

**BC Branch CIPHI Executive Council Meeting**

**Agenda**

February 15th, 2022 from 08:45 to 10:15 PST  
Via Google Meet

ITEM	DETAILS	NAME (S)																																																																								
	<b>Location:</b> Google Meet																																																																									
<b>1.00</b>	<b>Roll Call</b>																																																																									
Members	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><b>Past President</b></td> <td><b>Casey Neathway</b></td> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>Tegbir Gill</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>President</td> <td><b>Stephanie Tooke</b></td> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>President-Elect</b></td> <td><b>Valerie Jackson</b></td> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Treasurer</td> <td><b>John Pickles</b></td> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Executive Secretary</td> <td><b>Celine Hsin</b></td> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>Amber Lee</b></td> <td><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td><b>Payman Baharmand</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Michael Wu</b></td> <td><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Aman Dhaliwal</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>Jessica Ip</b></td> <td colspan="3"><b>Guests:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td><b>Jacqueline Chiu</b></td> <td colspan="3"><i>Stacey Sowa, CoPE BC Member</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><i>Angela Whalen, BoC BC Member</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><i>Tim Roark, BC Branch Historian</i></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><i>Elden Chan, Webmaster</i></td> </tr> </table> <p align="center"><i>*Indicates maternity/paternal leave</i></p> <p><i>Those highlighted in yellow are absent</i></p> <p><b>Call to order:</b> 8:48am</p>	<input type="checkbox"/>	<b>Past President</b>	<b>Casey Neathway</b>	<input type="checkbox"/>	Councillor	<b>Tegbir Gill</b>	<input type="checkbox"/>	President	<b>Stephanie Tooke</b>	<input type="checkbox"/>	Councillor	<b>VACANT</b>	<input type="checkbox"/>	<b>President-Elect</b>	<b>Valerie Jackson</b>	<input type="checkbox"/>	Councillor	<b>VACANT</b>	<input type="checkbox"/>	Treasurer	<b>John Pickles</b>	<input type="checkbox"/>	Councillor	<b>VACANT</b>	<input type="checkbox"/>	Executive Secretary	<b>Celine Hsin</b>	<input type="checkbox"/>	Councillor	<b>VACANT</b>	<input type="checkbox"/>	Councillor	<b>Amber Lee</b>	<input type="checkbox"/>	1st Year Student Liaison	<b>Payman Baharmand</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Michael Wu</b>	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Aman Dhaliwal</b>	<input type="checkbox"/>	Councillor	<b>Jessica Ip</b>	<b>Guests:</b>			<input type="checkbox"/>	Councillor	<b>Jacqueline Chiu</b>	<i>Stacey Sowa, CoPE BC Member</i>						<i>Angela Whalen, BoC BC Member</i>						<i>Tim Roark, BC Branch Historian</i>						<i>Elden Chan, Webmaster</i>			All
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	* denotes that a document was circulated for NEC to review prior to the meeting	
1.1	<p>Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>)</p> <p><b>Quorum Met [x ]. Quorum not met [ ].</b></p>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<p><b>Additions to Agenda:</b></p> <ul style="list-style-type: none"> <li>• Ciphi to liaison with the union regarding reclass for BC EHO</li> </ul> <p><b>Motion:</b>To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email February 14th, 2022</p> <p><b>Motioned [John ]. Seconded [ Celine ]</b></p>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
<b>3.01</b>	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on January 18, 2022.</p> <p><b>Motioned [Jessica ]. Seconded [John ].</b></p>	All
<b>4.00</b>	<b>Electronic Motions</b>	
	<p><b>Motion:</b></p> <p>To award BCIT's faculty nomination for the John A Stringer award to Matthew Kim.</p> <p><b>Passed - January 28th, 2022</b></p>	All
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>• Finalizing PD Model and PD Entry Tool</li> </ul>	Stephanie

	<ul style="list-style-type: none"> <li>○ Have had a chance to test and now working out kinks</li> </ul>	
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>● Winter edition to be released Jan 31, 2022</li> <li>● Next issue to be released end of April <ul style="list-style-type: none"> <li>○ Correspondence will come shortly for new entries</li> </ul> </li> </ul> <p>Previous Action: Stephanie to connect with Stacey regarding looking for an additional member to help with BC Page</p> <p>Update: Stacey sent email with notes</p> <ul style="list-style-type: none"> <li>○ <b>Action:</b> Stephanie to follow up</li> </ul>	Stephanie
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>● BOC Oct 2021 results has been finalized and results are now posted on the website</li> <li>● In phase 1 of reformatting the BOC written segment, scheduled to be complete by end of March</li> </ul> <p>Previous Action: Angela and Stephanie to work on recruiting an exam coordinator</p> <p>Update: Recruitment notice out; No replies yet</p> <p><b>Action:</b> Angela to send posting notice to Stephanie to distribute to members and to post on website</p> <p><b>Action:</b> Teg to post the recruitment notice on social media</p>	Angela
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>● See Agenda 7.3</li> </ul>	Tim
5.05	<p><b>Finance Update:</b> *</p> <ul style="list-style-type: none"> <li>● Reviewed end of year treasurer's report</li> <li>● Net loss for 2021 fiscal year, smaller revenue than expected</li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p>	Stephanie

