

BC Branch CIPHI Executive Council Meeting

Minutes

February 27, 2024 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>Kuljeet Chattha</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>Christian Valeroso</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>Councillor</td> <td>VACANT</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>1st Year Student Liaison</td> <td>Shavideep Singh</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Tegbir Gill</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>Timothy Millard</td> <td colspan="3" style="background-color: #0070c0; color: white; padding: 5px;">Guests:</td> </tr> <tr> <td colspan="6" style="padding: 5px;"><i>Stacey Sowa, CoPE BC Member</i></td> </tr> <tr> <td colspan="6" style="padding: 5px;"><i>Angela Whalen, BoC BC Member</i></td> </tr> <tr> <td colspan="6" style="padding: 5px;"><i>Tim Roark, BC Branch Historian</i></td> </tr> <tr> <td colspan="6" style="padding: 5px;"><i>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	Kuljeet Chattha	<input type="checkbox"/>	President -Elect	Casey Neathway	<input type="checkbox"/>	Councillor	Christian Valeroso	<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"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<input type="checkbox"/>	1st Year Student Liaison	Shavideep Singh	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	2nd Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Timothy Millard	Guests:			<i>Stacey Sowa, CoPE BC Member</i>						<i>Angela Whalen, BoC BC Member</i>						<i>Tim Roark, BC Branch Historian</i>						<i>Elden Chan, Webmaster</i>						All
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	<p>Call to order: 8:47AM</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 Feb 22, 2024</p> <p>Motioned [Celine]. 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 Jan 23, 2024.</p> <p>Motioned [John]. Seconded [Angela].</p>	All
4.00	Motions	
	<p>Motions:</p> <p>Electronic Motion on Jan 30: <i>To appoint Christian Valeroso as councilor on the BC/YK CIPHI Executive Council.</i></p> <p>Motioned: Valerie Jackson Seconded by: Jessica Ip</p> <p>Motion was passed.</p>	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> ● Membership Service Centre (MSC) portal will hopefully be reopened in March once the update has been completed. <ul style="list-style-type: none"> ○ Pdh entry tool will be available once the MSC is launched ○ FAQ for pdh will be launched onto MSC when available ● Worked on audits during the recent in person meeting in Calgary ● Some examples of pdh updates CoPE is currently working on: <ul style="list-style-type: none"> ○ Addressing feedbacks received ○ Incorporating mental health into reflective practice ○ Adding more clarity into participation category ○ Job shadowing and mentoring will be together into one category ● CoPE regulations in process of being updated 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> ● Winter edition has been released ● Currently collecting content for next edition <p>Action: Article for Jessica's retirement for BC page</p>	Casey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> ● Currently developing terms of reference for BOC portfolios ● Reformatting of the written segment still in progress <ul style="list-style-type: none"> ○ Rubric is now well flushed out - better interrelated reliability <ul style="list-style-type: none"> ■ Identified some areas that could be more clear, more tweaks to be done ■ Roll out will be done with bigger examiner sample size ○ Stakeholder consultation in progress ○ Aiming for April 2026 rollout ● BOC presentation done for second year students recently at BCIT 	Angela

5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> Working with Tim on getting more back issues of the bc page uploaded 	Casey
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> Working on the 2023 fiscal year report 	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 in progress: Valerie to work on a letter to education ministry for EHO student loan support</p>	Casey
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> Currently sharing upcoming webinars on the social media page Increased followers on social media pages Planning on sharing educational content for future posts 	Teg
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> Will need a new first year rep as the academic year comes to an end Will reach out to Dale Chen at BCIT to recruit a new first year student rep <p>Mentorship Program</p> <ul style="list-style-type: none"> Mentorship program went well for this academic year, which is coming to an end In the process of collecting the feedback forms The few feedback forms received so far had positive feedback. Written report will be shared with the committee once all the results are in. Can decide if we want to 	Jessica via email

	continue with the mentorship program after the report is out.	
5.09	<p>NEC Update</p> <p>Education</p> <ul style="list-style-type: none"> ● Education webinars are ongoing ● Planning for AEC underway <ul style="list-style-type: none"> ○ Venue secured in Regina ○ Call for abstracts has been closed <p>Governance</p> <ul style="list-style-type: none"> ● NEC rep (Casey) will be attending the National Environmental Health Association (NEHA) AEC in Pittsburgh to build relationship between NEHA and CIPHI ● Working on relationship between CIPHI national and the branches <ul style="list-style-type: none"> ○ Ex. branch bylaws, shared use of the CIPHI logo ● Bylaw review <ul style="list-style-type: none"> ○ Legal counsel did a review of the bylaws and will be working on revising the some pieces for improvement <p>Advocacy</p> <ul style="list-style-type: none"> ● Wrapping up the 3 year advocacy strategy with Be the Change Group 	Casey
6.0	Old Business	
6.1	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> ● 3 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 	Valerie

	<ul style="list-style-type: none">• 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	
	Adjournment at:9:22AM Motioned []. Seconded []	
	Next Meeting: March 26, 2024	