

## BC Branch CIPHI Executive Council Meeting

### AGENDA

March 19, 2019, 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><input type="checkbox"/> Dale Chen</td> <td><input type="checkbox"/> Gordon Moseley</td> </tr> <tr> <td><input type="checkbox"/> Tiffany Chu</td> <td><input type="checkbox"/> Jessica Ip</td> </tr> <tr> <td><input type="checkbox"/> John Pickles</td> <td><input type="checkbox"/> Daniel Fong</td> </tr> <tr> <td><input type="checkbox"/> Elizabeth Thomson</td> <td><input type="checkbox"/> Jacqueline Chiu</td> </tr> <tr> <td><input type="checkbox"/> Gethsemane Luttrell</td> <td><input type="checkbox"/> Casey Neathway</td> </tr> <tr> <td><input type="checkbox"/> Paul Cseke</td> <td><input type="checkbox"/> Michael Wu</td> </tr> <tr> <td><input type="checkbox"/> Janelle Rimell</td> <td><input type="checkbox"/> VACANT EXEC SEC</td> </tr> <tr> <td><input type="checkbox"/> VACANT COUNCILOR</td> <td><input type="checkbox"/> VACANT PRES ELECT</td> </tr> </table> <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p><b>Guests:</b> <i>Stacey Sowa, CoPE BC Member</i> <i>Gary Tam, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i></p>	<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"/> Elizabeth Thomson	<input type="checkbox"/> Jacqueline Chiu	<input type="checkbox"/> Gethsemane Luttrell	<input type="checkbox"/> Casey Neathway	<input type="checkbox"/> Paul Cseke	<input type="checkbox"/> Michael Wu	<input type="checkbox"/> Janelle Rimell	<input type="checkbox"/> VACANT EXEC SEC	<input type="checkbox"/> VACANT COUNCILOR	<input type="checkbox"/> VACANT PRES ELECT	All
<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"/> Elizabeth Thomson	<input type="checkbox"/> Jacqueline Chiu																	
<input type="checkbox"/> Gethsemane Luttrell	<input type="checkbox"/> Casey Neathway																	
<input type="checkbox"/> Paul Cseke	<input type="checkbox"/> Michael Wu																	
<input type="checkbox"/> Janelle Rimell	<input type="checkbox"/> VACANT EXEC SEC																	
<input type="checkbox"/> VACANT COUNCILOR	<input type="checkbox"/> VACANT PRES ELECT																	
<b>2.00</b>	<b>Approval of Agenda</b>	All																
2.01	<p><b>Addition to Agenda:</b></p> <p><b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on March 18, 2019.</p> <p><b>Motioned [Janelle]. Seconded [Elizabeth]</b></p>	All																
<b>3.00</b>	<b>Approval of Minutes</b>																	
3.01	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on March 01, 2019 as circulated via email on March 18, 2019.</p>	All																

	<b>Motioned [Michael]. Seconded [Casey].</b>	
<b>4.00</b>	<b>Electronic Motions</b>	
<b>4.01</b>	<b>None</b>	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>CoPE Update:</b> Stacey unavailable. Sent below by email: I do not have any updates for CoPE, we are still working on the same documents and no new events/meetings have been scheduled	Stacey
5.02	<b>BOC Update:</b> Gary unavailable. Sent below by email: Nothing much happened in BOC since March 1	Gary
5.03	<b>BC Branch Education Committee Update:</b> Tried Skype test meeting. Had some technical difficulties. Janelle & Casey to try in-person to get it sorted out, and will then organize another education committee meeting for April before going on leave.  Tiffany & Gethsemane met to discuss sponsorship. Many pieces in place, and will be bringing that forward to next education committee meeting.	Janelle/ Gethsemane
5.04	<b>Promotions and Membership Committee</b> <ul style="list-style-type: none"> <li>- Kimiko Banati (WorkSafeBC) and Franklin Fru (Yukon) the 1st and 2nd winners</li> <li>- Casey has reached out to them both to confirm eligibility and to Kimiko to identify her choice of "prize" (membership OR AEC delegate fee)</li> </ul> <b>ACTION ITEM: COMPLETE</b> <ul style="list-style-type: none"> <li>- Need to draw two names to complete membership drive</li> </ul> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Casey will sort out details relating to platform/website/etc. for the mentorship program before approaching RDs</li> </ul> <b>ACTION ITEM: IN PROGRESS</b> <ul style="list-style-type: none"> <li>• Further develop a membership recognition program by committee.</li> </ul>	Casey

