

**BC Branch CIPHI Executive Council Meeting**

**Minutes**

January 23, 2024 from 08:45 to 9:45 PST  
Via Google Meet

<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">https://meet.google.com/dtd-yrjj-wkm</a> )																																																																									
<b>1.00</b>	<b>Roll Call</b>																																																																									
Members	<table border="1"> <tbody> <tr> <td><input type="checkbox"/></td> <td><b>Past President</b></td> <td><b>Stephanie Tooke</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Nicole Pogoda</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>President</b></td> <td><b>Valerie Jackson</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Kuljeet Chattha</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>President -Elect</b></td> <td><b>Casey Neathway</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Treasurer</b></td> <td><b>John Pickles</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Executive Secretary</b></td> <td><b>Celine Hsin</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jessica Ip</b></td> <td><input type="checkbox"/></td> <td><b>1st Year Student Liaison</b></td> <td><b>Shavideep Singh</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jacqueline Chiu</b></td> <td><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Ricky Santos</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Tegbir Gill</b></td> <td colspan="3"><b>Guests:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Timothy Millard</b></td> <td colspan="3"><b>Stacey Sowa, CoPE BC Member</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><b>Angela Whalen, BoC BC Member</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><b>Tim Roark, BC Branch Historian</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><b>Elden Chan, Webmaster</b></td> </tr> </tbody> </table> <p><i>*Indicates maternity/paternal leave</i></p> <p><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	<b>Past President</b>	<b>Stephanie Tooke</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Nicole Pogoda</b>	<input type="checkbox"/>	<b>President</b>	<b>Valerie Jackson</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Kuljeet Chattha</b>	<input type="checkbox"/>	<b>President -Elect</b>	<b>Casey Neathway</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Treasurer</b>	<b>John Pickles</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Executive Secretary</b>	<b>Celine Hsin</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Jessica Ip</b>	<input type="checkbox"/>	<b>1st Year Student Liaison</b>	<b>Shavideep Singh</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Jacqueline Chiu</b>	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Ricky Santos</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Tegbir Gill</b>	<b>Guests:</b>			<input type="checkbox"/>	<b>Councillor</b>	<b>Timothy Millard</b>	<b>Stacey Sowa, CoPE BC Member</b>						<b>Angela Whalen, BoC BC Member</b>						<b>Tim Roark, BC Branch Historian</b>						<b>Elden Chan, Webmaster</b>			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 Jan 18, 2024</p> <p><b>Motioned [Casey ]. 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 Nov 28, 2023.</p> <p><b>Motioned [Casey ]. Seconded [John ].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motions:</b></p> <p>Electric motion will be sent out to nominate Christian "Ian" Valeroso as councilor.</p>	All

5.00	Standing Business	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>• Worked through most issues on the member service website that was preventing the 2022 audit to be done, will be starting on the 2023 submission audits</li> <li>• New CoPE Chair is Karen Hann from Newfoundland</li> <li>• Will start on updating the CPC model</li> </ul>	Casey
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>• Gethsemene Luttrell is now the BC Page Editor. Casey Neathway is associate editor.</li> <li>• Draft of the winter BC page newsletter will be completed soon</li> </ul>	Valerie /Casey
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>• Working on testing new rubric for the written segment</li> <li>• Internal training session has been completed where examiners watched a video and marked previous reports using the new rubric. Plans to expand test to bigger sample size</li> <li>• Original plan roll out plan is 2025, may be pushed back by a year</li> <li>• Stakeholder consultation will be done</li> <li>• Onboarded 4 new BC board members</li> <li>• BOC presentation will be done for BCIT second year students on Feb 15, 2024</li> </ul>	Angela
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	Valerie
5.05	<p><b>Finance Update: *</b></p> <ul style="list-style-type: none"> <li>• In the process on finalizing the 2023 accounts</li> <li>• Nov and Dec membership dues will be received soon</li> <li>• Submit any 2023 expenses to John asap</li> </ul>	John

5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <p><b>Action in progress:</b> Casey to work on the draft letter to the ministry regarding using EHO technicians vs certified EHO to do EHO jobs</p> <p><b>Action in progress:</b> Valerie to work on a letter to education ministry for EHO student loan support</p>	Valerie/Casey
5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li>● Update recorded under BC Advocacy Campaign in Section 7.2</li> </ul>	Valerie
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>● Mentorship Program is going well</li> <li>● Evaluation will be sent out at the end of mentorship term, will include feedback on April vs Sept mentorship program start date</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>● NEC met in Calgary over the weekend <ul style="list-style-type: none"> <li>○ Call for abstract out for AEC. Venue almost secured</li> <li>○ Budgeting completed during NEC meeting</li> </ul> </li> <li>● Governance <ul style="list-style-type: none"> <li>○ Ann Thomas and Casey working on policy update for national bylaws</li> <li>○ Looking at how branches can align with national bylaws</li> </ul> </li> <li>● Education <ul style="list-style-type: none"> <li>○ National webinaires will continue</li> </ul> </li> <li>● Advocacy <ul style="list-style-type: none"> <li>○ Finalizing all the translation for the french website (Université de Montréal now offers BOC accredited program)</li> <li>○ Working with the Be the Change Group on recruitment and retention</li> <li>○ Working on trademark for use of CPHI (C) -&gt; Ex. National trademark which branches use</li> </ul> </li> </ul>	Casey

<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>	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>● In contact with BCIT on organizing a date for the CIPHI presentation or having a booth at BCIT career fair and get the word out on what CIPHI does</li> </ul> <p><b>Action:</b> Valerie to connect with Angela on doing a joint BOC and CIPHI presentation to the BCIT first year students</p> <p><b>Action:</b> Valerie to work out CIPHI promo merch details with John</p>	Valerie
<b>7.2</b>	<p><b>BC Advocacy Campaign</b></p> <p>Public engagement this time around Next time will be recruitment and retention</p> <ul style="list-style-type: none"> <li>● Winter public engagement campaign done for Vancouver, West Kelowna, and online platform</li> <li>● Digital summary presented for Pattison Outdoor Campaign <ul style="list-style-type: none"> <li>○ 167% of impression goal achieved</li> <li>○ West Pender on Abbot street in Vancouver</li> </ul> </li> <li>● No stats for static ads - ad was up for 4 weeks</li> <li>● Bell media digital wrap report presented - ran through the month of Dec and Jan <ul style="list-style-type: none"> <li>○ Online ads (ex. ads on ctv news website)</li> <li>○ Ads kept circulating until the promised number of click rate was reached</li> <li>○ Click through rate of 0.14% which is about 3x higher than average at 0.05%</li> </ul> </li> </ul>	Valerie

7.3	<p><b>CIPHI BC Branch AGM &amp; Christmas Luncheon Debrief</b></p> <ul style="list-style-type: none"> <li>• Awards in progress of being sent out to recipients</li> <li>• AV went well at the AGM (hired the venue's AV technician this time)</li> <li>• Turnout for the luncheon was good</li> <li>• Students turnout was good</li> <li>• The historian display Tim did at the AGM/luncheon was great</li> </ul>	Valerie/Jessica
	<p>Adjournment at: 9:36AM  <b>Motioned [ ]. Seconded [ ]</b></p>	
	<p><b>Next Meeting: February 27, 2024</b></p>	