

BC Branch CIPHI Executive Council Meeting

Minutes

October 18, 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: #0070c0; 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: #0070c0; color: white;">Stacey Sowa, CoPE BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;">Angela Whalen, BoC BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;">Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;">Elden Chan, Webmaster</td> </tr> <tr> <td colspan="6" style="text-align: center;"><i>*Indicates maternity/paternal leave</i></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						<i>*Indicates maternity/paternal leave</i>						All
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	<p>Call to order: 8:49am</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 October 17, 2022</p> <p>Motioned [Jessica]. Seconded [Valerie]</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 September 27, 2022.</p> <p>September 27, 2022 meeting minutes will be available for November meeting.</p> <p>Motioned [Valerie]. Seconded [Jessica].</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"> ● Preparing for reinstatement audits for those who failed 2021 audit ● Communication on how to enter pdh has been released ● Current pdh submission rate low ● Suggestion: Have a table with a laptop for people to sign-in/enter pdh at the AGM. Can help troubleshoot for those who have issues logging on. ● CPC reference guide is undergoing update <p>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"> ● Fall edition deadline was Oct 17, 2022, some request extensions given for late submissions ● Looking for people to highlight in Giardia's corner <p>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"> ● No update ● Next BOC exam is on Oct 26, 2022 	Stephanie/ Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> ● No update 	Stephanie/Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> ● Report will be completed when bank statement is received ● PG billboard did not go up. Budget for billboard will go to printing posters for Northern Health and have the rest of the money go back into the reserves. 	John

5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <p>Action: 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> <ul style="list-style-type: none"> ● CIPHI BC Branch Support Letter to BCGEU & HEABC on EHO Contract Negotiation was circulated to the EHOs at VCH so they are aware advocacy is being done for EHOs 	Stephanie
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> ● Going back to regular posts after the advocacy campaign has ended ● Upcoming posts on social media: <ul style="list-style-type: none"> ○ Goodluck messages to students taking the BOC exam ○ AGM notice/content and luncheon info ● November theme: Radon ● Reminder: Have bio on the ciphi bc page for executive council members <p>CIPHI Ad Campaign w/ Be the Change Group</p> <ul style="list-style-type: none"> ● Campaign has ended ● Bus ads seemed to be more effective than skytrain ads because people on the street can also see it ● Experience from Westbank billboard was that it was not as effective ● PG billboard did not go up due to miscommunication with the contracted company <p>Action: Stephanie and Valerie to print some posters for Northern Health and have some available at the AGM.</p> <p>Action: Stephanie to contact Angela to see if having posters at the BOC will be okay to distribute to EHOs coming from other Health Authorities</p> <p>Action completed: 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.</p>	Valerie/Teg

5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● Mentorship Program <ul style="list-style-type: none"> ○ 13 student applications received ○ 7 mentor applications received ○ Currently recruiting mentors. Goal is to have at least 10 mentors. ○ Application review in progress for student applications. ○ Pairing notification will be sent to the mentor once review is complete. Mentor will receive the application of the paired mentee for review. <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"> ● No update ● Next NEC meeting Oct 21, 2022 	Steph
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● Action: Teg, Valerie and Stephanie to connect and revitalize the education committee ● Currently near year end, looking into getting committees restructured for the new year ● Suggestion: <ul style="list-style-type: none"> ○ Review each Ciphi committee to balance out the members in each committee ○ Create goals within each committee and have committee members meet outside of council meeting to work towards that goal 	Stephanie/Teg
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"> ○ One to two candidates has currently expressed interest ○ Please continue to recruit 	Stephanie

7.0	New Business	
7.1	<p>CIPHI Emails - Only Use this for CIPHI communications</p> <ul style="list-style-type: none"> • Action completed: Verify and confirm with Stephanie that your CIPHI BC Branch email is active and working • Future communications will be sent to the cphi email 	Stephanie
7.2	<p>Branch AGM</p> <ul style="list-style-type: none"> • New confirmed date is December 15, 2022 to accommodate the BCIT students and student members • Jessica has circulated the draft for the AGM & Christmas Luncheon poster • Discussed preparations for the AGM: <ul style="list-style-type: none"> ○ Start time 10am, hybrid model ○ Notice for AGM will be sent to members <p>Action to all: For those who like to stand for next year's council please let Stephanie know</p>	Jessica/ Stephanie
7.3	<p>Christmas Luncheon</p> <ul style="list-style-type: none"> • Costs and budgets for the buffet: <ul style="list-style-type: none"> ○ This year the price has gone up by \$5 to \$43 (tax and gratuity included). ○ Last year, the cost per ticket was: Regular member \$30, student \$25, retirees \$20 and non-member \$38. ○ If charging the same as last year the branch will need to subsidize a larger amount. • Finance: Total budget for events is \$500, which includes door prizes and subsidy for meal • Hotel has given us \$300 gift certificate • Deadline for registration: Dec 8, 2022 <p>Motion: To use money in the reserves to cover the additional costs for luncheon</p> <p>Motioned: [Valerie]. Seconded: [Jessica]</p>	Jessica

	Motion carried.	
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
	<p>Adjournment at 9:54am Motioned [Jessica]. Seconded [Valerie]</p>	
	Next Meeting: November 15, 2022	