

BC Branch CIPHI Executive Council Meeting

Agenda

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

<https://meet.google.com/xnm-ysxi-pei>

ITEM	DETAILS	NAME (S)																																																																														
	Location: Google Meet (https://meet.google.com/xnm-ysxi-pei)																																																																															
1.00	Roll Call																																																																															
Members	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Past President</td> <td style="width: 30%;">Casey Neathway</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Councillor</td> <td style="width: 30%;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Stephanie Tooke</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Timothy Millard</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President -Elect</td> <td>Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Treasurer</td> <td>John Pickles</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Amber Lee</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Ricky Santos</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Payman Baharmand</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> <td colspan="3" style="background-color: #0056b3; color: white;">Guests:</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Meghan Byrnes</td> <td colspan="3" style="background-color: #0056b3; color: white;">Stacey Sowa, CoPE BC Member</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;">Angela Whalen, BoC BC Member</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;">Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;">Elden Chan, Webmaster</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;">*Indicates maternity/paternal leave</td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Timothy Millard	<input type="checkbox"/>	President -Elect	Valerie Jackson	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	1st Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	2nd Year Student Liaison	Payman Baharmand	<input type="checkbox"/>	Councillor	Jacqueline Chiu	Guests:			<input type="checkbox"/>	Councillor	Meghan Byrnes	Stacey Sowa, CoPE BC Member						Angela Whalen, BoC BC Member						Tim Roark, BC Branch Historian						Elden Chan, Webmaster						*Indicates maternity/paternal leave			All
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	<p>Call to order: 8:48am</p> <p>* denotes that a document was circulated for NEC to review prior to the meeting</p>	
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>Quorum Met [x]. Quorum not met [].</p>	All
2.00	Approval of Agenda	All
2.01	<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • None <p>Motion:To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email November 14, 2022</p> <p>Motioned [Jessica]. Seconded [Timothy]</p>	All
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on October 18, 2022.</p> <p>Motioned [Jessica]. Seconded [Celine].</p>	All
4.00	Motions	
	<p>Motion:</p> <ul style="list-style-type: none"> • No electronic motions 	All
5.00	Standing Business	

5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> ● PDH Submission Session: Nov 23, 2022 at 12pm EST <ul style="list-style-type: none"> ○ Intent of session is to walk members through submitting pdh ○ Session info will be posted on social media ● Currently updating CPC reference guide, draft to be done in the next few weeks ● Members can reapply to reinstatement of missing pdh for review <p>Previous Action: Stephanie to reach out to Stacey to see if a CoPE rep can attend the AGM</p>	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> ● Winter edition will be out Jan 2023 ● Connected with new SWS community network for content ● Anyone attending AGM please take photos and send to Stacey <p>Completed Action: Stephanie to let Stacey know to include the AGM/luncheon poster to the fall edition</p>	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> ● Meeting on Nov 18, 2022 to go over the marks for the exams ● Administrative policy binder will be reviewed ● Nov 3, 2022 project meeting <ul style="list-style-type: none"> ○ Reviewed evaluation criteria ○ Went over challenges and obstacles that were faced so far ○ Info gathering exercise 	Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> ● No update 	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> ● Treasurer's report of where we stand as of Sept 2022 was presented ● Revenue is where we expect 	John

	<ul style="list-style-type: none"> • Sales for foodsafe certificate invoice was sent out later compared to previous years, so the revenue will come in later • Expenditure on bank fee is over budget due to issuing bank cheques • Currently budget is where we expect it to be 	
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> • No updates on Environmental Tech job description <p>Action (in progress): Stephanie to look into having a letter written to the ministry to reject the proposal of hiring environmental technicians. Stephanie to send the job description to Jessica.</p>	Stephanie
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • AGM poster was posted on social media <p>Action: Stephanie and Valerie to print some posters for Northern Health and have some available at the AGM.</p>	Stephanie
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • Mentorship program has started • Positive feedback so far on the matches between mentor and mentee • 13 applications for mentees and 11 applications for mentors received • 2 mentees were not matched <p>Action: Stephanie to connect with Elden to link the pdf to CIPHI BC website</p>	Jessica
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> • Advocacy committee <ul style="list-style-type: none"> ○ Rollout of campaign was phenomenal ○ Traction to website was much higher than anticipated 	Stephanie

	<ul style="list-style-type: none"> ○ In progress of revamping the CIPHI pamphlet. French translation now available. ● Education committee <ul style="list-style-type: none"> ○ Education updates are available on website ○ Communication will be coming out for the next education conference ○ Education conference for next year will be in New Brunswick ● Policy committee <ul style="list-style-type: none"> ○ Some wording in policy is being clarified 	
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● Education committee will undergo revamp in Jan 2023 ● Suggestion: An education session on pool suction hazard 	Stephanie
6.2	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> ● 4 Councilor Positions Vacant <ul style="list-style-type: none"> ○ Please continue to recruit ● Call for president elect. Position is vacant for 2023. 	Stephanie
7.0	New Business	
7.1	<p>CIPHI Emails - Reminder to only use this for CIPHI communications</p> <ul style="list-style-type: none"> ● Future communications will be sent through the CIPHI email 	Stephanie
7.2	<p>Branch AGM</p> <ul style="list-style-type: none"> ● December 15, 2022 at 10am, hybrid model ● Casey will be assisting with virtual platform for AGM ● Please spread the word for AGM 	Stephanie/ Jessica

	Action to all: For those who like to stand for next year's council please let Stephanie know	
7.3	<p>Christmas Luncheon</p> <ul style="list-style-type: none"> ● Deadline for registration: Dec 8, 2022 ● Finance: Total budget for events is \$500, which includes door prizes and subsidy for meal ● Hotel has given us \$300 gift certificate ● Previous motion has passed that the branch will charge the same amount for the luncheon as last year, with additional costs covered by reserves 	Jessica
7.4	<p>Awards BC Branch</p> <ul style="list-style-type: none"> ● Deadline is December 2, 2022 to allow enough time to get the awards ordered and ready for December 15, 2022 ● Please send out a call to all members to nominate candidates for 3 BC Branch Awards. <ul style="list-style-type: none"> ○ Alex Nilsson, this is more poignant as Alex passed away in June of this year. ○ Member of the Year. ○ BC Honorary Member. ● Currently one potential nomination for awards 	Jessica
	Adjournment at 9:49am Motioned [Jessica]. Seconded [Angela]	
	Next Meeting: Jan 17 , 2023	