


BC Branch CIPHI Executive Council Meeting

AGENDA

August 7, 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"/> Gordon Moseley <input type="checkbox"/> Tiffany Chu <input type="checkbox"/> Jessica Ip <input type="checkbox"/> John Pickles <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Catherine Sun* <input type="checkbox"/> Stacey Sowa <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Christine Chen <input type="checkbox"/> Paul Cseke <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Janelle Rimell <input type="checkbox"/> Michael Wu <input type="checkbox"/> Gethsemane Luttrell <input type="checkbox"/> VACANT 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

	 2018Jun19_BC_Branch _minutes.docx Motioned [X] Seconded [X]	
4.00	Electronic Motions	
4.01	None	
5.00	Standing Business	
5.01	CoPE Update: <ul style="list-style-type: none"> • BC Rep still vacant, still actively searching • ACTION ITEM: IN PROGRESS Gordon to follow up with Sylvia & Keir. Connect them and identify transition period if Sylvia does express interest.	Casey/Gordon
5.02	BOC Update: Motion: To approve Angela Whalen as BOC Exam Assistant Coordinator for a term starting immediately and continuing as BOC Exam Coordinator in February 2020. Motioned [X] Seconded [X]	Gary/Casey
5.03	BC Branch Education Committee Update <ul style="list-style-type: none"> • ACTION ITEM: IN PROGRESS <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	Promotions and Membership Committee <ul style="list-style-type: none"> • ACTION ITEM: IN PROGRESS <ul style="list-style-type: none"> • Need to identify which positions/members/councilors should/could have "@ciphi.bc.ca" accounts and set these up 	Casey

	<ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. 	Casey

	ACTION ITEM: IN PROGRESS <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 	Gordon/ Dale/ John
	Action Item: IN PROGRESS <ul style="list-style-type: none"> Look for feedback from Executive Council as a whole (and membership?) on preference for timing of AGM. 	
7.0	New Business	
7.1	AGM – Dinner – October 23, 2018 <ul style="list-style-type: none"> Final plans, location, cost 	Jessica
	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

	<ul style="list-style-type: none"> • 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