

BC Branch CIPHI Executive Council Meeting

Minutes

June 27, 2023 from 08:45 to 9:45 PST
Via Google Meet

meet.google.com/dtd-yrjj-wkm

ITEM	DETAILS	NAME (S)																																																																								
	Location: Google Meet (meet.google.com/dtd-yrjj-wkm)																																																																									
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%;">Stephanie Tooke</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>Councillor</td> <td>Timothy Millard</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>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> </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"/>	Past President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	Councillor	Timothy Millard	<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"/>	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			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 June 26, 2023</p> <p>Motioned [John]. Seconded [Angela]</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 May 23, 2023.</p> <p>Motioned [Celine]. Seconded [Jackie].</p>	All
4.00	Motions	
	<p>Motions:</p> <ul style="list-style-type: none"> • Approval of purchase to change the BC Branch seal and crest. See agenda item 7.2 • Nomination for Casey Neathway as President Elect. See agenda item 7.3 • Nomination for Nicole Pagoda as councillor. See agenda item 7.3 	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • Working on the second round of audits for members that have potentially failed their audit. • Working toward clearing up the process for reinstatement audits. Currently trying to solidify the timelines. It has been challenging as we work through the growing pains of the new MSC and a new audit process. 	Stacey via email
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • Summer edition will be published on July 31st with a deadline of July 17th for submissions. • Still seeking an associate editor to build up the team 	Stacey via email
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • Meeting to ratify BOC results completed. Results have been sent to candidates. • International candidates exam completed. • Analysis currently being done on the results from the new BOC written segment format and grading rubric to develop a standardized exam • Nomination under process for vice chair 	Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • BC Branch Stamp/Seal change request. See New Business section 7.2 in the agenda for info and motion. • Collection on the names and photos of all past BC Branch Presidents has been completed. Currently working on collecting the data for the rest of the provinces. • Currently very few retirees are staying on as CIPHI members. Feedback from those who are retired is that the retiree membership fee is more than necessary. Working on the possibility of fee reduction for retirees for next AGM. 	Valerie/Tim

5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> ● Treasurer’s report has been submitted ● Revenue is healthy, bump in revenue from GIC ● Expenses <ul style="list-style-type: none"> ○ Bank fee a little higher than expected due to cheque order ○ Not a lot of expenditure so far 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> ● Draft letter of objection by CIPHI BC to the EH Technician position has been completed. <p>Action: Valerie to review the draft letter to the ministry and get back to Jessica.</p>	Jessica
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> ● New social media campaign has not started yet ● Pool related content will be posted on social media until the new campaign rolls out <p>Action in progress: Valerie to send a post to encourage people to join our social media platforms to increase followers</p> <p>Action in progress 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/ Teg
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● Currently receiving applications for the mentorship program for the upcoming year. 	Jessica
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> ● Advocacy currently working on the annual education conference. ● Call out for abstracts and registration to the AEC on CIPHI website 	Valerie

	<ul style="list-style-type: none"> Email to be out late June on survey to collect info and suggestions for education seminars that people will be interested in. 	
6.0	Old Business	
6.1	<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 <p>See New Business Section 7.3 for president-elect and councillor nominations</p>	Valerie
7.0	New Business	
7.1	<p>Recruitment and Retention - CIPHI BC Branch Recruitment Presentation</p> <ul style="list-style-type: none"> Work in progress on developing the presentation <p>Previous Action to All: Review and comment on the two presentations available in the shared drive</p>	Valerie
7.2	<p>BC Branch Stamp/Seal change request</p> <ul style="list-style-type: none"> 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. 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". Quotes for the prices and design have been received <p>Action: Valerie to send details and electronic motion for the BC Branch stamp/seal change request. Motion to be done electronically.</p>	Valerie/Tim

7.3	<p>Nominations for Executive Council - <i>both motions to be done electronically.</i></p> <p>1. Nomination for President - Elect: Casey Neathway</p> <p>Motion: <i>To nominate Casey Neathway to sit as president-elect on the CIPHI BC Branch.</i></p> <p>Motioned [Valerie]. Second [Jessica].</p> <p>2. Nomination for New Councillor: Nicole Pagoda</p> <p><i>To nominate Nicole Pagoda to sit as councillor on the CIPHI BC Branch.</i></p> <p>Action: Valerie to send out the resume and nomination forms for the two nominations to the executive council and send the motion electronically.</p>	Valerie
	<p>Adjournment at: 9:54AM</p> <p>Motioned [John]. Seconded [Angela]</p>	
	Next Meeting: July 25 , 2023	