

**NEC Teleconference**  
February 21, 2020 9:00 am Pacific time

**Minutes**

**NEC Members:** Kari Engele-Carter (President); Kevin Kapell (President Elect); Casey Neathway (BC President); Meaghan Allen (AB President); Brad Giesbrecht (SK President); Lisa Fortuna (ON President Elect); Vanessa Nickelo (NS/PEI President); Tammy McDonald (NL President)

**Guests:** Ian Harrison (BOC Chair), Lorelle Pegus (CoPE Chair)

**Regrets:** John Cannan (ON President), Meaghan Allen (AB President), Natalie Lowden (MB President), Shaun Crawley (NB President),

**Minute Taker: Kevin Kapell**

NOTE: \* denotes that a document was available in the Gdrive folder for NEC to review prior to the meeting

#	Item	Outcome	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions			
2.02	Minutes Approval *	Approval of January minutes Update to Day 2 - Item 3.07  <ul style="list-style-type: none"> <li>- Update to section 3.07 on Day 2. Proposed wording change in this section.</li> <li>- Minutes reviewed..</li> </ul> <b>Motion:</b> To accept the January 11 and 12 Meeting minutes: <b>Moved by: Casey</b> <b>Seconded by: Tammy</b> <b>Motion Carries</b>		
2.03	NEC Action Items *	Review Action Items List <ul style="list-style-type: none"> <li>- Items reviewed. List updated as required.</li> </ul>		

<b>3 Electronic Motions</b>				
	MB CoPE Rep	<p><b>Motion:</b> to approve the appointment of Hammad Shakeel as the CoPE representative from Manitoba Branch.</p> <p><b>Moved by: Natalie Lowden.</b> <b>Seconded by: Casey Neathway</b> <b>Motion carried.</b></p>		
<b>4 Corporate Reports</b>				
4.01	BOC	<ul style="list-style-type: none"> <li>- 2 new members. One from SK and one from AB. NB rep is stepping down in the spring. Will need a new rep.</li> <li>- Work on International candidate portfolio continues and working on a challenge exam for Jamaica.</li> <li>- A lot of work done on practicum evaluation rubric. Almost complete. Will require policy changes.</li> <li>- Pass rate 41% at the recent exam.</li> <li>- 3 appeals. One went through to appeal panel and was not upheld.</li> <li>- Looking forward to communicating with policy committee on appeal policy changes.</li> <li>- Action item:Ian to send exam result details to NEC members.</li> </ul>	Action: Ian to send exam result details to NEC	Ian
4.02	CoPE	<p>Update on 2019 PDH auditing process (NOP 24)</p> <ul style="list-style-type: none"> <li>- timing of auto-failure and audit fail emails via electronic means</li> <li>- details and method of communication to member</li> <li>- appeal process</li> </ul> <p>Adjustment of member's entries during audits</p> <p>Extended leave documentation</p> <ul style="list-style-type: none"> <li>- Audit process has begun. Training session wrapping up then audits will be a go.</li> <li>- Failure emails will all be sent at the same time from the office. No registered mail and just sent electronically for this round. If it progresses to enforcement (suspension of</li> </ul>		

		<p>membership or credential) then registered mail will be used.</p> <ul style="list-style-type: none"> <li>- members will be able to access audit report through MSC. Appeal panel will also be able to see this report. Report is robust and should be the only thing needed for appeal.</li> <li>- Want to add a description of the steps to get the report in the email to members.</li> <li>- Members sometimes put activity in the wrong category. Historically, CoPE has changed these to the correct category and add a note to the member advising the correct category for future use. Is a legal opinion needed? Group advised that it seems just administrative and won't have a negative impact so it should be fine to change by CoPE</li> <li>- Request for documentation to prove the need a leave. Can review this info and delete or store securely. Should this be stored until the end of the audit season or discard immediately? If there is an audit, appeal committee may need this as part of the review. Decided that it should be kept until end of the audit season and then discard. It is password protected.</li> <li>- Some members self declaring as failing and providing reasons. Instead of dealing with each individual, they will have to go through the appeal process. Group agreed this is a good approach.</li> </ul>		
4.03	EHFC	<ul style="list-style-type: none"> <li>- Brad reported on behalf of EHFC. Meeting was to be held but had to be rescheduled. They are looking at having one in March.</li> </ul>		
<b>5</b>	<b>Old Business</b>			
5.01	AEC 2020	<p>Request for Branches support for AEC Welcome Reception October 2020. Form pending</p> <ul style="list-style-type: none"> <li>- Form coming. Branch's to consider donating. Question about how much? Traditionally \$150-250.</li> </ul>	Kari to forward form to NEC	

