

BC Branch CIPHI Executive Council Meeting

Minutes

April 23, 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>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: #e1eef6;">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: #e1eef6;">Stacey Sowa, CoPE BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #e1eef6;">Angela Whalen, BoC BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #e1eef6;">Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="6" style="background-color: #e1eef6;">Elden Chan, Webmaster</td> </tr> </table> <p style="text-align: right; margin-top: 5px;"><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"/> | 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 | Stacey Sowa, CoPE BC Member | | | Angela Whalen, BoC BC Member | | | | | | Tim Roark, BC Branch Historian | | | | | | Elden Chan, Webmaster | | | | | | All |
| <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"/> | 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 | Stacey Sowa, CoPE BC Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Angela Whalen, BoC BC Member | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tim Roark, BC Branch Historian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elden Chan, Webmaster | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|-------------|--|-----|
| | <p>Call to order: 8:55am</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 April 20, 2024</p> <p>Motioned [John]. Seconded [Angela]</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 Feb 27, 2024.</p> <p>Motioned [Christian]. Seconded [John].</p> | All |
| 4.00 | Motions | |
| | <p>Motions:</p> <ul style="list-style-type: none"> • See agenda item 5.05 for motion on changing the bank account co-signer | All |

| 5.00 | Standing Business | |
|------|--|------------|
| 5.01 | <p>CoPE Update:</p> <ul style="list-style-type: none"> • No updates | Stacey |
| 5.02 | <p>BC Page Update:</p> <ul style="list-style-type: none"> • No updates • Submissions for the Spring BC Page is due April 26, 2024 | Gethsamane |
| 5.03 | <p>BOC Update:</p> <ul style="list-style-type: none"> • BOC is on April 24, 2024 • BOC Bi-annual meeting in Ottawa next week • Going over school accreditations • Ongoing project of BOC written segment | Angela |
| 5.04 | <p>Historian Update:</p> <ul style="list-style-type: none"> • Rex Eaton has passed. Newspaper clipping submitted and will be included in the Spring BC Page | Tim |
| 5.05 | <p>Finance Update: *</p> <ul style="list-style-type: none"> • Jessica, who was a co-signer for the branch account, has now retired and proposed to change the co-signer on the Branch account to make it easier to sign cheques <ul style="list-style-type: none"> ○ Just need two of the four authorized signatures to sign a cheque. <p>Motion: To change the co-signer of the branch account from Jessica Ip to Celine Hsin.</p> <p>Motion has passed.</p> | John |

| | | |
|------|---|-------------------|
| | <p>Action: Valerie to write a letter to John for the bank to confirm that the motion has passed to change the bank co-signer</p> <ul style="list-style-type: none"> • The 2023 year expense sheet was completed and shared with the council. • Jan -March 2024 income statement has been shared with the council. <ul style="list-style-type: none"> ○ Currently not too much expenditure | |
| 5.06 | <p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> • Update: final editing in progress for the letters <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> | Valerie |
| 5.07 | <p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • Continuing as usual,will piggyback off national advocacy once the next campaign starts • Next national advocacy campaign will be done in the summer. This campaign will be focused on recruitment and retention. Previous campaign was on awareness and education. | Valerie |
| 5.08 | <p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • No update <p>Mentorship Program</p> <ul style="list-style-type: none"> • Evaluation report completed for the mentorship program ending in Spring 2024 | Jessica via email |

| | | |
|------------|--|---------|
| | <ul style="list-style-type: none"> • Summary report from evaluation forms has been shared with the council | |
| 5.09 | <p>NEC Update</p> <ul style="list-style-type: none"> • Registration for 2024 annual education conference will be available in the next couple of weeks • Currently working on venue planning for the 2025 AEC which will be in Kelowna <ul style="list-style-type: none"> ◦ 2025 will also be the BC CIPHI centennial celebration • CIPHI website is now available in French | Valerie |
| 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"> • CIPHI presentation has been completed • Working with National on costs for CIPHI related promo materials • 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 |
| | <p>Adjournment at: 9:22am Motioned []. Seconded []</p> | |
| | Next Meeting: May 28, 2024 | |