


BC Branch CIPHI Executive Council Meeting

DRAFT MINUTES

December 19th, 2017, from 08:45 to 10:00 PST
Via Teleconference

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Tiffany Chu <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun* <input checked="" type="checkbox"/> Emily Woodrow <input type="checkbox"/> Carol Leung <input checked="" type="checkbox"/> Paul Cseke <input checked="" type="checkbox"/> Janelle Rimell <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Christine Chen <input type="checkbox"/> VACANT <input type="checkbox"/> VACANT Those highlighted in yellow are absent *indicates mat leave Guests: None	All
2.00	Approval of Agenda	
2.01	Addition to Agenda: None Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on December 18 th , 2017. Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on November 21, 2017 as first circulated via email on December 18, 2017 Seconded. Carried.	All

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	<p>November 24, 2017 Motion: That we the CIPHI BC Branch donates \$150.00 to the 2017 Kamloops FNHA and IHA Christmas luncheon for door prizes. Seconded Carried.</p> <p>December 4, 2017 Motion: "To provide the Island Health CIPHI members with \$75.00 towards door prizes for their Christmas luncheon that will be hosted on December 12, 2017." Seconded. Carried.</p> <p>December 11, 2017 Motion #1 "I motion that the BC Branch shall accept the nomination for Karen Rehbein and award her with the Alex Nilsson Award for 2017. Seconded.</p> <p>Motion #2 I motion that the BC Branch shall accept the nomination for Claudia Kurzac and award her with the Member of the Year Award for 2017. Seconded.</p>	Gordon
5.00	Standing Business	
5.01	<p>COPE Update</p> <ul style="list-style-type: none"> • Tabled 	Cole
5.02	<p>BOC Update</p> <ul style="list-style-type: none"> • Tabled 	Gary
5.03	<p>BC Branch Education Committee</p> <ul style="list-style-type: none"> • Goal is to re-establish committee and conduct a cost-benefit analysis for face-to-face workshops vs webinars. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Emily to circulate an expression of interest to the group to drum up membership for the committee with a deadline of December 11, 2017. • 	Emily

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5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> Need to develop additional branch email address and otherwise established greater access for distribution to membership at large. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Gordon will looking into having branch email addresses for certain roles within the Executive (i.e. president elect, general email, BC Page Editor, BOC Rep.) <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Further develop membership recognition program 	Gordon
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> Gordon will be reaching out to Mr. Lambert as the branch's new President in the New Year. 	Gordon
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Next issue, Winter 2017, will be released at the end of January / beginning of February. Looking to highlight 83rd Annual AEC 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> None 	Tim
5.08	<p>Finance Update</p>  <p>Copy of Treasurers Report December 201</p>	John
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> Elden has now connected with Tim and working on developing the Branch History page on the website. Also received an outlined from Elden of what he can provide in his current capacity which will serve to form the basis of an operational contract to be established in the New Year. The intent being would to build a framework to provide better accountability for annual honorarium currently furnished by the Branch. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Gordon to reach out to group to try and find an individual or two to manage the social media 	Gordon

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	platforms that CIPHI BC Branch are a part of (Facebook, Twitter). To ensure these sites stay active and useful for the membership.	
6.0	Old Business	
6.1	BCIT Branch Relations/Student Liaison <ul style="list-style-type: none"> Nothing to report 	Jessica/ Gordon/ Student Reps
6.2	<p>BC Executive Council Update</p> <p style="background-color: #0056b3; color: white; padding: 2px;">Action Item: In Progress</p> <ul style="list-style-type: none"> Jessica to confirm with Christine whether or not she will continue to stay on the executive council, and discussion with CoPE regarding maintaining membership Christine just needs to complete the appropriate form for declaration of non-practice EHO which comes with a dramatic decrease in the annual PDH requirements. <p style="background-color: #0056b3; color: white; padding: 2px;">Action Item: COMPLETED</p> <ul style="list-style-type: none"> Gordon to send an email out to the membership after the current BC Page is released, which advertises the President-Elect position, a deadline for any other interested parties to come forward. Follow-up email will include job description. Have identified one excellent candidate to become the new President Elect. Casey Neathway is currently with the BC Page as an Associate Editor. <p>Motion: To accept the nomination of Mr. Casey Neathway for the position of BC Branch Pres-Elect effective immediately, whom would move to succeed me as President in November 2019.”</p> <p>Seconded. Question. Carried.</p> <ul style="list-style-type: none"> 2 Vacant councillor positions – need to be filled have had some interest expressed and information provided but no new nominations received as of yet Gordon looking to make motion, but wants input from council (questions, concerns). No one else responded to expression of interest for president elect as expressed by Dale. No concerns shared from council. 	

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	<ul style="list-style-type: none"> • It was established that for fairness and logistical reason that Gordon to run meetings until end of February. • There are still two vacant councilor positions. • Gordon did have receive a few general interest from a few people last month but to date have not received any formal nominations. Hopefully these nominations will come forward in the New Year. • Please still think of anyone else to approach for a councilor position. • Carol will not be continuing as recording secretary in New Year. Please come forward if you would like this role. 	
6.3	<p>New Societies Act - Compliance Strategy Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> • Dale and Gordon to circulate info sheet to membership at large after collecting input from Executive Council and then consult with lawyer • Gordon look to confirm updated contact information from Tim and will send something out in new year to membership 	Dale/John
7.0	New Business	
7.1	<p>CIPHI Mixer with BCIT ENVH Student Body Action Item: In Progress</p> <ul style="list-style-type: none"> • Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body. • Gordon will be meeting with Gary to flush this out along as part of a general mentorship program to be created between the BC branch and the BCIT ENVH Student Body • Looking to develop this in the future. • Suggestions from council for consideration: <ul style="list-style-type: none"> ○ Student mixers could be coupled with Christmas lunch in and following BOC exam events (either Oct or April). • After Gordon talks to Gary regarding the development of a student mentorship program, we will then look to get feedback from student body. 	Gordon
7.2	<p>BC Branch Awards Committee</p> <ul style="list-style-type: none"> • Who would like to be a part of this committee moving forwards. We will need a new chair and at least 2 other members to be part of this committee 	

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	<ul style="list-style-type: none"> For the awards committee effective it would ideally be best if we have 3 people (chair and two supporting people). Gordon will send out expression of interest in new year. <p>Action Item: NEW</p> <ul style="list-style-type: none"> Gordon to send out an expression of interest for Awards Committee Chair including roles and responsibilities. Awards committee is not consider too cumbersome; it will be working with promotions committee to get word out there sooner in the year. Dale advise the recipients of the 2017 BC Branch Awards that they won the awards and will help to facilitate the presentation of those awards. <p>Action Item: COMPLETED</p> <ul style="list-style-type: none"> Tiffany will reach out to Casey Neathway regarding the Christmas event and the ability to invite Ken Christiansen to the event to present the award. <p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> Stacey to highlight the award in the BC Page. 	
	Adjournment at <u>9: 58</u> Hours	
	Next Meeting: December 19, 2017	

Calendar of Events 2017	
January	CIPHI CPC - PDHs due January 31 st
February	
March	
April	CIPHI's Birthday BOC's – April 26 th
May	Drinking Water Week <ul style="list-style-type: none"> Occurs during different weeks
June	
July	
August	
September	EPHW Sept. 25-29 th World Environmental Health Day: Thursday September 28 th
October	BOC's – Oct. 25 th
November	National AEC – Richmond – Nov. 5-8 th
December	Christmas Luncheon/ BC AGM – TBA