

## BC Branch CIPHI Executive Council Meeting

### Minutes

January 17, 2023 from 08:45 to 10:15 PST  
Via Google Meet

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

ITEM	DETAILS	NAME (S)																																																																														
	<b>Location:</b> Google Meet ( <a href="https://meet.google.com/xnm-ysxi-pei">https://meet.google.com/xnm-ysxi-pei</a> )																																																																															
<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%;">Councillor</td> <td style="width: 30%;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Valerie Jackson</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>President -Elect</td> <td>VACANT</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><b>Councillor</b></td> <td><b>Amber Lee</b></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><b>2nd Year Student Liaison</b></td> <td><b>Payman Baharmand</b></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;"><b>Guests:</b></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;"><b>Stacey Sowa, CoPE BC Member</b></td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;"><b>Angela Whalen, BoC BC Member</b></td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;"><b>Gary Tam, on behalf of Angela Whalen</b></td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;"><b>Tim Roark, BC Branch Historian</b></td> </tr> <tr> <td colspan="6" style="background-color: #0070c0; color: white;"><b>Elden Chan, Webmaster</b></td> </tr> </table> <p style="text-align: right; 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"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	<b>Councillor</b>	<b>Timothy Millard</b>	<input type="checkbox"/>	President -Elect	VACANT	<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"/>	<b>Councillor</b>	<b>Amber Lee</b>	<input type="checkbox"/>	1st Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Payman Baharmand</b>	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<b>Guests:</b>			<input type="checkbox"/>	Councillor	Meghan Byrnes	<b>Stacey Sowa, CoPE BC Member</b>			<b>Angela Whalen, BoC BC Member</b>						<b>Gary Tam, on behalf of Angela Whalen</b>						<b>Tim Roark, BC Branch Historian</b>						<b>Elden Chan, Webmaster</b>						All
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	<p><b>Call to order: 8:51AM</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 January 12, 2023</p> <p><b>Motioned [John ]. Seconded [Jackie ]</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 November 15, 2022.</p> <p><b>Motioned [Jessica ]. Seconded [John].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motion:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	All

5.00	Standing Business	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>● CoPE hosted two information sessions on PDH entry. Some glitches and challenges were identified:               <ol style="list-style-type: none"> <li>1. On January 1st, 2023, the 2022 PDH submissions became hidden so members had no idea what they had or had not submitted. This was repaired to ensure members could still see 2022 activities.</li> <li>2. Members with Student Memberships were receiving reminders to input PDHs and their MSC indicated they needed to. This messaging is intended only for Regular Members.</li> </ol> </li> <li>● Drop-in session to ask questions about PDHs planned for the week of January 23<sup>rd</sup>, keep an eye out for the email from CIPHI National. If you have questions, feel free to reach out to Stacey.</li> <li>● Remember to input your PDHs before January 31<sup>st</sup>!!</li> </ul>	Stacey via email
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>● Winter2022 Edition set for release on January 31<sup>st</sup> with the deadline set for January 17<sup>th</sup>.</li> <li>● Content submission is fairly quiet this time of year.</li> </ul>	Stacey via email
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>● Reformatting of BOC written segment underway.</li> <li>● New BOC marking rubric being built - trial testing will be underway</li> <li>● Keera Shaw is now past National BOC Chair. Gary Tam is now the National BOC Chair.</li> <li>● October 2023 exam has been changed from Oct 25th to Oct 30th, 2023.</li> </ul>	Gary
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>● No update</li> </ul>	Valerie

5.05	<p><b>Finance Update:</b> *</p> <ul style="list-style-type: none"> <li>• Year end report in progress, waiting for the bank account documents</li> <li>• Please send all outstanding expenses to John</li> <li>• Currently working on reactivating Square account</li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <ul style="list-style-type: none"> <li>• Letter has been drafted to the ministry on objections to the proposal of hiring Environmental Technicians.</li> </ul> <p><b>Action:</b> Valerie to send Jessica the FNHA Environmental Technician job description</p>	Valerie
5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li>• No update. Will need to get back on track with our planned posts for the year and what theme we would like for each month <ul style="list-style-type: none"> <li>○ Valerie and Teg to set a separate meeting for Social Media</li> </ul> </li> </ul>	Valerie
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>• Student membership program is coming along nicely</li> </ul> <p><b>Action:</b> Valerie to connect with Elden to link the guide to mentorship pdf to CIPHI BC website</p>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• No update</li> <li>• NEC meeting falls on the Friday after the monthly BC Branch Executive Council meetings. Propose to move the BC Branch Executive Council meeting to a date after the NEC meeting to allow timely NEC updates during branch meetings.</li> </ul>	Valerie

	<p><b>Action:</b> Valerie and Celine to work on sending out a survey to the executive council on the proposed new BC Branch CIPHI Executive Council meeting dates.</p>	
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Education Committee</b></p> <ul style="list-style-type: none"> <li>• Education committee will undergo revamp in Jan 2023.</li> <li>• Previous Suggestion: An education session on pool suction hazard</li> </ul> <p><b>Action:</b> Valerie to send updated proposed committee and role list to the BC Branch executives.</p>	Valerie
<b>6.2</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> <li>• Call for president elect. Position is vacant for 2023.</li> </ul>	Valerie
<b>6.3</b>	<p><b>CIPHI Emails</b></p> <ul style="list-style-type: none"> <li>• Future communications will be sent through the CIPHI email</li> </ul> <p><b>Action:</b> Valerie to reset the CIPHI email for Jackie and Jessica and set up a new CIPHI email for Timothy.</p>	Valerie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>CIPHI BC Committees</b></p> <ul style="list-style-type: none"> <li>• Currently working on revamping of CIPHI BC Committees and what roles people may be interested in</li> <li>• Policy and Bylaw lead needed- proposed change to our Bylaw to allow for the President to Virtually host the AGM</li> </ul>	Valerie

<p><b>7.2</b></p>	<p><b>Branch AGM and Christmas Luncheon Debrief</b></p> <ul style="list-style-type: none"> <li>• Photos taken during CIPHI AGM were sent to Stacey for BC Page update</li> <li>• Feedback: Send the AGM reports to members a couple of days in advance of the AGM to allow members to have time to review the documents before the meeting.</li> </ul>	<p>All</p>
<p><b>7.3</b></p>	<p><b>BCIT Research Study</b></p> <ul style="list-style-type: none"> <li>• A BCIT student has sent an email to the executive council regarding consent to distribute a questionnaire to CIPHI BC members for his BCIT research project.</li> </ul> <p><b>Action to All:</b> Read the student research survey proposal and let Valerie know whether or not we want to participate by Jan 27, 2023</p>	<p>Valerie</p>
	<p>Adjournment at 9:31AM  <b>Motioned [Jessica ]. Seconded [Jackie ]</b></p>	
	<p><b>Next Meeting: Feb 21 , 2023</b></p>	