

### Approved Minutes

**NEC Members:** Kari Engele-Carter (President); Kevin Kapell (President Elect); Casey Neathway (BC President); Meaghen Allen (AB 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)

**Regrets:**

**Guests:** Lisa Fortuna (ON Branch); Ian Harrison (BOC Chair); Stacey Sowa (CoPE)

**Minute Taker:** Kevin Kapell

NOTE: 📄 denotes that a document was available to the NEC on shared Gdrive review prior to the meeting

#	Item	Outcome	Action	Lead
1	<b>Welcome &amp; Roll Call</b>			
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions 📄			
2.02	Minutes Approval 📄	Approval of July 2020 minutes Moved by: Seconded by: Tabled till Next Meeting		
2.03	NEC Action Items 📄	No Updates		
3	<b>Electronic Motions</b>			
4	<b>Corporate Reports</b>			
4.01	BOC	<ul style="list-style-type: none"> <li>Sept 16 scheduled exam for make up from Spring. Planning completed and ready to go</li> <li>Fall exam will be Jan 20, 2020</li> <li>April written exams marked and BOC will meet next Friday to go through. Will release these marks day after oral exam (September 17th) as some are only awaiting these marks</li> <li>Work on the international candidates exam continues and when complete, will be sent to NEC for review.</li> </ul>		

4.02	CoPE	<ul style="list-style-type: none"> <li>● Did not host the July/Aug meeting and have been wrapping up 2019 audit. 60 audits pulled with 54 completed. 5 audits failed. 277 auo fails but lower than last year. Audited over 5% of members. Some misunderstandings over the number of hours available for job shadowing/mentoring.</li> <li>● Work on being consistent with the approach between auditors on how policy is applied.</li> <li>● Q: When sending out fail emails, will both reference appeal of PDH fail document? and where is this form? <ul style="list-style-type: none"> <li>○ Process and forms are outlined in the NOP.</li> </ul> </li> <li>● Reminder to CoPE that Code of Conduct Declaration needs to be signed by all members. Reminder will be sent to all boards of CIPHI.</li> </ul>	Kari to verify PDH Audit Fail Appeal form drafted and available	Kari
4.03	EHFC	<ul style="list-style-type: none"> <li>● No update</li> </ul>		
<b>5</b>	<b>Old Business</b>			
5.01	AEC 2021	<ul style="list-style-type: none"> <li>● No update</li> </ul>		
5.02	National AGM 2020	<ul style="list-style-type: none"> <li>● November 16, 2020 10am PST</li> <li>● Current plan is to be in Victoria. May have to do everything remotely. AGM report goes out 60 days ahead. Call out went out to all who need to supply a report.</li> <li>● AGM Report -call out for reports due September 1st</li> <li>● Motions for AGM to be included in AGM report</li> <li>● No motions have come in and 90 day deadline has passed for members to propose motions</li> <li>● Casey Neathway put his name forward for National President Elect position.</li> <li>● Capacity on Google Hangouts for 100. If more, there are some backup options. Try and do a registration if possible. Could use BC's Adobe Connect account. Registration may also help with voting as well. Kevin and Casey will connect to plan for this. Office has offered assistance.</li> </ul>	Casey/Kevin/ Kari to meet to discuss	Casey/K evin/Kari

			electronic AGM Options	
5.03	CIPHI National Awards	<ul style="list-style-type: none"> <li>• Nomination forms have been circulated. Shaun has heard nothing back to date.</li> <li>• 50 year award- will need to send an email to Tim to get an updated list.</li> </ul>	Kevin to email Tim RE updated members list	Kevin
5.04	Advocacy Project	<ul style="list-style-type: none"> <li>• Advocacy project complete, COVID communications project complete</li> <li>• Final presentation provided August 10th. Webinar available for NEC. General update provided.</li> <li>• Webinar - Insights presentation webinar proposal planning               <ul style="list-style-type: none"> <li>○ for member information</li> <li>○ for others</li> </ul> </li> <li>• Next steps</li> <li>• Kari to send Doodle Poll to NEC to set up a date for member info. Webinar.</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>• Kari will let BTC know that this group would like to go forward with the webinars</li> <li>•</li> <li>• BTC no longer looking after social media accounts. Discussed. Vanessa willing to take over social media accounts to keep the momentum going that was generated by BTC.</li> <li>• Group supports Vanessa taking over the social media accounts.</li> <li>• Former Social Media Manager is no longer a member of CIPHI so wouldn't be able to continue in this role.</li> <li>• Vanessa will need the passwords. Kari to provide these to Vanessa</li> </ul>	<p>Kari to send Doodle Poll to NEC for date for BTC info. seminar</p> <p>Kari to provide Vanessa with social media account passwords</p> <p>Everyone to review BTC docs/Presentation for discussion</p> <p>Natalie to approach BTC</p>	<p>Kari</p> <p>Kari</p> <p>Everyone</p> <p>Natalie</p>
		<ul style="list-style-type: none"> <li>• BTG proposing a follow up meeting for next steps.</li> </ul>		

