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| **Item** | **Notes** | **Action Items** |
|  | **Call to order: 12:08 PM** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Meaghen Allen, Paul Kascak, Leah Danyluk, Daria Romanish, Karah Harvey, Scott Budgell, Ashley Yu, Ryan Boyd, Olu Motajo, Amanda Hepp, Jennifer Guth, Jacquie Schneider**
	2. **Regrets: Manny Ahmad**
	3. **Guests: Tony Thepsuovanh, Geraldine Sawyer**
	4. ***In Memoriam:***
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| **2.0** | **Adoption of Agenda** |  |
|  | Add: WhatApp Group – Added as 6.3**MOTION: To approve the agenda*****NAME****: J. Schneider, seconded by R. Boyd* |  |
| **3.0** | **Approval of Meeting Minutes**  |  |
|  | **May 2022 Minutes –** Minutes have been circulated for review. Is there a motion to approve?To be approved at a later date. |  |
| **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**Had some issues with the Moneris machine. Don’t tend to use it a lot. Squarespace costs 54/month, and for Moneris it’s fee per transaction. Would compare to see cost effectiveness. Wanted to bring it up to the executive.General finance: Workshop items are coming through – processing those expenses.Question: Is Moneris used for Workshop?Leah: There are a number of payments that need to be processed. CC transactions need to be done with a pad, and needs to be done through landline or Ethernet. Thinking for the future, it would be simpler to use Squarepace since it doesn’t need to be done through landline or Ethernet.Ryan: Can we use something like Stripe?Leah: Would depend on the fees. Will look into that as another option.  | Leah: To compare the cost effectiveness between switching from Moneris to Squarespace or Stripe. |
| **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 * Updated from Co-Chairs – Tony and Geraldine
* Opening registration on June 27 – Working on getting the landing page as with as much detail as possible on the event, topics, speakers, venue, fees, registration costs.
* Had to adjust reg fee. Intended on keeping under $300 but laned of $339 for member for full registration. There were unforeseen costs and inflation due to catering primarily. We did have a note that individuals by early bird date will be entered into the CIPHI draw for fee sponsorship.
* One of the keynotes speaker backed out unexpected – Kevin Lamoreau. Reaching out to a few contacts fore a replacement. Rest of the agenda is pretty set. Getting confirmation from speakers, bios, headshots, and intros.Tentatively have CMOH on the docket as well.
* Met onsite with the facilitator to view the space and ask questions on behalf of the subcommittees. Cannot overemphasize the quality of the space – lots of space and wonderful lighting.
* Will be sending out links for booking accomocations with a preferred rate at the venue. Upscale nature of venue - $179 per night seems reasonable. Encourage to book as soon as possible as there is a contract commitment to consider - 75 rooms per night.
* Social events – Working to nail this down. Lead event/venue camphill brewing 5 min walk from the hotel – large enough to accommodate the group. Reservation on booking a large group on an Oilers night –waiting on release on the hockey schedule. Wait and see what they have to say – if doesn’t happen there is some options right on the ICE district.
* Reception event will occur on the Sunday – smaller space has been secured. Food, drinks, and socializing.
* AGM – Squeezed at 4:30 PM – didn’t take away from presentations but would still fit with the program.
* COVID-19 Precautions – Planning an information on the FAQ for COVID precautions. Masks optional, hand sanitizer available. Large Banquet space can seat up to 400 people. Lots of spacing for the tables. Can setup some space for people who are more comfortable eating in smaller areas and crowds.

