

Meeting Minutes

CIPHI Alberta Branch

Join the call: <https://www.uberconference/ciphicope> (works best on chrome)

Optional dial in #: 877-507-9738 (to join by audio only)

Local Calgary Alternate #: 403-768-2308 (to join by audion only)

Tuesday, January 21, 2020 (12:00PM – 1:00PM)

ITEM	NOTES	ACTION ITEMS
	Call to order: 12:02pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Manny Ahmad, Jacquie Schnider, Mike Swystun, Scott Budgell, Sukhman Grewal, Erin Teare, Meaghen Allen (chair), Olu Motajo, Chloe LeTourneau, Danny Thepsouvanh</p> <p>1.2 Regrets: Ravi Thind, Geoff Tomko, Kyle Wonsiak</p> <p>1.3 Guests: Lena Parker</p> <p>1.4 In Memoriam: None</p>	
2.0	Adoption of Agenda	
	<p>Add: None</p> <p>MOTION: Motion to approve the agenda</p> <p>NAME: Scott Budgell <i>Seconded by</i> Jacquie Schnider</p>	
3.0	Approval of Meeting Minutes & Action Items	
	<p>Meeting minutes Dec 17, 2019</p> <p>No changes</p> <p>MOTION: Motion to approve the meeting minutes</p> <p>NAME: Jacquie Schnider, <i>Seconded by</i> Scott Budgell</p> <p>Review of Action Items</p> <p>Action Items assigned to Executive members were reviewed for a status update</p>	
4.0	Recording of E-mail Motions	
	None	
5.0	Standing Items: Operational Excellence	
5.1	<p><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></p> <p>5.1.1. Financial Update - D. Thepsouvanh</p> <p><i>General Account Balance: \$38,672.47</i></p> <p><i>Scholarship Account Balance: \$17,104.76</i></p> <p><i>IG Investment Account: \$130,160.97 (as of last quarter)</i></p> <p>Accounts Payable - Mostly transactions relating to Executive Benefits for ZC and Committee Chairs as membership's are renewed.</p> <p>Accounts Receivable - Membership Rebate Cheques from National are coming in as members renew; should see more activity as the 2020 Branch Workshop Committee start to secure Sponsors and Exhibitors</p> <p>As a new year begins, so does a new Financial year for CIPHI AB. As such, CIPHI would need 2 Auditors to have a look at our financial records. Benefits for auditors: get knowledge regarding how our Branch finances work, CIPHI will provide dinner and give a \$100 honorarium as a way to</p>	

	recognize the auditor's hard work. Leah Danyluk & Ludmilla confirmed their interest to audit CIPHI's finances this year as well.	
5.2	<p><u>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both professional development and profitability standpoint.</u></p> <p>5.2.1 2020 Fall Workshop – K. Wonsiak & D. Thepsouvanh</p> <p>Swag - the use of CIPHI AB swag for the Fall Workshop, up during a recent subcommittee meeting; a request may come from the workshop committee to assist with offsetting some of the costs of the promotional items as was done in previous years. CIPHI 2020 Fall Workshop Committee Chairs wish to present their proposal to the CIPHI AB Exec during the February Executive Meeting.</p>	
5.3	<p><u>Executive Updates: The Executive members will consider the importance of future succession planning and their attendance at meetings.</u></p> <p>5.3.1 Zone Councillor (& Assistants) updates</p> <p>Business as Usual; Chloe LeTourneau is the new Arctic Zone representative</p> <p>5.3.2 Membership Committee & Newsletter Editor positions</p> <p>Angelina Barlow won't be continuing with the Newsletter Chair position once her term is up. A call-out will be sent to the members to get interest. Erin would be stepping down from the Membership Committee chair position. She has been in the position since March 2016. CIPHI executives are thankful to both Angelina as well as Erin for their time volunteered towards CIPHI duties.</p>	
5.4	<p><u>CoPE: Update from Alberta Representative:</u></p> <p>5.4.1 Update – C. Chubbs</p> <p>Tabled</p>	Tabled
5.5	<p><u>BOC: Update from Alberta Representative</u></p> <p>5.5.1 Update – Keara Shaw/Daria Romanish</p> <p>Daria has officially taken over as the Alberta Branch Rep as of Jan 1 and Keara Shaw has moved into the role of vice-chair. Daria has taken control of the BOC email (boc@ciphi.ab.ca) account, so should receive all future correspondence from the branch. Some other BOC updates:</p> <ul style="list-style-type: none"> We are currently reviewing the practicum evaluation form. The draft form has been shared with AHS practicum committee for comments. It has also been shared with other provinces, like BC, Manitoba, and Nova Scotia for comment too. A new version of the evaluation should be ready for spring practicums this year. April 2020 will be the last BOC exam based on the old Instructional objectives. October 2020 exam will reflect the new IOs. 	
5.6	<p><u>NEC: President to Update on National Initiatives.</u></p> <p>5.6.1 National Initiatives and AEC Update – M. Allen</p> <ul style="list-style-type: none"> National Advisory Committee Marketing Project – Update and Request for funds <p>The project proposal was approved by NEC. Phase 1 will start and the money will be coming out of CIPHI National Branch. It will be good for the AB branch as through the member survey, we received feedback that we need to do more to promote our field with the Government. NEC has approved \$60,000, but ON and AB branch representatives have offered to contribute towards the cost. It'll be up to the branch executive. Once we have more information about the project and have a good understanding, then we can discuss more about it. We can ask the approved schools to contribute towards the project as well if needed.</p> <ul style="list-style-type: none"> NEC discussion on executive composition <p>Every 2 years the president changes, so there's a complete turnover. First-year is a learning curve and then the term ends in two years. It was discussed that three potential positions for Directors in the National Committee. They will focus entirely on CIPHI National matters and manage workloads – it's still in the discussion phase.</p> <ul style="list-style-type: none"> NOP 3, NOP 8, NOP 2 – review 	

