

**Minutes**

**NEC Members:** Kevin Kapell (President); Kari Engele-Carter (Past-President); Casey Neathway (President-Elect); Meaghen Allen (AB President); Lisa Fortuna (ON President); Jillian Young (NL President); Valerie Jackson (MB President)

**Regrets:** Bradford Giesbrecht (SK President), Stephanie Tooke (BC President), Joelle-Andre Hachey (NB Branch President), David MacDonald (NS/PEI President)

**Guests:** Shain Mergulhao (ON President-Elect)

**Minute Taker:** Casey Neathway

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

#	Item	Outcome	Time	Lead
1	<b>Welcome &amp; Roll Call &amp; Introductions</b>			
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions *	<ul style="list-style-type: none"> <li>Approval of the agenda as presented               <ul style="list-style-type: none"> <li>Moved by Kari Engele-Carter; Seconded by Meaghen Allen. Carried.</li> </ul> </li> </ul>	3 min	Kevin
2.02	Minutes Approval *	<ul style="list-style-type: none"> <li>Approval of the April 17, 2021 NEC Meeting Minutes               <ul style="list-style-type: none"> <li>Moved by Casey Neathway; Seconded by Kari Engele-Carter. Carried.</li> </ul> </li> </ul>	2 min	Kevin
2.03	NEC Action Items *	<ul style="list-style-type: none"> <li>Review</li> </ul>	5 min	Kevin
3	<b>Electronic Motions</b>			
3.01		<ul style="list-style-type: none"> <li>Motion: NEC approve the migration of all member data from 2017-present on the VIBE Member Service Centre platform to the U.S. Microsoft Azure site on June 5th, 2021.</li> </ul>	5 min	Kevin

		<ul style="list-style-type: none"> <li>○ Moved by Kari Engele-Carter; Seconded by David MacDonald. Carried.</li> <li>● Motion: NEC give direction to VIBE that prior to the migration of data to the US storage site that VIBE will send a complete export of all membership history to the CIPHI Office for retention.             <ul style="list-style-type: none"> <li>○ Moved by Kari Engele-Carter; Seconded by David MacDonald. Carried.</li> </ul> </li> <li>● Motion: NEC give direction to VIBE that prior to the migration of data to the US storage site all membership data stored in the Member Service Centre prior to the 2017 membership year will be deleted.             <ul style="list-style-type: none"> <li>○ Moved by Kari Engele-Carter; Seconded by David MacDonald. Carried.</li> </ul> </li> </ul>		
<b>4</b>	<b>Corporate Reports</b>			
4.01	BOC	<ul style="list-style-type: none"> <li>● Update             <ul style="list-style-type: none"> <li>○ Mix of virtual and in-person exams on April 28. Office provided IT support.</li> <li>○ All went smoothly</li> <li>○ BOC meeting on May 17 to review marks                 <ul style="list-style-type: none"> <li>■ Appeals may be coming soon</li> </ul> </li> <li>○ All reports marked. 1 plagiarism case</li> <li>○ First international equivalency exam (3 candidates)</li> <li>○ University of Montreal getting closer to accreditation                 <ul style="list-style-type: none"> <li>■ Additional CIPHI work will be needed (e.g. translation services; Branch considerations for QC)</li> </ul> </li> </ul> </li> <li>● Questions/Comments:             <ul style="list-style-type: none"> <li>○ CIPHI NL - concerns about quality of graduates coming from some schools and their readiness to practice in the field.</li> </ul> </li> </ul>	15min	Kevin for Keara
4.02	CoPE	<ul style="list-style-type: none"> <li>● Update             <ul style="list-style-type: none"> <li>○ Have completed all required audits and now into the random 5% of membership. Volunteer auditors have been taking on extra audits to complete those random audits by June</li> <li>○ Anticipate appeals after results go out</li> <li>○ Work with development of new MSC continues, and is going smoothly</li> </ul> </li> </ul>	10min	Kevin for Lorelle

