

Meeting Minutes:
June 16, 2020

CIPHI Alberta Branch

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[Conference ID 54590151](#)

Tuesday, June 16, 2020 (12:00PM – 1:00PM)

ITEM	NOTES	ACTION ITEMS
	Call to order: 12:01 pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: G. Tomko, C. LeTourneau, R. Thind, D. Romanish, M. Allen, D. Thepsouvanh, S. Grewal, K. Wonsiak, O. Motajo</p> <p>1.2 Regrets: J. Schnider, M. Swystun, S. Budgell, M. Ahmad</p> <p>1.3 Guests: Geraldine Sawyer</p> <p>1.4 In Memoriam: None</p>	
2.0	Adoption of Agenda	
	<p>Add: none</p> <p>MOTION: Motion to approve the agenda Jeff</p> <p>NAME: Geoff Tomko, Seconded by C. LeTourneau</p>	
3.0	Approval of Meeting Minutes & Action Items	
	<p>Meeting minutes None</p> <p>NAME: Seconded by</p> <p>Tabled</p>	Tabled
4.0	Recording of E-mail Motions	
	NONE	
5.0	Standing Items: Operational Excellence	
5.1	<p><u>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</u></p> <p>5.1.1 2020 Fall Workshop – D. Thepsouvanh, and Geraldine Sawyer</p> <p>The workshop has been postponed due to the pandemic. There's uncertainty about mass gathering limits and securing sponsorships in this economic hardship time. Organizers are busy with COVID work as well. The venue has said that sooner we confirm that the postponement, better date choices we have. EventMobi extended the contract for 1 yr too. There won't be any penalties for postponing the workshop. The tentative dates for the workshop are Sept 19 – 21st 2021. The agenda will be revisited as there's a possibility of new topics and speakers around the pandemic. Financial impact on the branch – money being held up for the conference. 3 venue deposits for 8000\$ and a few other payments done as well.</p> <p>CIPHI thanks the fall workshop committee for doing all the work on behalf of CIPHI. Meaghen will confirm the dates don't conflict with NEC.</p>	<p>Action Item: Meaghen Allen to confirm the tentative 2021 dates don't clash with CPHI National conference.</p>

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<p>5.2</p>	<p><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their attendance at meetings.</p> <p>5.2.1 COPE Update Tabled</p> <p>Catherine not on the call – Meaghen will get an update</p> <p>5.2.2 BOC update April BOC exams pushed to Sept 16th. Marci is in the process of securing locations, hotels, etc. BOC committee looked at the possibility of conducting online examinations, but too many technical difficulties were noted. Papers will be marked by the end of next week and re-marking will be completed by the last week of July. Practicums are going to be occurring through most provinces, starting around the end of July – emails will be sent to schools and candidates. The instructional objectives still need to be met for the BOC examination. The September 16th exam is only for candidates who originally applied for the April examination, no other candidate can be added to that exam slot. The Fall 2020 BOC exam has been postponed to January 2021 and will still be based on 2018 instructional objectives. By 2021, the BOC exam schedule should be back to normal.</p> <p>5.2.3 NEC update</p> <ul style="list-style-type: none"> <p>Be the Change COVID Marketing Campaign The marketing committee is doing updates on CIPHI national website. There is a marketing push on the role of PHIs and certified professionals are submitting pictures and videos. For AHS employees, Be the Change has connected with AHS communications to ensure there's no breach of interest. Pictures and/or videos can be submitted through the website. The idea is to show how PHIs are involved with the COVID-19 pandemic and have been working throughout the pandemic. The marketing team provides an update every week about traffic, likes, etc.</p> <p>Be the Change – Engagement/Marketing They are contacting different MOHs and govt agencies across Canada to highlight the work CPHI professionals do. Focus groups are being conducted to develop targeted marketing, key messages, re-do the national website, etc. CIPHI AB branch can use that as a framework and fund the campaign to make it more AB-focused, re-design the website, etc.</p> <p>Letter to MOH Yesterday Tyler Shandro did a shout-out for PHIs working at the airport. The AB CMOH, Dr. Hinshaw has emailed appreciating the work of PHIs and other MOHs appreciative as well. CIPHI National has sent a letter to Tyler Shandro as well as CMOH (co-signed by Meaghen).</p> 	<p>Tabled</p> <p>Action Item: Zone councilors to reach their members asking them to submit their pictures, videos, etc. for the campaign.</p>
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	<p>NWT – Their MOH often praises our work, and felt like there was no interest from members to send a letter asking for recognition. Thus, a letter wasn't sent.</p> <p>5.2.4 Zone Updates</p> <p>Arctic Zone – no updates, business as usual</p> <p>North Zone – no updates, business as usual</p> <p>Edmonton Zone – no updates, business as usual</p> <p>Central Zone – Tabled</p> <p>CIPHI in community funding application was received in winter, related to supporting the homeless population and buy winter gear (tukes, gloves, socks, jackets) and hot meals. The initial cost of \$200 and the projected cost is 300\$. The funding application will be discussed with the executive team, but associate execs (excluding zone councilors) vote on it. Danny will check back with Scott and Sonam and see if they still want to want to keep the same theme or change it.</p> <p>Calgary Zone – Tabled</p> <p>South Zone – Tabled</p> <p>Federal Zone – no updates, business as usual</p> <p>5.2.5 Treasurer Update</p> <p>Account Balances:</p> <p>Savings account - \$24,101.12</p> <p>Chequing/scholarship account - \$17,104.17</p> <p>The statement for the investment account's most recent quarter hasn't been received yet. There is some money tied up in the venue that's been on hold for the 2020 workshop. The status of the financial audit is unknown – Danny will touch base with the auditors and provide an update. Since the AGM has been postponed, the society filing for this year cannot be completed until then.</p>	<p>Action Item:</p> <p>Danny to check back with Scott and Sonam to see if they still want to want to keep the same theme or change it.</p> <p>Action Item:</p> <p>Danny to follow-up with auditors to get an update on the status of financial audit for last year.</p>
<p>5.3</p>	<p><u>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</u></p> <p>5.3.1</p> <p>Olu and Kyle met with Concordia's May intake students during their online orientation and provided a brief introduction to CIPHI AB Branch.</p>	

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5.4	<p><u>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</u></p> <p>Tabled</p>	Tabled
6.0 Standing Items: Advocacy		
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 update - Scott/Ravi</p> <p>Another email will be sent to get more nominations for awards as they won't be presented until the conference in 2021.</p>	<p>Action Item: Ravi & Scott to look into their vision for awards in 2020</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 Education sessions</p> <p>6.2.2 Website updates</p> <p>6.2.3 Years of Services</p> <p>6.2.4 Active Members</p> <p><u>Deferred to next meeting</u></p>	
6.3	<p><u>Annual General Meeting</u></p> <p>6.3.1 Postponed – pick a fall 2020 date</p> <p>End of September or early October</p> <p>Meaghen will send a date out to the executive and then we can work on finalizing a date.</p>	
7.0 Adjournment @ 1:01pm		
<p>MOTION: Motion to adjourn Danny NAME: D. Thepsouvanh, Seconded by K. Wonsiak</p>		
<p>Next Meeting: July 21, 2020, at 12:00 pm</p>		