

## BC Branch CIPHI Executive Council Meeting

### Minutes

August 1, 2023 from 08:45 to 9:45 PST  
Via Google Meet

meet.google.com/tui-cavo-ivk

ITEM	DETAILS	NAME (S)																																																						
	<b>Location:</b> Google Meet (meet.google.com/tui-cavo-ivk)																																																							
<b>1.00</b>	<b>Roll Call</b>																																																							
Members	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;"><b>Past President</b></td> <td style="width: 30%;"><b>Stephanie Tooke</b></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;"><b>Councillor</b></td> <td style="width: 30%;"><b>Tegbir Gill</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>President</b></td> <td><b>Valerie Jackson</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Timothy Millard</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>President -Elect</b></td> <td><b>VACANT</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Treasurer</b></td> <td><b>John Pickles</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Executive Secretary</b></td> <td><b>Celine Hsin</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Amber Lee</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>1st Year Student Liaison</b></td> <td><b>VACANT</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jessica Ip</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Ricky Santos</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jacqueline Chiu</b></td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Guests:</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Meghan Byrnes</b></td> <td colspan="3" style="background-color: #e6f2ff;"> <i>Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster</i> </td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>*Indicates maternity/paternal leave</i></p> <p style="text-align: center; margin-top: 10px;"><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	<b>Past President</b>	<b>Stephanie Tooke</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Tegbir Gill</b>	<input type="checkbox"/>	<b>President</b>	<b>Valerie Jackson</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Timothy Millard</b>	<input type="checkbox"/>	<b>President -Elect</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Treasurer</b>	<b>John Pickles</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Executive Secretary</b>	<b>Celine Hsin</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Amber Lee</b>	<input type="checkbox"/>	<b>1st Year Student Liaison</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Jessica Ip</b>	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Ricky Santos</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Jacqueline Chiu</b>	<b>Guests:</b>			<input type="checkbox"/>	<b>Councillor</b>	<b>Meghan Byrnes</b>	<i>Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster</i>			All
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	<p><b>Call to order: 9:03AM</b></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><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>• None</li> </ul> <p><b>Motion:</b>To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email July 21, 2023</p> <p><b>Motioned [Jessica ]. Seconded [John ]</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 June 27, 2023.</p> <p><b>Motioned [Jackie ]. Seconded [John ].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motions:</b></p> <ul style="list-style-type: none"> <li>• Approval of purchase to change the BC Branch seal and crest. See agenda item 7.2</li> <li>• Nomination for Casey Neathway as President Elect. See agenda item 7.3</li> </ul>	All

	<ul style="list-style-type: none"> <li>Nomination for Nicole Pagoda as councillor. See agenda item 7.3</li> </ul>	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>Second audits for potential fails are pending. Still working through bugs with our new platform.</li> <li>Gearing up to meet in September in New Brunswick for our in person meeting ahead of the AEC.</li> </ul>	Stacey via email
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>Newsletter will be launched Aug 1.</li> <li>If anyone is interested in working on the BC Page as editor, please contact Stacey.</li> </ul>	Stacey via email
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	Angela
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>Motion for updating the branch crest will be done electronically</li> </ul>	Valerie
5.05	<p><b>Finance Update: *</b></p> <ul style="list-style-type: none"> <li>Income statement up to June 30 completed and circulated via email <ul style="list-style-type: none"> <li>Revenue with membership and foodsafe certificates is healthy</li> <li>Little expense so far this year</li> </ul> </li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <p><b>Action in progress:</b> Valerie to review the draft letter to the ministry and get back to Jessica.</p>	Jessica

5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li>● Sharing previous campaign materials</li> <li>● Collecting materials for Environmental Public Health week (ex. Day in the life of an EHO)</li> </ul> <p><b>Completed Action:</b> Valerie to send a post to encourage people to join our social media platforms to increase followers</p> <p><b>Completed Action:</b> Valerie to resend the email to members on requests for day of life as an EHO bio to be featured on the CIPHI website</p>	Valerie
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>● Mentorship program update <ul style="list-style-type: none"> <li>○ 13 student applicants, 12 matched. Looking for one more mentor volunteer.</li> <li>○ This year the application started in April but received very few email replies from email sent out to students in the summer for program kick-off. Could be that students aren't checking BCIT emails during summer.</li> <li>○ Recommend changing start time of the mentorship program to Sept instead</li> </ul> </li> <li>● First and Second year student rep update for the new academic year. <ul style="list-style-type: none"> <li>○ Ricky Santos will continue on to be the second year rep</li> <li>○ First year rep will be recruited once the school year starts</li> </ul> </li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>● The National Advocacy Campaign is moving forward. See New Business 7.4 for budget discussion</li> <li>● NEC Education committee: Survey to be sent out to members on what kind of webinars they want to see</li> </ul>	Valerie

## **Environmental Public Health Week**

**Action:** Valerie to propose ideas on what we can do to celebrate Environmental Public Health Week.

- Examples: Collaboration with local municipalities, drafting a letter of appreciation, etc

**Action:** Valerie to draft a budget proposal for Environmental Public Health Week events

### **Q&A Section** (questions raised during previous meeting)

**Q1:** What is the portion of membership dues that are going into NEC education sessions (ex. payment for speakers)? How much of the NEC budget is going to each NEC committee?

