motion carried.</b></p> <ul style="list-style-type: none"> <li>- Discussion on budgeting for this initiative. Kari to connect with office to determine details on how this budget line will move forward.</li> <li>- Kari will add the advocacy money into the budget and present it back to the group for approval at the February meeting.</li> <li>- Next steps were discussed. It was agreed that the advocacy committee would be the lead on this initiative with Natalie being the main point person. Entire NEC will be kept in the loop but all communication with the company will be done through Natalie and the advocacy committee. Natalie will reach out to the companies and advise of the boards' decision.</li> </ul>	<p>Kari to connect with office to determine budgeting details for the advocacy initiative and add to the budget and report back at February meeting</p> <p>Natalie to reach out to the companies and advised of the borads' decision</p>	<p>Kari</p> <p>Natalie</p>
3.06	Strategic Priorities Document	<ul style="list-style-type: none"> <li>- Had a conversation about priorities - advocacy, education, certification, continuing competencies. Kari to develop document to focus our priorities on these 4 pillars.</li> </ul>		

3.07	Wrap Up of Day 2	<ul style="list-style-type: none"> <li>- Natalie, Vanessa, Tammy and Lisa will look at composing MB advocacy letter as a follow up to June 2019 letter.</li> <li>- NS/PEI may also want to look at a follow up to the letter of June 2019 for reference.</li> <li>- Ad hoc government relations committee.</li> </ul>	-	Natalie/ Vanessa/ Tammy/ Lisa
4	Next meeting Friday February 21 <sup>st</sup> 9am PST			
	Meeting Adjourned 4:30pm PST			