

## BC Branch CIPHI Executive Council Meeting

### AGENDA

January 16<sup>th</sup> 2018, from 08:45 to 10:00 PST  
 Via Teleconference

ITEM	DETAILS	NAME (S)		
	<b>Location:</b> Teleconference			
<b>1.00</b>	<b>Roll Call</b>			
Members	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Dale Chen  <input type="checkbox"/> Tiffany Chu  <input type="checkbox"/> John Pickles  <input type="checkbox"/> Catherine Sun*  <input type="checkbox"/> Emily Woodrow  <input type="checkbox"/> Carol Leung  <input type="checkbox"/> Paul Cseke  <input type="checkbox"/> Janelle Rimell           </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Gordon Moseley  <input type="checkbox"/> Jessica Ip  <input type="checkbox"/> Daniel Fong  <input type="checkbox"/> Stacey Sowa  <input type="checkbox"/> Christine Chen  <input type="checkbox"/> Casey Neathway  <input type="checkbox"/> VACANT  <input type="checkbox"/> VACANT           </td> </tr> </table> <p>Those highlighted in yellow are absent            *indicates mat leave</p> <p><b>Guests:</b></p>	<input type="checkbox"/> Dale Chen <input type="checkbox"/> Tiffany Chu <input type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun* <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Carol Leung <input type="checkbox"/> Paul Cseke <input type="checkbox"/> Janelle Rimell	<input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Stacey Sowa <input type="checkbox"/> Christine Chen <input type="checkbox"/> Casey Neathway <input type="checkbox"/> VACANT <input type="checkbox"/> VACANT	All
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<b>2.00</b>	<b>Approval of Agenda</b>			
2.01	<b>Addition to Agenda:</b>  <b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on January 12 <sup>th</sup> 2018.	All		
<b>3.00</b>	<b>Approval of Minutes</b>			
3.01	<b>Motion:</b> 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.	All		

ITEM	DETAILS	NAME (S)
<b>4.00</b>	<b>Electronic Motions</b>	
4.01	<b>N/A</b>	Gordon
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>CoPE Update</b> <ul style="list-style-type: none"> <li>• Tabled</li> </ul>	
5.02	<b>BOC Update</b> <ul style="list-style-type: none"> <li>•</li> </ul>	Gary
5.03	<b>BC Branch Education Committee –</b> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Emily to circulate an expression of interest to the group to drum up membership for the committee with a deadline of December 11, 2017.</li> </ul>	Emily
5.04	<b>Promotions and Membership Committee</b> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• 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.)</li> </ul> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Further develop membership recognition program</li> </ul>	Gordon
5.05	<b>Liaising with Ministry &amp; Unions – News &amp; Updates</b> <ul style="list-style-type: none"> <li>• Nothing to Report</li> </ul>	Gordon
5.06	<b>Update from BC Page</b> <ul style="list-style-type: none"> <li>• Progress on Winter 2018 issue</li> </ul>	Stacey
5.07	<b>Update from Historian</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	Tim
5.08	<b>Finance Update</b> <ul style="list-style-type: none"> <li>•</li> </ul>	John
5.09	<b>Website &amp; Social Media:</b> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined.</li> </ul> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Gordon to reach out to group to try and find an individual or two to manage the social media platforms that CIPHI BC Branch is a part of (Facebook, Twitter). To ensure these sites stay active and useful for the membership.</li> </ul>	Gordon

ITEM	DETAILS	NAME (S)
<b>6.0</b>	<b>Old Business</b>	
6.1	<b>BCIT Branch Relations/Student Liaison</b> <ul style="list-style-type: none"> <li>•</li> </ul>	Jessica/ Student Reps
6.2	<b>BC Executive Council Update</b> <ul style="list-style-type: none"> <li>• Please welcome our new President Elect. Mr. Casey Neathway is currently with the BC Page as an Associate Editor and is also Regional Manager with FNHA.</li> <li>• Vacant councillor positions – need to be filled have had some interest expressed and information provided but no new nominations received as of yet.</li> <li>• New nomination received for one of these vacant position to be presented by Casey as one of the nominators</li> </ul>	Gordon
6.3	<b>New Societies Act - Compliance Strategy</b> <b>Action Item: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Dale and Gordon to circulate info sheet to membership at large after collecting input from Executive Council and then consult with lawyer</li> </ul>	Dale/John/
<b>7.0</b>	<b>New Business</b>	
7.1	<b>CIPHI Mixer with BCIT ENVH Student Body</b> <b>Action Item: In Progress</b> <ul style="list-style-type: none"> <li>• Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body.</li> <li>• Update from meeting with BC BOC Rep. regarding a new student mentorship program.</li> </ul>	Gordon
7.2	<b>BC Branch Awards Committee</b> <ul style="list-style-type: none"> <li>• 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</li> </ul> <b>Action Item: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Gordon to send out an expression of interest for Awards Committee Chair including roles and responsibilities.</li> </ul> <b>Action Item: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Stacey to highlight the award in the BC Page.</li> </ul>	Gordon
	Adjournment at ____: ____ Hours	
	<b>Next Meeting: January 16<sup>th</sup> , 2017</b>	

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

