

BC Branch CIPHI Executive Council Meeting

Minutes

November 28, 2023 from 08:45 to 9:45 PST
Via Google Meet

<https://meet.google.com/dtd-yrjj-wkm>

ITEM	DETAILS	NAME (S)																																																						
	Location: Google Meet (https://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%;">Nicole Pogoda</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>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President -Elect</td> <td>Casey Neathway</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>Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Shavideep Singh</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Ricky Santos</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Tegbir Gill</td> <td colspan="3" style="background-color: #0070c0; color: white;">Guests:</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Timothy Millard</td> <td colspan="3" style="background-color: #0070c0; color: white;"><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"/>	Past President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Nicole Pogoda	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	President -Elect	Casey Neathway	<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	Jessica Ip	<input type="checkbox"/>	1st Year Student Liaison	Shavideep Singh	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<input type="checkbox"/>	2nd Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Tegbir Gill	Guests:			<input type="checkbox"/>	Councillor	Timothy Millard	<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>Call to order: 8:49AM</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 Nov 24, 2023</p> <p>Motioned [Jessica]. Seconded [John]</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 Oct 24, 2023.</p> <p>Motioned [Jackie]. Seconded [Jessica].</p>	All
4.00	Motions	
	<p>Motions:</p> <p>Electronic motion: To nominate Kuljeet Chattha as a member of the BC/Yukon CIPHI Executive Council councillor.</p> <p>Motioned [Jessica Ip]. Seconded [John Pickles].</p> <p>Motion has passed.</p>	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • CoPE still working through audits • PDH model is being updated for categories that people have challenges with entering into the system • Currently working out which documents needs to be translated to French • PDH Q&A session being held on Nov 29, 2023 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • Stacey will be stepping away as the BC page editor in 2024. • One nomination for the BC page editor was received. Info and motion will be sent electronically. • Announcement for Stacey stepping down as BC page editor will be done at the AGM • Call out was sent out for winter edition submissions. Winter edition will be released at end of Jan 2024. <p>Action: Valerie to send an electric motion for the new BC Page Editor nomination.</p>	Stacey
5.03	<p>BOC Update:</p> <p>General Updates</p> <ul style="list-style-type: none"> • Meeting was done on Nov 27, 2023 to finalize the recent BOC exam marks • Training will be developed to focus on the issue of plagiarism of BOC reports <p>Written Segment Revamp Project - In Progress</p> <ul style="list-style-type: none"> • Samples ran through the new rubric identified some weaknesses. Rubric currently being revised. • Target launch date: April 2025 <p>BCIT Updates</p> <ul style="list-style-type: none"> • Presentation was delivered to BCIT students on the BOC exam process, deadlines, certification requirements, plagiarism, etc • BCIT had a PAC meeting - General concern on staggering low numbers of EHOs across the provinces. Discussion on outreach and recruitment was done. 	Angela

	<ul style="list-style-type: none"> • Previous BCIT 2 year accreditation back in 2021 was extended for an extra year. BCIT currently working on areas needing improvement from the previous review. 	
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • New BC Branch stamp and seal has been delivered to Tim and will be brought to the AGM 	Valerie
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Latest treasurer's report up until end of Oct was submitted and reviewed during the meeting • Membership dues were up. Revenue is looking good • Bank fees may go over budget this year • Draft treasurer's report for the AGM was submitted 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <p>Action in progress: Casey to work on the draft letter to the ministry regarding using EHO technicians vs certified EHO to do EHO jobs</p> <p>Action: Valerie to work on a letter to education ministry for EHO student loan support</p>	Valerie
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • Currently reposting educational stuff on our social media • AGM and luncheon poster has been on social media 	Teg
5.08	<p>BCIT Branch Relations / Student Liaison</p> <p>Mentorship Program</p> <ul style="list-style-type: none"> • All students are now paired up with a mentor. 	Jessica

5.09	<p>NEC Update</p> <ul style="list-style-type: none"> ● No update ● See section 7.2 below on advocacy campaign 	Valerie
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 	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 ● 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 	Valerie
7.2	<p>BC Advocacy Campaign</p> <ul style="list-style-type: none"> ● Discussion was done on media buy to run a BC advocacy campaign over the holidays. Campaign will for 4-6 weeks starting Dec 4, 2023 ● Winter campaign goal: To raise awareness on what EHOs do and promote our website ● Estimated budget for a mixture of billboard and digital ad proposal: \$5000- \$10,000 ● Media quotes from the following three media buy proposals were presented to the council <ul style="list-style-type: none"> ● Pattison Outdoor West Kelowna proposal <ul style="list-style-type: none"> ○ Static billboard proposals for West Kelowna ● Bell media digital proposal <ul style="list-style-type: none"> ○ 3 different region scope options. Pricing based on number of clicks. ● Lamar advertising proposal <ul style="list-style-type: none"> ○ LED spectacular: High visibility digital ads at select major skytrains 	Valerie

	<p>Suggestions of ideas for campaign :</p> <ul style="list-style-type: none"> ● Asking BCIT to co-brand. Direct people on CIPHI website to BCIT EHO program ● Online info session along with the campaign on how to become an EHO ● Paid position for advocacy lead <p>Action: Valerie to submit a summary of the BC advocacy campaign proposal and motion for budget approval.</p> <p>Action: Valerie to draft a proposal for a BC specific advocacy lead position</p>	
<p>7.3</p>	<p>CIPHI BC Branch AGM and Christmas luncheon - Dec 14, 2023</p> <ul style="list-style-type: none"> ● AGM and luncheon poster has been circulated ● BCIT students have exams during the week of the AGM/luncheon, anticipating not too many faculty members and students will be attending ● Door price budget: \$200 ● Discussion: <ul style="list-style-type: none"> ○ Tim Roark & Associates, Environmental Health Consultants, has proposed on becoming co-sponsor for the BC Branch CIPHI Christmas Luncheon (details circulated via email). They will contribute \$10 per attendee so that the price for all attendees would drop by \$10 from current advertised prices. In return, the luncheon poster would need to include info on his co-sponsorship. ○ No concerns from council on Tim's proposal <p>Action: Jessica to confirm with Tim on the approval of the co-sponsorship and work out the payment logistics.</p> <p>Action: Jessica to revise and circulate the revised AGM/luncheon poster which will include info of Tim's co-sponsorship.</p> <p>Action: Jessica to send nominant info to Valerie to confirm active membership for the BC 50 Year Membership Award</p> <p>Action: Jessica to finalized the branch award recipients and order the awards</p> <p>Action: Jessica to order the projector screen for the AGM</p>	<p>Jessica and Jackie</p>

	Action: Valerie to send out the AGM reports this week	
	Adjournment at: 10:15AM Motioned []. Seconded []	
	Next Meeting: January 23, 2024	