

BC Branch CIPHI Executive Council Meeting

Minutes

March 30, 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: #e6f2ff;"> Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster </td> </tr> </table> <p style="text-align: right; margin-top: 10px;"><i>*Indicates maternity/paternal leave</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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	<i>Those highlighted in yellow are absent</i>																																																							

	<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 March 29, 2023</p> <p>Motioned [Jackie]. Seconded [Celine]</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 February 28, 2023.</p> <p>Motioned [Jessica]. Seconded [Celine].</p>	All
4.00	Motions	
	<p>Motion:</p> <ul style="list-style-type: none"> • None 	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • CoPE had an in person meeting in Victoria on March 10th and 11th. All of the CoPE members were able to attend. The primary focus was on learning how to audit professional development hour submissions in our new data system. Auditing has kicked off for the 2022 submission year. • CoPE is wanting to make some tweaks to the new platform after receiving member suggestions/concerns (i.e. professional development view with no details so you are unsure what you've submitted). These requests will be submitted but the timelines are unclear as other projects are being prioritized. 	Stacey (update provided via email)
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • Next edition slated for April 28th with an April 24th deadline for submissions • During the pandemic there were a number of requests from members to have BC Page newsletters removed from the web. The requests were made as rising concerns for aggression against environmental public health professionals was taking place. The BC Page newsletters were a potential source of personal and/or identifying information for members. At that time, the publications were removed from the web and have since been reposted to the web. Recently a follow-up request was received to remove a member's information from one of the Editions. The information was redacted and an updated version of the newsletter was posted. • BC Page TOR document will be reviewed to see if privacy needs to be further addressed and will ensure that permissions are received for all content being shared. 	Stacey (update provided via email)

5.03	BOC Update: <ul style="list-style-type: none"> • None 	Angela
5.04	Historian Update: <ul style="list-style-type: none"> • None Action: Valerie to follow-up with Tim on the revision of the BC Branch Crest design	Tim
5.05	Finance Update: * <ul style="list-style-type: none"> • No expense claims outstanding 	John
5.06	Liaising with Ministry & Unions - News and Updates <ul style="list-style-type: none"> • None 	Valerie
5.07	Engagement/Social Media Update: <ul style="list-style-type: none"> • National doing a new advocacy campaign this year on recruitment and retention • Assets from previous campaign can be used until the new campaign starts this summer • Upcoming social media posts will be using some materials from the previous campaign 	Valerie/ Teg
5.08	BCIT Branch Relations / Student Liaison <ul style="list-style-type: none"> • Ricky will be staying on to be the second year rep • Payman will be staying on as rep until Sept when the new school year starts • Mentorship Program: Overall positive responses from evaluations received <ul style="list-style-type: none"> ○ All mentor and mentees were able to meet ○ Positive comments received on the mentorship program. Mentor and mentee were happy with the matches. 	Jessica

	<ul style="list-style-type: none"> ○ Summary of evaluation feedback will be sent out upon completion ● No objections with continuing the mentorship program. Next mentorship program details will be sent out in April. <p>Action: Jessica to send pdf version of the mentorship guide to Elden to link to website</p>	
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> ● National focusing on new advocacy campaign starting this summer ● Planning for the EHP week in Sept will start in April ● National continues to offer education opportunities 	Valerie
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● None 	Valerie
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. ● One expression of interest for councilor position received 	Valerie
6.3	<p>CIPHI Emails</p> <p>Action in progress: Valerie to create new CIPHI email for Jackie and Jessica. Previous email could not be accessed.</p>	Valerie
7.0	New Business	
7.1	<p>CIPHI BC Branch Recruitment Presentation</p> <ul style="list-style-type: none"> ● Recruitment presentation draft in progress 	Valerie

<p>7.2</p>	<p>BCIT Research Study</p> <ul style="list-style-type: none"> • 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. • Digital motion was sent out after the last branch meeting. Motion was approved. 	<p>Valerie</p>
	<p>Adjournment at 9:26AM Motioned [Jessica]. Seconded [Jackie]</p>	
	<p>Next Meeting: April 25 , 2023</p>	