		<ul style="list-style-type: none"> <li>• NEC in favor of webinars as proposed. Natalie will request some quotes from BTC and will coordinate the next steps.</li> <li>• Kari will look at budget with the office.</li> <li>• Branches may wish to contribute to project going forward now that project is underway and there is more information on</li> <li>• All planning decisions with the project will be made nationally.</li> </ul>	<p>for quotes for next steps</p> <p>Kari to connect with the office to discuss budget</p>	Kari
5.05	Environmental Public Health Week 2020	<ul style="list-style-type: none"> <li>• NEC discussed maintaining BTCG momentum for EPH Week</li> <li>• Natalie will request information/proposal from BTCG</li> <li>• Casey will update the EPHW committee members</li> </ul>	Natalie to discuss EPHW with BTC. Casey to update EPHW committee	Natalie/Casey
5.06	MBA Capstone Project - Final paper*	<ul style="list-style-type: none"> <li>• Informational update. Document circulated. To be further discussed in September.</li> <li>• Document was circulated via G Drive. Gary would like to present to the group. Would likely need to set aside a separate time from our meeting.</li> <li>• Kari to send Doodle poll for a meeting for Gary's presentation. Would like as many NEC members as possible to attend</li> </ul>	Kari to send Doodle Poll to group for presentation attendance	Kari
5.07	Anti-Racism Campaign*	<ul style="list-style-type: none"> <li>• Update on ON Branch Initiative</li> <li>• Branch using social media and a series of Webinars. Submitting for PDH's. Looking to start next week but may be delayed. Looking to see how National would like to be involved.</li> <li>• Can we loop this initiative through the EPHW and BTC initiative? Concern that it may not be ready in time for EPHW.</li> </ul>	NEC to review documents provided and offer comment	
<b>6</b>	<b>New Business</b>			
6.01	Pandemic Pay	<ul style="list-style-type: none"> <li>• Update</li> <li>• Some health units in ON may be providing this pay for certain front line PHI's, particularly if they had to go into LTC for IPAC. Kari received an email RE: Advocacy to hire PHI's instead of nurses for IPAC assessment work for schools etc.</li> </ul>		

		<ul style="list-style-type: none"> <li>● NS/PEI- email sent out RE pandemic pay. Member writing a letter. PHI's not being considered for pay. Looking for an advocacy letter to go out to the governments of NS/PEI. Would like NEC to review the letter.</li> <li>● SK- no pandemic pay</li> <li>● MB- no pay</li> <li>● NFLD- no pay</li> </ul>		
6.02	Branch AGMs	<ul style="list-style-type: none"> <li>● General Discussion and planning including Electronic platforms, Member verification and Voting</li> <li>- NFLD- AGM planned. No platform plan but working on it</li> <li>- NS/PEI- December likely. No platform but working on it</li> <li>- NB- no update</li> <li>- ON- AGM planned. Oct. 20, 2020. Looking at a platform but nothing solidified at the moment. Notice has been sent. How to verify members for voting? Look at pre-registration and start early to verify. Look at registration perhaps up to a week before to help with verification.</li> <li>- MB- planning for November. No date. Pres elect working with Casey N. on platform</li> <li>- Alberta- Oct. 24 (Sat). Will be using AHS Skype. Selling it as PDH's.</li> <li>- SK- late November early December. Main lead in offices and have ppl attend in those offices and use the lead for verification.</li> <li>- BC- same plans as what national will likely be using. Looking at late Oct. early November. Adobe Connect.</li> <li>- NB- Late Oct. and try and use Skype</li> </ul>		
6.03	Educational opportunities for members - listings	<ul style="list-style-type: none"> <li>● General update</li> <li>● a group was formed to look at this. Work stalled due to pandemic. Folder created on G Drive where information can be placed for educational opportunities that could be uploaded onto our website. Tammy will lead this initiative. CoPE does have a list posted as well. Tammy to draft an email for members and Kari will touch base with CoPE regarding sending this info out.</li> </ul>	Tammy to draft email for members regarding educational opportunities  Kari will touch base with CoPE before	Tammy  Kari

			sending this info. out	
6.04	GoodLife Corporate Program Renewal	<ul style="list-style-type: none"> <li>• Update</li> <li>• Tabeled</li> </ul>		
6.05	Code of Conduct	<ul style="list-style-type: none"> <li>• If NEC members have not signed and submitted, please do so.</li> <li>• Kari to review the list of who has submitted and will forward to those who have not and will have to provide to any new members.</li> </ul>	Kari to review list of CIPHI board members who have not signed the Code of Conduct and will forward to those who have not	Kari
6.06	Code of Ethics Complaint	<ul style="list-style-type: none"> <li>• Complaint received. Will be reviewed by ethics committee.</li> </ul>		
6.07	Thank You Note	<ul style="list-style-type: none"> <li>• NEHA thank you note circulated. Looking to draft something similar and sending it out through our members list. From CIPHI National to Members. Discussed approaching BTCG for this as part of EPHW</li> </ul>	Natalie to discuss with BTCG	
<b>7</b>	<b>Next Meeting</b>			
7.01	Next NEC meeting	September 18, 2020 9am PST		
7.02	Face-to-Face meeting	November 14th & 15th 8am -5pm PST		
7.03	2020 Annual General Meeting	November 16th 10am PST		