5.02	AEC 2021	<p>Update</p> <ul style="list-style-type: none"> <li>- Karline looking at some venues in St. John, NB</li> <li>- Tammy sent Shaun a budget template.</li> </ul>		
5.03	Advocacy	<p>Project is ongoing; Meeting minutes have been circulated; Future Meeting invitations have been circulated Project Services Agreement Contract will be signed for Phase 1 with BTCG as detailed in January 8th proposal Mutual Non-Disclosure agreement. Kari to sign on behalf of NEC. Kari to forward for filing with Office and BTCG</p> <ul style="list-style-type: none"> <li>- One new meeting March 16 and one June 26. Check invitations. Contract and NDA will be signed. Contract in dropbox if NEC wants to review.</li> </ul>	Kari to sign Mutual Non-Disclosure agreement and forward for filing to office and BTCG	
5.04	National CIPHI Budget*	<p>Update and motion to approve</p> <ul style="list-style-type: none"> <li>- Changes to Leadership conference, CoPE volunteer/presentation cost for AEC, added Advocacy cost to budget. CoPE- requested an additional line for promotional items. Promotional items line for CoPE not flagged as an issue.</li> <li>- NEC recognized that the calendar year projected deficit is largely due to advocacy project and funding will come from reserves.</li> </ul> <p><b>Motion:</b> Approve the National Budget as Presented <b>Moved by:</b> Casey <b>Seconded by:</b> Meaghan <b>Motion carried</b></p>		
5.05	CIPHI Leadership Training Opportunity	<ul style="list-style-type: none"> <li>- some information provided by Shain but not to a point yet where there can be in depth discussion and a decision made on attendance. Kari provided a tentative overview of what the training would involve.</li> </ul>		
5.06	Governance	<p>Update on discussion with Branches</p> <ul style="list-style-type: none"> <li>- AB- looking at governance of branch but seems settled so will be brought up</li> <li>- NS/PEI- a lot of support for it as many have sat on the NEC in the past</li> <li>- BC- not discussed</li> <li>- ON- not discussed.</li> </ul>		

		<ul style="list-style-type: none"> <li>- SK- not discussed in great detail. Will discuss further</li> <li>- NFLD- not discussed</li> <li>- NB- Not on call</li> </ul>		
<b>6</b>	<b>New Business</b>			
6.01	ISC EPHO Workshop	<p>Kari attended workshop in Montreal January 28th &amp; 29th on behalf of CIPHI and presented in the World Cafe session</p> <ul style="list-style-type: none"> <li>- Kari provided a detailed update.</li> </ul>		
6.02	NOP 26 Code of Conduct	<p>NEC to sign Code of Conduct declaration from NOP 26 and forward to Kari for filing with the office.</p> <ul style="list-style-type: none"> <li>- Kevin to post Code of Conduct declaration form on drive. All NEC members to sign and submit to Kari by March 2, 2020.</li> </ul>	NEC to sign CoC and forward to Kari for filing	
6.03	Banner Policy	<p>Introduction and discussion</p> <ul style="list-style-type: none"> <li>- draft in place. Policy committee to meet and discuss and change and then present to the group.</li> </ul>		
6.04	Manitoba Advocacy Letter	<p>Update</p> <ul style="list-style-type: none"> <li>- Draft has been forwarded to Kari for review and signing</li> <li>- Draft letter received. Kari and Kevin to review and make changes. Discussion around making sure CIPHI isn't lobbying but providing advocacy.</li> </ul>	Kari/Kevin to forward updated draft to MB Branch	
6.05	IFEH EGM March 21	<p>IFEH Extraordinary Meeting - information circulated</p> <ul style="list-style-type: none"> <li>- General discussion</li> </ul>		
6.06	Computer Purchase for President	<p><b>Motion:</b> Approve purchase of Chromebook for use by President to a maximum of \$500</p> <ul style="list-style-type: none"> <li>- Business is moving away from employer resources and into using google drive and the chromebooks are well suited for using google products.</li> </ul> <p><b>Moved by:</b> Kari <b>Seconded by:</b> Casey <b>Motion carried</b></p>	Kari to purchase chromebook	
6.07	Honourary Member Award Update	<ul style="list-style-type: none"> <li>- Update on Ann's email that honourary member should remain as is.</li> </ul>		
<b>7</b>	<b>Next Meeting</b>			
7.01	March 20, 2020 9am PST			