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| **Item** | **Notes** | **Action Items** |
|  | **Call to order:** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Ryan Boyd, Paul Kascak, Meaghen Allen, Scott Budgell, Ashley Yu, Amanda Hepp, Manny Ahmad, Karah, Jacquie Schnider, Leah Danyluk**   2. **Regrets:Jennifer Guth, Olu Motajo, Daria Romanish**   3. **Guests:**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Add: Nothing Added  **MOTION:**  ***NAME****: M. Allen, seconded by P. Kascak* |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **MOTION: Motion to Approve June Minutes, with note to correct Jacquie’s name**  ***NAME****: S. Budgell, seconded by R. Boyd* |  |
| **4.0** | **Branch Business/Updates** |  |
| **4.1** | ***Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.***  **4.1. 1** Moneris to Squarespace – Leah  Financial Update – Sponsorship payments have begun to be processed. Been getting together with Meaghen for workshop business - keeping me busy. Discussed looking at Squarespace last meeting, but will still be looking at Stripe.  Paul: Do we have any members available to do audited financial statement for the board?  Danny and I touched base on finding new auditors. Tradionally Ludmilla had conducted the audits, but we will need more people in that role. Possible volunteer role? Could touch base with Karah, spread the word for whoever wants to learn. |  |
| **4.2** | ***Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.***  **4.2.1**  2022 AB Fall Workshop – Ryan   * AGM   No major updates since the meeting in June. |  |
| **4.3** | ***CoPE: Update from Alberta Representative:* 4.3.1** Update- J. Guth – *Unavailable, to be provided by M. Allen*  Meaghen: I received notice from 2 long-term members, one failed who were upset, another there was an error on the offices’ part – will be taken to National. 1 did not enter credits.  Jacquie: Who does the auditing?  Meaghen: COPE performs the audits. Volunteers review member’s entered hours and ensure there are no discrepancies. | Meaghen: To forward any concerns regarding auditing and progressive compliane to COPE & National. |
| **4.4** | ***BOC: Update from Alberta Representative***  **4.4.1** Update – D. Romanish – ***Unavailable, summary sent via Email to M. Allen*** |  |
| **4.5** | ***Membership Committee:***  4.5.1 Update – K. Harvey  Quick update - Sent out a lengthy written summary. Concerns with the MSC specifically, with how to use it and how to register. Is it worthwhile to re-send this to make sure members have done this, or better explain how this is done?  Ryan: I can do this – Paul can you send me the previous instructions?  Looking into the fall – hockey pool for the regular NHL Playoffs. This will be discussed in further detail later.  What is the current status of the engaging with Concordia?  Meaghen: Ryan and Olu have been the contacts for Concordia, but if you would lile to brainstorm with them to help engage then let’s go for it.  Do we want to do specific zone engagement?  Meaghen: Think it’s a good idea to focus on provincial member engagement, not zone/local, but reaching out asking if how they want to help the local zones that could be helpful for councillors. | Ryan: To put together a step-by-step document to help and assist members to switch over to the MSC.  Paul: To email over the instructions to Ryan |
| **5.0** | **Projects and Initiatives** |  |
| **5.1** | ***Awards: We will continue to use our awards as a way to engage & support our members and partners.***  5.1.1 Award updates- A. Yu  Still in the mist of blacking out for voting. Havent ordered awards for last year’s winners – hand out at conference or mail out?  Meaghen: Mailing out was quite expensive – if we can recognize at the conference that would be preferred.  When do we get the voting done by?  Meaghen: ASAP. Let’s make sure they’re ready and all set with no ‘hick-ups’ | Ashley: To black out the name and send out the nominations for the awards for voting ASAP. |
| **5.2** | ***Monthly AB Branch CIPHI Sessions***  5.2.1 Upcoming sessions – Sept session  ***Not planning for the August session. Low turnout for the check-in for July. Will restart in Sept.*** |  |
| **5.3** | ***Board Accountability Project:***  5.3.1 Update Board Accountability Project – M. Allen & K. Harvey  Google Doc has been created and sent out to the Executive for their feedback. Feedback is required so please review the document. | All: Consolidated feedback is required. Please review the Google Doc. |
| **5.4** | ***Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.***  6.4.2 Website Update- M. Ahmed  Reminder, to make sure the updated profile and bio is sent to Manny.How do we get rid of the old website? Meaghen: Reach out to Brandi(?) to find out more. | Paul: to send reminder Email regarding the profiles. |
| **5.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***  Meaghen: Any updates for Concordia Ryan?  Ryan: Haven’t heard from them in quite some time. Will be reaching out to them and seeing what the current situation is,  Amanda: I was going to do a lunch chat with Cecilia in May but she never reached out to me.  Meaghen: Ryan (or executive) if you have any Concordia updates, if they reach out, please let the group know. |  |
| **6.0** | **Old Business/Updates** |  |
| **6.1** | ***2022 AGM***  *October 24, 2022, at 4:30 PM*  *Reports and Elections*  Let members know 30 days in advance. Will work with Paul to get an email sent out to members.  To work with Paul on sending out an email for members regarding the elections.  Executive: Please let me know if you will or will not continue with your position. | All: Please let me know if you will or will not continue with your position and begin working on your reports for the AGM. |
| **6.2** | ***Brought to you by campaign***  July 29, 2022 meeting at 12PM  Hope to see everyone there to help ensure quorum is achieved. |  |
| **7.0** | **Adjournment @ 12:50 PM** |  |
|  | **MOTION: Motion to adjourn**  ***NAME: A. Hepp, seconded by P. Kascak*** |  |
|  | **Next Meeting: August 16, 2022** |  |