

BC Branch CIPHI Executive Council Meeting

AGENDA

August 21, 2018, from 08:45 to 10:00 PST
Via Teleconference

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<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"/> Paul Cseke <input type="checkbox"/> Janelle Rimell <input type="checkbox"/> VACANT <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"/> Michael Wu <input type="checkbox"/> Gethsemane Luttrell Those highlighted in yellow are absent *indicates maternity/parental leave Guests:	All
2.00	Approval of Agenda	All
2.01	Addition to Agenda: Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on August 3 2018. Motioned [X] Seconded [X]	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on June 19, 2018 as circulated via email on June 19, 2018.	All

	<p>2018Jun19_BC_Branch _minutes.docx</p> <p>Motioned [X] Seconded [X]</p>	
4.00	Electronic Motions	
4.01	None	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> BC Rep still vacant, still actively searching <p>ACTION ITEM: IN PROGRESS</p> <p>Gordon to follow up with Sylvia & Keir. Connect them and identify transition period if Sylvia does express interest.</p>	Casey/Gordon
5.02	<p>BOC Update:</p> <p>Motion:</p> <p>To approve Angela Whalen as BOC Exam Assistant Coordinator for a term starting immediately and continuing as BOC Exam Coordinator in February 2020.</p> <p>Motioned [X] Seconded [X]</p>	Gary/Casey
5.03	<p>BC Branch Education Committee Update</p> <ul style="list-style-type: none"> BC Branch Exec member to speak at the VCH/FH Joint Education Event November 13th & 14th – requesting a 20-minute update on branch happenings <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Request for input for ideas from Northern Health and Fraser Health. Emily will need to reach out to members in those health authorities directly for input Gordon to circulate survey link to education committee to confirm it's current & up-to-date version and look to have survey go out by end of the week. 	Casey/Gordon/ Tiffany
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> <p>ACTION ITEM: IN PROGRESS</p>	Casey

	<ul style="list-style-type: none"> • Need to identify which positions/members/councilors should/could have "@ciphi.bc.ca" accounts and set these up • Need to transition previous Gmail accounts (@gmail.com) to new accounts. Casey to work with users on this (needs to be done in-person) <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Further develop a membership recognition program by committee. <p>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 - ongoing discussion • Could be a good facet to consider with Branch Mentorship program and otherwise would an objective for the committee to address. 	
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • Salaries survey update should be coming out in May as promised by RAC <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Gordon to touch base with the Ministry to get any updates outside of the HP Branch Newsletter 	Gordon
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> • Summer 2018 Edition released on time. • Subscriptions – Tim Roark • Question came from someone regarding the use of photos and whether or not we should be getting permission to publish people's photos – photos from public pages (i.e. BCIT Flickr) shouldn't require further permissions but what about pictures from retirement gatherings, luncheons, staff gatherings, etc. Thoughts? 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> • 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> • 	John
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> • Casey has submitted a number of minor content changes to Elden to update the webpage <p>ACTION ITEM: IN PROGRESS</p>	Casey

	<ul style="list-style-type: none"> Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. <p style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Casey to develop wording for outreach email via Gordon to see if any social media managers can be identified 	
5.10	EPH Week: <ul style="list-style-type: none"> September 24-28, 2018 	Gordon
6.0	Old Business	
6.1	BCIT Branch Relations/Student Liaison <ul style="list-style-type: none"> 	Jessica
6.2	BC Executive Council Update <ul style="list-style-type: none"> One vacant councilor position Voting on positions that have lapsed 	Casey
6.3	New Societies Act - Compliance Strategy <ul style="list-style-type: none"> AGM to be hosted with the October 24th BOCs – voting on the classification of society Comments to Gordon on changes to bylaw and constitution – due on July 15th Filing can be submitted for November <p style="background-color: #0056b3; color: white; padding: 2px;">Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> Look for feedback from Executive Council as a whole (and membership?) on preference for timing of AGM. 	Gordon/ Dale/ John
7.0	New Business	
7.1	AGM – Dinner – October 23, 2018 <ul style="list-style-type: none"> Budget for 50 people, approximately \$3000 	Jessica
7.2	Christmas Luncheon <ul style="list-style-type: none"> December 6th, 2018 – tentative date Branch Awards for presentation at the event 	Jessica/Michael
	Adjournment: Motioned [X] Seconded [X]	
	Adjournment at ____:____ Hours	
	Next Meeting: August 21st, 2018	

Calendar of Events 2018	
January	<ul style="list-style-type: none"> • CIPHI CPC - PDHs due January 31st
February	<ul style="list-style-type: none"> • Deadline 2018 Membership Renewal Drive Feb 28, 2018
March	
April	<ul style="list-style-type: none"> • CIPHI's Birthday • NEC F2F Meeting in Toronto – April 14&15, 2018 • BOC's – April 25th, 2018
May	<ul style="list-style-type: none"> • Drinking Water Week - May 6-12th, 2018
June	
July	
August	
September	<ul style="list-style-type: none"> • EPHW Sept. 25-29th • World Environmental Health Day: Thursday September 28th
October	<ul style="list-style-type: none"> • BOC's – Oct. 24th, 2018 • BC Branch AGM – Tentatively Oct. 25th, 2018
November	<ul style="list-style-type: none"> • Deadline for Updated Constitution and By-laws under the BC Societies Act – Nov. 28th, 2018
December	<ul style="list-style-type: none"> • Christmas Luncheon – TBA