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	<p>Tabled</p> <ul style="list-style-type: none"> Discussion around Appeal Policy <p>Tabled</p> <ul style="list-style-type: none"> Draft Code of Ethics <p>Drafting a policy for code of ethics, a process to deal with members in breach of code of ethics and appeal process. There was discussion at NEC to have one appeal board for PCC, BOC, and Code of Ethics and have the members trained in all</p>	<p>Tabled</p> <p>Tabled</p>
5.7	<p><u>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</u></p> <p>5.7.1 Luncheon – Sukhman/Kyle</p> <p>An email will be sent to members to recruit volunteers for Luncheon as well as 'Speaker Series', which would be an on-going mentorship opportunity for members. A request will also be submitted to CoPE, hoping that members who volunteer their time can claim 1.0 PD hours.</p>	<p>Action Item: Sukhman & Kyle to organize luncheon and plan for other mentorship opportunities</p>
5.8	<p><u>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</u></p> <p>5.8.1 CIPHI AB Bylaws – Jeff</p> <p>Tabled</p> <p>5.8.2 Education Committee - Jackie</p> <p>Tabled</p>	<p>Tabled</p> <p>Tabled</p>
6.0	<p>Standing Items: Advocacy</p>	
6.1	<p><u>Awards: We will continue to use our awards as a way to engage & support our members and partners.</u></p> <p>6.1.1 Awards program - Scott/Ravi</p> <p>Tabled</p>	<p>Tabled</p>
6.2	<p><u>Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.</u></p> <p>6.2.1 Member Survey – Meaghen</p> <p>We got a great response for the survey as 181 members completed it. Meaghen is currently working on summarizing the data. Meaghen will email the highlights to the executive.</p> <p>6.2.2 Member draws – Membership and survey</p>	<p>Action Item: Meaghen to email the survey results highlights to executives</p>

	<p>Yearly Membership draw was completed on January 7, 2020. Angelina Barlow was randomly selected from the members who had renewed their membership by December 31st 2019, but she was disqualified as she's the chair for the newsletter committee. Don Allan was chosen as the next member. His membership fee for the year 2020 will be refunded.</p> <p>Free 2020 membership draw for the members who completed the survey hasn't been completed yet. Meaghen to conduct a random draw and inform the member.</p> <p>6.2.3 Member Recognition: 25 years, 30 years, 35 Years with CIPHI CIPHI will get some pins to recognize members who have been members fo CIPHI for 25, 30 & 35 years. Some members might have been missed over the last few years and might not have been recognized. We will recognize all the members who might have been missed in the last few years. Meaghen will send the policy to the executive and determine the next steps.</p>	<p>Action Item: Danny to mail the cheque to Don Allan</p> <p>Action Item: Meaghen to complete the draw for survey participants and Danny will mail the cheque</p> <p>Action Item: Meaghen to send the member recognition policy to executive and determine next steps for member recognition</p>
6.3	<p><u>Website & Members Service Center:</u> <i>Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</i> Tabled</p>	Tabled
7.0	New Business/Discussion	
7.1	<p><u>Governance</u> 7.1.1 Board composition Tabled</p>	Tabled
7.2	<p><u>Annual General Meeting (AGM)</u> The Annual General Meeting would probably be scheduled for May long weekend (tentatively). Meaghen will ask Mark Fehr about using AHS infrastructure for the Annual General Meeting. Zone councilors should think about ways to increase member participation in the AGM.</p>	<p>Action Item: Meaghen to ask Mark Fehr for permission to use AHS infrastructure for AGM</p> <p>Action Item: Zone councilors should think about ways to increase member participation in the AGM</p>
8.0	Adjournment @ 1:00pm	
	<p>MOTION: Motion to adjourn NAME: D. Thepsouvanh, Seconded by J. Schnider</p>	
	Next Meeting: Meeting February 18, 2020, 12:00 pm	