	<p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body - ongoing discussion</li> <li>• Could be a good facet to consider with Branch Mentorship program and otherwise would an objective for the committee to address.</li> </ul>	
5.05	<p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b> Casey to tie in this liaison work with advocacy / EPH Week outreach</p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Casey to touch base with the Ministry to get any updates outside of the HP Branch Newsletter</li> </ul>	Casey
5.06	<p><b>Update from BC Page</b></p> <p>Stacey not available. Sent below by email: <b>For BC Page, I could use some extra materials as Tim is on holidays and I won't be getting my usual input from him. I have sent out the request email as of February 27<sup>th</sup> and the edition is slated for an April 30<sup>th</sup> release</b></p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Stacey will connect with Tim Roark to put together a notice/advertisement to get a BC Page subscription opportunity rolling</li> <li>• Looking for another Associate Editor. Advertisement will be in Winter Edition BC Page</li> </ul>	Stacey
5.07	<p><b>Update from Historian</b> Tabled - Tim not available</p>	Tim
5.08	<p><b>Finance Update</b> Received our portion of January membership dues Looking healthy for this time of year</p>	John
5.09	<p><b>Website &amp; Social Media:</b></p> <ul style="list-style-type: none"> <li>- Casey has reached out to Michael &amp; Jacqueline to support updates to website &amp; social media approach. They will meet in the coming days to discuss a pathway forward.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p>	Casey

	<ul style="list-style-type: none"> <li>Casey developing framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined.</li> </ul>	
5.10	<p><b>BCIT Branch Relations / Student Liaison</b> Tabled - Jessica not available</p>	Jessica
5.11	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>Welcome to Jacqueline as newest Councilor</li> <li>Still vacancies for Councilor, Executive Secretary, President-Elect</li> <li>Casey to meet with Gordon on Thursday (March 21) to discuss his desire to remain involved in the Branch moving forward, and in what capacity</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to work with Stacey on wording for above for next BC Page issue</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Ongoing discussion with group on if we want to proceed with recognizing Members who are sick &amp; ailing, or families of those who have passed away (Jessica to lead administratively if "yes")</li> </ul>	Casey
<b>6.0</b>	<b>Old Business</b>	
6.1	<p><b>EPH Week 2019</b></p> <ul style="list-style-type: none"> <li>Casey has taken on National EPH Week committee leadership</li> <li>Will be looking to Branch Exec for ideas, participation, brain power as the process continues</li> <li>Jason Feltham (Alberta) to design graphics, as with previous year(s)</li> </ul>	Casey
6.2	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>Open discussion - previously-distributed advocacy proposal</li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p> <ul style="list-style-type: none"> <li>Casey to send advocacy proposal to EC by email</li> </ul>	Casey

<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>- Alberta President (Geoff Tomko) has stepped down (on medical leave)</li> <li>- (Tentative) Durham, Ontario for AEC 2020</li> <li>- Exhibitors/advertisers not to use CIPHI logo without express permission</li> <li>- Face-to-Face meeting April 27 &amp; 28 in Toronto</li> </ul>	Casey
<b>7.2</b>	<p><b>World Water Day 2019</b></p> <ul style="list-style-type: none"> <li>• Does Branch want to do anything to recognize this event? If yes - what?               <ul style="list-style-type: none"> <li>○ Did something in past when Crystal Brown was President, but probably not since then</li> <li>○ Tight timeline for Friday; likely makes more sense to focus on Drinking Water Week in May</li> </ul> </li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ol style="list-style-type: none"> <li>1. Casey to send out email to Membership recognizing World Water Day &amp; the role of EH Professionals in water quality</li> <li>2. Casey to send that email (or similar messaging) to Elden for posting on website</li> <li>3. Janelle to reach out to Stacey highlighting DW Week for BC Page (last issue before DW Week)</li> <li>4. Janelle to connect with Ivor Norlin on content for BC Page for DW Week recognition</li> </ol>	Casey
	<b>Adjournment:</b>	
	<b>Motioned [Michael] Seconded [Elizabeth]</b>	
	Adjournment at <u>09:15</u> Hours	
	<b>Next Meeting: April 16, 2019</b>	

<b>Calendar of Events 2019</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• CIPHI CPC - PDHs due January 31<sup>st</sup></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• <b>Deadline</b> 2019 Membership Renewal Drive Feb 28, 2019</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• World Water Day - March 22, 2019</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• CIPHI's Birthday - April 19, 2019 (106 years)</li> </ul>

	<ul style="list-style-type: none"> <li>• NEC F2F Meeting in Toronto – April 27 &amp; 28, 2019</li> <li>• BOC's – April 24<sup>th</sup>, 2019</li> <li>• CoPE F2F Meeting in Montreal - April 12-13, 2019</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Drinking Water Week - May 5-11, 2019</li> </ul>
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>• EPHW September 23-27, 2019</li> <li>• World Environmental Health Day: September 26, 2019</li> <li>• AEC in Halifax - September 8-11, 2019</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• BOC's – Oct. 23, 2019</li> </ul>
<b>November</b>	
<b>December</b>	