

## BC Branch CIPHI Executive Council Meeting

### Minutes

May 23, 2023 from 08:45 to 9:45 PST  
Via Google Meet

[meet.google.com/dtd-yrjj-wkm](https://meet.google.com/dtd-yrjj-wkm)

ITEM	DETAILS	NAME (S)																																																						
	<b>Location:</b> Google Meet ( <a href="https://meet.google.com/dtd-yrjj-wkm">meet.google.com/dtd-yrjj-wkm</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>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><b>Treasurer</b></td> <td><b>John Pickles</b></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><b>1st Year Student Liaison</b></td> <td><b>Ricky Santos</b></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: #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"/>	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"/>	<b>Treasurer</b>	<b>John Pickles</b>	<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"/>	<b>1st Year Student Liaison</b>	<b>Ricky Santos</b>	<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"/>	<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: 8:49AM</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 May 18, 2023</p> <p><b>Motioned [Jackie ]. Seconded [Jessica]</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 March 30, 2023.</p> <p><b>Motioned [Jessica]. Seconded [Jackie].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motion:</b></p> <ul style="list-style-type: none"> <li>• Two upcoming motions for president-elect and councilor to be done via email</li> </ul>	All

5.00	Standing Business	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>• No update received</li> </ul>	Stacey
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>• No update received</li> </ul>	Stacey
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>• No update received</li> </ul>	Angela
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>• Pricing on the new crest design update was submitted by Tim.</li> </ul> <p><b>Action:</b> Valerie to send a motion to approve the new crest design and crest update cost via email</p> <p><b>Completed Action:</b> Valerie to follow-up with Tim on the revision of the BC Branch Crest design</p>	Valerie/Tim
5.05	<p><b>Finance Update:</b> *</p> <ul style="list-style-type: none"> <li>• No update received</li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <ul style="list-style-type: none"> <li>• Jessica working on the scope of the EHO technician job description to go with the letter to the ministry</li> </ul>	Jessica
5.07	<p><b>Engagement/Social Media Update:</b></p>	Valerie/ Teg

	<ul style="list-style-type: none"> <li>• National advocacy campaign update will be available after kickoff meeting</li> </ul> <p><b>Action:</b> Valerie to send a post to encourage people to join our social media platforms to increase followers</p> <p><b>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>	
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>• CIPHI BC mentorship feedback and summary of evaluation forms has been completed. <ul style="list-style-type: none"> <li>○ Overall, the comments and feedback based on the ratings are very positive. Everyone was able to meet as agreed and had the opportunity to share their experiences.</li> <li>○ From the Mentees' point of view, it is evident they got a better understanding of the practice, improved their readiness, got the opportunity to network and found it beneficial.</li> <li>○ It was difficult as to know whether the experience benefited the Mentors as much as the Mentees based on the answers</li> </ul> </li> <li>• Mentorship program will continue this year</li> <li>• Mentorship package has been sent to BCIT and student reps</li> <li>• Ricky will stay on as second year rep</li> </ul> <p><b>Completed Action:</b> Jessica to send pdf version of the mentorship guide to Elden to link to website</p> <ul style="list-style-type: none"> <li>• Mentorship guide has been added to the CIPHI BC website</li> </ul>	Jessica (previous update via email)
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• NEC focusing on education, advocacy and policy</li> <li>• Education sessions are offered on their social media</li> <li>• Advocacy starting a new campaign - kickoff meeting will happen soon</li> </ul>	Valerie

	<ul style="list-style-type: none"> <li>• Policy clean-up in progress</li> </ul>	
<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><b>Action:</b> Valerie to send motions for president elect and councilor nominations received</p>	Valerie
<b>6.2</b>	<p><b>CIPHI Emails</b></p> <p><b>Completed Action:</b> Valerie to create new CIPHI email for Jackie and Jessica. Previous email could not be accessed.</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>• 2 presentation resources added to the BC shared drive - one with general BC CIPHI Branch info and the other has advocacy focus</li> <li>• BC branch presentation will be put together once the comments from the 2 presentations are received</li> </ul> <p><b>Action to all:</b> Review and comment on the two presentations available in the shared drive</p>	Valerie
	Adjournment at:9:12am <b>Motioned []. Seconded []</b>	
	<b>Next Meeting: June 27 , 2023</b>	