	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	
5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li>• Reviewed BC CIPHI website with Elden <ul style="list-style-type: none"> <li>○ Centennial Page on website still in the works</li> <li>○ <b>Action:</b> Stephanie to connect with Elden on updating the BC CIPHI website to include the BC Branch Minutes. Stephanie to connect with Casey on historical minutes.</li> </ul> </li> </ul> <p><b>Action:</b> Stephanie to connect with Teg on the communication plan, including mentorship program promotion</p> <p><b>Action:</b> Teg to connect with Valerie on helping with the social media/engagement team</p> <p><b>Action:</b> Stephanie to connect with Stacey regarding updating the bc cipi website and other web platforms</p>	Elden/Teg/ Stephanie
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>• Final mentorship program draft document to be sent out to the team for review</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• BOC Update <ul style="list-style-type: none"> <li>○ A number of school reviews have been postponed due to COVID-19, but are planned for this year (BCIT, CBU, Montreal, Concordia)</li> <li>○ Gary Tam (Vice-Chair) is leading review/modification of written component of exam - expected 2024 implementation</li> <li>○ BOC Appeals - Completed</li> </ul> </li> <li>• Retirees Advisory Committee (RAC) <ul style="list-style-type: none"> <li>○ Request sent to update National Salary Survey</li> </ul> </li> <li>• Annual Education Conference <ul style="list-style-type: none"> <li>○ To be held in Ajax - September 2022</li> <li>○ Hybrid model with in-person + virtual</li> </ul> </li> <li>• Advocacy</li> </ul>	Steph

	<ul style="list-style-type: none"> <li>○ Marketing opportunities - focus on Recruitment</li> <li>○ ISC - CIPHI is working with ISC on a recruitment strategy. Just wrapped a youth survey. Results pending.</li> <li>● Education Committee <ul style="list-style-type: none"> <li>○ Committee has plans for speakers monthly at 12pm EST. Topics to include change management, project management, de-escalation, Emotional Intelligence, Cultural Awareness, etc.</li> <li>○ Discussion about sponsorship from Branches and Branches option to host session. Committee will draft packages for Branch information.</li> </ul> </li> <li>● CoPE Appeals <ul style="list-style-type: none"> <li>○ Provide 2 members per Branch for appeals committee</li> </ul> </li> </ul>	
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Education Committee</b></p> <ul style="list-style-type: none"> <li>● Webinars will be recorded and posted</li> </ul> <p>Previous Action: Stephanie to reach out to Aletta for knowledge transfer on webinars</p> <ul style="list-style-type: none"> <li>● Ask Aletta for an overview of webinar updates in 2021 to be able to continue the momentum into 2022</li> </ul> <p><b>Update:</b> All information provided and under 'Education Committee' folder</p>	Stephanie
<b>6.2</b>	<p><b>Executive Council</b></p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>● 4 Councilor Positions <ul style="list-style-type: none"> <li>○ Vacant <ul style="list-style-type: none"> <li>■ Please recruit</li> <li>■ Criteria: Nomination form and CV</li> </ul> </li> </ul> </li> </ul> <p>See Agenda 7.1 for new councilor nomination form submitted</p>	Stephanie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<b>Nomination for New Councilor</b> - to be done electronically	Stephanie

	<p><i>To nominate Meghan Byrnes to sit as councilor on the CIPHI BC Branch.</i></p> <p><b>Motioned [ ]. Second [ ].</b></p> <p><b>Action to all:</b> Review nomination form for Meghan Byrnes. Nomination will be done electronically.</p>	
<b>7.2</b>	<p><b>Deactivate Teleconference Line</b></p> <ul style="list-style-type: none"> <li>● National office has asked if we want to keep the teleconference line or deactivate it <ul style="list-style-type: none"> <li>○ Discuss as a group</li> </ul> </li> </ul> <p><b>Motion:</b> To deactivate the teleconference line.</p> <p><b>Motion has passed.</b></p>	Stephanie
<b>7.3</b>	<p><b>BC Branch Crest - Update to Reflect Current State</b></p> <ul style="list-style-type: none"> <li>● Review supporting documents <ul style="list-style-type: none"> <li>○ Tim Roark's Email regarding BC Branch Crest stating 'Registered' when in fact we are not</li> <li>○ Suggested changing to 'Incorporated 1967'</li> </ul> </li> </ul> <p><b>Motion:</b> To change the official BC Branch crest to the official BC Branch crest to the incorporated date of 1967.</p> <p><b>Motion has passed</b></p> <p><b>Action:</b> Tim to verify the incorporated year and original crest design to send to Stephanie</p>	Tim/Stephanie
<b>7.4</b>	<p><b>CIPHI Emails - Only Use</b></p> <ul style="list-style-type: none"> <li>● Mentioned during NEC meeting to only use CIPHI provided emails to minimize security risk(s) <ul style="list-style-type: none"> <li>○ Going forward, use CIPHI email for communication to avoid viruses</li> <li>○ <b>Action:</b> Stephanie to send out a test email to see which ciphi emails bounce back</li> </ul> </li> </ul>	Stephanie
<b>7.5</b>	<b>Collective Bargaining - Reclass for BC EHO</b>	Jessica

	<ul style="list-style-type: none"> <li>● Currently bargaining with the union to reclass the BC EHO to go up on the pay grade.</li> <li>● Request for BC Branch to reach out/liaison with the union with push for reclass of BC EHO. Would be helpful for BC CIPHI to send a letter to the union.</li> </ul> <p><b>Action:</b> Jessica to draft a letter to be sent out to the union.</p>	
	<p>Adjournment at 10:16am  <b>Motioned [Jackie ]. Seconded [ John ]</b></p>	
	<p><b>Next Meeting: (Tuesday, March 15, 2022)</b></p>	