Meaghen: Is $339 the early-bird? $389 is the cost after the early bird. 100 bucks more for non members.Amanda: Is a single-ticket available? I can attend one day but cannot attend them all. Not sure if that is even a thing.Tony: There isn’t a single day rate at this time. We can consider this at our next meeting.Olu: What channels are you following to reach out to Deena.Tony: Lorna Ranson(?) reach out to her as an admin. Tried to reach out directly but went to her junk.Anca – Member engagement at the conference.Paul: Did you need me to email out the conference information to the members?Tony: Can work to ensure an information package is made, and Branch Secretary can sent out the information to members. | Paul: To email out the information package to members as soon as it’s been developed. |
| **4.3** | ***CoPE: Update from Alberta Representative:* 4.3.1** Update- J. GuthAudit result emails are going out today. Old MSC will be available until June 30, going forward to see a summary of the results they need to email the office directly. For the new MSC, webinar sessions are being planned for October.There is no stats specific to the Alberta members that are provided to Jennifer. Any questions regarding results, policy, appeal, they need to contact the office directly.Daria: If someone was the subject of the audit, are they told this ahead of time?Jennifer: You will receive an email indicating if the audit was or wasn’t successful. If you logged into the MSC you can see a line for auditing, but there isn’t a notice that they’re being auditied before the process is complete. |  |
| **4.4** | ***BOC: Update from Alberta Representative***  **4.4.1** Update – D. RomanishThis is the first meeting since candidate know their results. Alberta candidates did not fair well. Working on trying to figure out why this is the case. Maybe the issues could be with schooling. Schools that are not successful with their audit can be put on probation, then inspected again 1-2 years later. Concordia hasn’t had an audit since the leadership change. Working with Concordia to put together a curriculum advisory group. Had a meeting regarding the practicum paper on how to write papers properly. As a board, trying to figure out more fair and consistent across the country.Had a couple of very siginifcant plagarisms this time for papers being submitted. Re-designing the written portion could help with this.Meaghen: Is the plagiarism copying a report, or improper citations?Daria: The indiivudlal failed the report on not citing sources correctly. Not the same consquences for copying an entire paper, which is barred from writing a BOC paper. There was a instance of very obvious instance 50-60% match with the paper.Leah: Was it the written portion that students struggling?Daria: It was both. Largely the issue is the oral and written reports are not getting into the details – far too brief in their explanations. Too vague and too simple.Paul: How many wrote and how many actually passed?Daria: 16 sat the oral, 5 passed. 9 submitted papers, 1 passed. 9/19 overall passed. Alberta did do worse than other provinces, and each province had the pandemic to contend with. |  |
| **4.5** | ***Membership Committee:*** 4.5.1 Update – KarahBrief update – More details to be send out in an email or to be included for minutesI have member lists but only for those that are on the new MSC will be on there – will be gaps. Is there way to encourage members to migrate their info over?Hockey Pool – 61 participate! Thank you to Daria and BOC for sending out. 5 new ceritified members were sent a welcome letter.Looking at a presence at the fall workshop – is there a branch exhibit or table? Is it better to have a separate table? Looking for board’s information and prizes? Engage with people and see what they want to do.Jacquie: What about running the registration booth? Would be able to talk to everybody.Meaghen: Not sure if we have the commitment at this time. Like the idea of having one booth with COPE and BOC. Karah: Possible to have a side meeting?  | To look into having a side meeting with Membership Committee and the Workshop Chairs. |
| **5.0** | **Projects and Initatives** |  |
| **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 - **TABLED** |  |
| **5.2** | ***Monthly AB Branch CIPHI Sessions***5.2.1 Upcoming sessions – summerNone planned for the summer – thinking a coffee chat with other members – mini-town hall. | Meaghen: To draft up an invite – will chat and provide some updates |
| **5.3** |  ***Board Accountability Project:*** 5.3.1 Update Board Accountability Project | All: Provide comments and feedback on the document  |
| **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 - **Tabled** |  |
| **5.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.*****Tabled** |  |
| **6.0** | **New Business/Updates** |  |
| **6.1** | ***2022 AGM****October 24, 2022 at 4:30PM**Possible to have it at this time? Some concerns that attendance will be poor due to the time.**Know we didn’t want to do Sunday. Meeting on the Saturday? Another option.**Jacuqie: Would prefer on the Sunday – still need to be there to check in the hotel. Doodle calendar for preferences.* *Ryan: 4:05 PM is the end. Stretch legs* |  |
| **6.2** | ***Meeting with Be the Change – June 23, 2022***Looking forward to meeting with the ‘Be The Change’ group – will occur at 2:30 PM. |  |
| **6.3** | ***WhatsApp Group***Paul: Might need some assistance to setup the WhatApp group – not familiar with the App. Also needs phone numbers from the Executive to create the group. | Paul: To work on setting up the WhatsApp Group.All: Be sure to send your phone numbers if you haven’t done so, and ensure WhatsApp is installed. |
| **7.0** | **Adjournment @ 1:00 PM.** |  |
|  | **MOTION: Motion to adjourn*****NAME: S. Budgell, seconded by L. Danyluk.*** |  |
|  | **Next Meeting: July 17, 2022 at 12PM**  |  |