**A1:** Membership dues are used to fund NEC education sessions. Refer to NEC financial statements for expenses breakdown. There is no set portioning of membership dues that is set for each committee.

**Q2:** What is the process of having the CIPHI certification revoked if a member has not paid their membership fees? At what point does it become a concern if they haven't paid the annual fee that their membership is no longer considered valid?

**A2:** As per National Operating Policy 22 (NOP22), the "CIPHI Office will cross check the membership status of all CPHI(C) holders subject to mandatory membership (anyone issued a CPHI(C) after January 1, 2017) on April 1st of each membership year."

"The CIPHI Office will generate a list of all CPHI(C) holders subject to mandatory membership who neglected to submit a membership application for the year and forward to the BOC and NEC."

"The Chair of the BOC will confirm with the CIPHI Office the CPHI(C) holders whose CPHI(C) should be suspended."

Refer to NOP 22 on the CIPHI website for complete details on the process of Suspension and Reinstatement of CPHI(C) Credential.

<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Executive Council</b></p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• 4 Councilor Positions Vacant <ul style="list-style-type: none"> <li>○ Please continue to recruit</li> </ul> </li> </ul> <p>See New Business Section 7.3 for president-elect and councillor nominations</p>	Valerie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>Recruitment and Retention - CIPHI BC Branch Recruitment Presentation</b></p> <ul style="list-style-type: none"> <li>• Work in progress on developing the presentation</li> <li>• In contact with a BCIT program rep on doing a CIPHI presentation or having a booth at BCIT career fair and get the word out on what CIPHI does</li> </ul> <p><b>Previous Action to All:</b> Review and comment on the two presentations available in the shared drive</p>	Valerie
<b>7.2</b>	<p><b>BC Branch Stamp/Seal change request</b></p> <ul style="list-style-type: none"> <li>• In 1977 the members of the BC Branch approved a motion at the BC Branch AGM requesting incorporation by the BC Government under the Societies Act. Approval was granted by the BC Government.</li> <li>• In 2012 the membership of the BC Branch approved a motion rescinding those sections of the BC Branch Bylaws regarding "Registration" and advised the BC Government of this decision. We now need to switch our seal/stamp from "Registered 1988" back again to "Incorporated 1977".</li> <li>• Quotes for the prices and design have been received</li> </ul> <p><b><i>Motion to be done electronically. Valerie to send out electronic motion and details.</i></b></p>	Valerie

	<p><b>Motion:</b> To approve the purchase of the updated BC Branch "Incorporated 1977" stamp and seal.</p>	
7.3	<p><b>Nominations for Executive Council</b></p> <p><b>1. Nomination for President - Elect: Casey Neathway</b></p> <p><b>Motion:</b> <i>To nominate Casey Neathway to sit as president-elect on the CIPHI BC Branch.</i></p> <p><b>Motioned [Valerie]. Second [Jackie ].</b></p> <p><b>Motion has passed.</b></p> <p><b>2. Nomination for New Councillor: Nicole Pagoda</b></p> <p><b>Motion:</b> <i>To nominate Nicole Pagoda to sit as councillor on the CIPHI BC Branch.</i></p> <p><b>Motioned [ Valerie ]. Second [ Jackie ]</b></p> <p><b>Motion has passed.</b></p> <p><b>Completed Action:</b> Valerie to send out the resume and nomination forms for the two nominations to the executive council and send the motion electronically.</p>	Valerie
7.4	<p><b>National Advocacy Campaign</b></p> <p>General budget to be discussed with the branch after the NEC advocacy meeting.</p> <p>Input needed from executives on our BC regional buys for the 2023-2024 campaign on the following:</p> <ul style="list-style-type: none"> <li>● meetings/presentations</li> <li>● billboards/bus shelters</li> <li>● social media buys</li> </ul>	Valerie
7.5	<p><b>Christmas luncheon and BC Branch AGM</b></p> <ul style="list-style-type: none"> <li>● Date: Date 14, 2023</li> </ul>	Jessica

	<ul style="list-style-type: none"> <li>• Time: 9am to 2pm</li> <li>• Future planning discussion: Whether we want to have a presentation on the advocacy campaign this year at CIPHI luncheon or do any education session.</li> </ul> <p><b>Action:</b> Jessica to get a quote from the venue on the cost for booking the venue</p>	
	<p>Adjournment at: 10:01AM  <b>Motioned [Jackie]. Seconded [John]</b></p>	
	<p><b>Next Meeting: August 29 , 2023</b></p>	