

BC Branch CIPHI Executive Council Meeting

MINUTES

January 20, 2020, from 08:45 to 10:00 PST
Via Teleconference

ITEM	DETAILS	NAME (S)
	Location: Teleconference & Adobe Connect	
1.00	Roll Call	
Members	<input type="checkbox"/> Gordon Moseley - past-pres <input type="checkbox"/> VACANT - councilor <input type="checkbox"/> John Pickles - treasurer <input type="checkbox"/> Elizabeth Thomson - councilor <input type="checkbox"/> Gethsemane Luttrell - councilor <input type="checkbox"/> Paul Cseke - councilor <input type="checkbox"/> Janelle Rimell* - councilor <input type="checkbox"/> Jessica Ip - councilor <input type="checkbox"/> Daniel Fong - councilor <input type="checkbox"/> Jacqueline Chiu - councilor <input type="checkbox"/> Casey Neathway - president <input type="checkbox"/> Michael Wu - councilor <input type="checkbox"/> Aletta Amell - councilor <input type="checkbox"/> Celine Hsin - Executive Secretary <input type="checkbox"/> VACANT PRES ELECT <i>Guests: Stacey Sowa, CoPE BC Member</i> <i>Gary Tam, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> Those highlighted in yellow are absent *indicates maternity/parental leave Call to order: 08:50AM	All
1.1	Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>) Quorum Met [X]. Quorum not met [].	All
2.00	Approval of Agenda	All
2.01	Additions to Agenda: Motion:	All

	To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on January 20, 2020. Motioned [Elizabeth]. Seconded [Casey]	
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on December 17, 2019 as circulated via email on December 19, 2019. Motioned [Paul]. Seconded [Elizabeth].	All
4.00	Electronic Motions	
4.01	January 12, 2020 Motion: To accept the nomination of Celine Hsin for the position of Executive Secretary for the 2020 calendar year. Motioned [Jessica]. Seconded [Casey]. Carried: January 15, 2020	Casey
5.00	Standing Business	
5.01	CoPE Update: <ul style="list-style-type: none"> - Getting ready for audit season to start - Face to face meeting in March in Victoria - Had BC PD model revision call, will be a National call in February 	Stacey
5.02	BC Page Update: <ul style="list-style-type: none"> - On schedule, had material come in right on deadline - Will be a good, full issue - Targeted release on January 31 - Looking at revamping Giardia's Corner, highlighting members 	Stacey
5.03	BOC Update: <ul style="list-style-type: none"> - Gary not available 	Gary
5.04	Historian Update: <ul style="list-style-type: none"> - Tim has provided PDF issues of BC Page 	Tim
5.05	Finance Update: <ul style="list-style-type: none"> - Finalizing 2019 year; submit any outstanding expense claims ASAP 	John

	<ul style="list-style-type: none"> - Have received 3 expenses for Christmas events - any others to submit? - Have received National Invoice for teleconferences at year-end; that should be all the expenditures we have outstanding - Should be able to prepare year-end finances for next meeting - No revenue yet for this FY; expect first membership dues to come in next months' report - Student prizes will come out of this year's budget 	
5.06	<p>Education Committee Update:</p> <ul style="list-style-type: none"> - Have successfully negotiated 1 year contract with Clarix for Adobe Connect - Will have 1 login and up to 100 participants - these can be expanded at any time throughout the year if need arises <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> - Education Committee to organize first webinar <p>ACTION ITEM: ONGOING</p> <ul style="list-style-type: none"> - Education Committee to look at sponsorship opportunities for webinar series (Tiffany has provided Gethsemane with information) 	Casey
5.07	<p>Promotions & Membership Committee Update:</p> <ul style="list-style-type: none"> - Pilot platform for member engagement now live on the website. Casey, Gary, Elden with logins - Need ongoing testing & feedback prior to reaching out to RDs & BCIT - Opportunity for quarterly (?) webinars with membership to ask questions of executive, provide feedback, remain connected - Membership drive 2020? <ul style="list-style-type: none"> - As of January 20, have 72 Regular members, 3 student members Active <p>ACTION ITEM: COMPLETE</p> <ul style="list-style-type: none"> • Casey will sort out details relating to platform/website/etc. for the mentorship program before approaching RDs. Have talked to Elden about this, and options likely exist on existing web platform. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Further develop a membership recognition program by committee. 	Casey

	<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. <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> - Casey to send login information for website forum to Executive to create accounts and expand pilot 	
5.08	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> - Opportunity for further engagement with Ministry to discuss what “ongoing training” looks like for section 3B of Public Health Act → linking in with CPC Program - Opportunity to engage with unions for employer-paid memberships, especially for those post-2017 with mandatory membership 	Casey
5.09	<p>Website & Social Media Update:</p> <ul style="list-style-type: none"> - Have linked BC Page & Agenda items on website with G-drive for easy posting - Elden working on updating and finalizing Awards page (thanks to input from Gary & Tim) - Mentorship / forum (as above) - New layout / design coming → modernize <p>John: Constitution & Bylaws section still displaying by-laws</p> <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Casey developing framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. 	Casey
5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> - Helen Heacock taking over practicum coordination in Vince’s absence; some learning curve still - Need updated info for 1st and 2nd year rep on Website 	Jessica
5.11	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • New Executive Secretary recruited - Celine Hsin • Councilor & President-Elect positions remain vacant • Focus for 2020 will be education, webinars, and member engagement 	Casey

	ACTION ITEM: COMPLETED	
	<ul style="list-style-type: none"> • Casey to send out AGM minutes • Executive Council to focus on quorum-building opportunities well in advance of next AGM 	
6.0	Old Business	
6.1	<p>NEC Update</p> <ul style="list-style-type: none"> - NEC met in Victoria, BC on January 11 & 12 - Passed motion to retain services of Be The Change for advocacy work, and allocate appropriate budget for same - Opportunity for Branches to support (financially) advocacy platform → good potential use of our cash-in-hand? - Reduce discrepancies and redundancies between Branches → more opportunities to work together on projects for National benefit (e.g. registration for events; shared educational opportunities; advocacy; etc.) - New National President Elect - Kevin Kapell; Ann Thomas' role as Past-President coming to an end in October 	Casey
6.2	<p>CIPHI BC Awards</p> <ul style="list-style-type: none"> - Nadia back from maternity leave, back to work and active on the committee 	Jessica
7.0	New Business	
	Adjournment at <u>09:39</u> Hours	
	Motion: Jessica. Second: Elizabeth	
	Next Meeting: February 18, 2020	

Calendar of Events 2020	
January	<ul style="list-style-type: none"> • CIPHI CPC - PDHs due January 31st
February	
March	<ul style="list-style-type: none"> • World Water Day - March 22, 2020
April	<ul style="list-style-type: none"> • CIPHI's Birthday - April 19, 2020 (107 years) • BOC's – April 22, 2020

May	
June	
July	
August	
September	<ul style="list-style-type: none">● EPHW September 21-27, 2019● World Environmental Health Day: September 26, 2020
October	<ul style="list-style-type: none">● BOC's – October 28, 2020● AEC in Ajax, Ontario - October 4-7, 2020
November	
December	