4.03	EHFC	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ New board member (BC) joining (Ildiko Herr). Still looking for members from SK, NFLD, NB</li> <li>○ Fundraising continues, looking to reach \$30k goal. Donations have been received from a number of Branches</li> <li>○ Draft ToR for NEC rep at board postponed until June</li> <li>○ EHFC awards nomination call sent out. Had meeting with accredited schools for Len Hiebert Award. Ron de Burgher award put on hold.</li> </ul> </li> </ul>	5min	Kevin for Pam
4.04	RAC	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ Send names of retirees / recently deceased members to Pam for inclusion into Senator's Forum, etc.</li> <li>○ Retirees willing to help out with any projects, etc. that are needed</li> </ul> </li> </ul>	5min	Kevin for Pam
<b>5</b>	<b>Old Business</b>			
5.01	Annual Education Conference	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ No updates</li> </ul> </li> </ul>	8 min	Lisa
5.02	Advocacy Project	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ 3-pager timelines being updated to reflect adjusted schedule for launch. BTCG to support PPT deck to socialize messaging with individual Branches</li> <li>○ Website work continuing as planned, on schedule</li> <li>○ Broader advocacy strategy roll-out being paused pending more receptive public environment</li> <li>○ Ad Hoc work being done by BTCG work to support unanticipated media attention. Some of this covered under the existing contract, others will be billed additionally.</li> <li>○ Media work by AB Branch has aligned with key messages developed by BTCG. Importance of aligned messaging between Branches / National; BTCG can support with this.</li> </ul> </li> </ul>	8 min	Casey
5.03	Educational Committee	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ Casey &amp; Kari met with NCCEH last week to discuss education, webinars, etc. and making sure that we're</li> </ul> </li> </ul>	5 min	Kari/Shain

		<ul style="list-style-type: none"> <li>not duplicating efforts / topics / webinars (reducing redundancy)               <ul style="list-style-type: none"> <li>○ <b>ACTION</b> - Branches who have education efforts ongoing (e.g. BC &amp; MB) to have rep @ National education committee to collaborate</li> </ul> </li> </ul>		
5.04	Merchandise Committee	<ul style="list-style-type: none"> <li>● Tabled - no updates</li> </ul>	5 min	Casey
<b>6</b>	<b>New Business</b>			
6.01	Members List on Website	<ul style="list-style-type: none"> <li>● Due to harassment / privacy issues in Alberta, members list will be coming down from website. CIPHI webmaster working on this.</li> </ul>	3 minutes	Kevin
6.02	Policy Committee Update	<ul style="list-style-type: none"> <li>● Update on VIBE Privacy               <ul style="list-style-type: none"> <li>○ See 4.02 &amp; electronic motions</li> </ul> </li> </ul>	10 min	Kevin
6.04	Code of Conduct/Code of Ethics	<ul style="list-style-type: none"> <li>● Discussion               <ul style="list-style-type: none"> <li>○ Multiple emails received from both public and members. Some were unfounded/trolls, others specifically noted CIPHI NOPs</li> <li>○ Worked with BTCG specifically on Media requests. BTCG noted that issue was not getting broader coverage outside of the CIPHI “circle”</li> <li>○ Employer/employee relationship primarily. BTCG advised to not respond and let issue play out.</li> <li>○ Letter from NEC caused some additional questions about what issue was being discussed. Hindsight, may have been better off sent earlier</li> <li>○ For individuals who specifically noted code of conduct/ethics in their communications, will receive a response noting how to submit a complaint</li> </ul> </li> <li>● <b>ACTION</b> - consider media training for NEC members</li> </ul>	15 min	Kari
6.06	Advocacy	<ul style="list-style-type: none"> <li>● Advocacy Plan for members and executives               <ul style="list-style-type: none"> <li>○ See 5.02</li> </ul> </li> </ul>	10 min	Kevin
6.07	BOC Policy	<ul style="list-style-type: none"> <li>● BOC Policy 5 and 6               <ul style="list-style-type: none"> <li>○ TABLED until next meeting</li> </ul> </li> </ul>	10 min	Kevin
6.08	By-Law	<ul style="list-style-type: none"> <li>● Director appointments               <ul style="list-style-type: none"> <li>○ TABLED until next meeting</li> </ul> </li> </ul>	5 min	Kari

7	Next Meeting			
7.01		Friday June 18 9am PST Friday July 16 9am PST		