

BC Branch CIPHI Executive Council Meeting

Minutes

June 25, 2024 from 08:45 to 9:45 PST
Via Google Meet

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

| ITEM | DETAILS | NAME (S) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | 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="3"></td> <td colspan="3" style="background-color: #e1eef6;">Angela Whalen, BoC BC Member</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #e1eef6;">Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="3"></td> <td colspan="3" 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <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 May 23, 2024</p> <p>Motioned [John]. Seconded [Jackie]</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 April 23, 2024.</p> <p>Motioned [Jackie]. Seconded [Timothy].</p> | All |
| 4.00 | Motions | |
| | <p>Motions:</p> <ul style="list-style-type: none"> • None | All |

| 5.00 | Standing Business | |
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| 5.01 | <p>CoPE Update:</p> <ul style="list-style-type: none"> ● Audit completed for the 2023 CPC year, some minor issues with membership service center generating audit reports <ul style="list-style-type: none"> ○ Working on contacting those who have failed the audit for compliance ● New CPC model has been released | Casey |
| 5.02 | <p>BC Page Update:</p> <ul style="list-style-type: none"> ● Spring issue released ● Working with EOCP and BCCDC for content | Casey |
| 5.03 | <p>BOC Update:</p> <ul style="list-style-type: none"> ● April 2024 BOC results were released ● International equivalency exam had 9 candidates, 5 were successful ● Ongoing project of revamping BOC written segment ● Strategic planning on modernization of BOC process ● A lot of interest in school accreditation process to help existing schools with recruitment or accrediting more schools | Casey |
| 5.04 | <p>Historian Update:</p> <ul style="list-style-type: none"> ● None available | Tim |
| 5.05 | <p>Finance Update: *</p> <ul style="list-style-type: none"> ● Financial statement up until the end of May 2024 has been shared with the council ● Revenue is healthy ● Working on changing the signing authorities for the bank account <ul style="list-style-type: none"> ○ Require previous minutes and a letter from Valerie to confirm that the motion has passed to change the bank co-signer | John |

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| | <p>Action in progress: Valerie to write a letter to John for the bank to confirm that the motion has passed to change the bank co-signer</p> | |
| 5.06 | <p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> Update: Draft letter will be sent out to the branch council for review <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"> Some planning done for EPH week. Theme this year is climate resiliency and enrollment for Environmental Health Be The Change Group will be going to Kelowna in July to get stock photos to improve and modernize CIPHI national photos of EPH | Casey |
| 5.08 | <p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> None available <p>Mentorship Program</p> <ul style="list-style-type: none"> None available | Jessica |
| 5.09 | <p>NEC Update</p> <ul style="list-style-type: none"> Currently updating and modernizing the national bylaws with legal council <ul style="list-style-type: none"> Working on affiliation agreement between CIPHI national, the provincial branches and Environmental Health Foundation as they are separate entities | Casey |

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| | <ul style="list-style-type: none"> ○ Motion will be ready 60 days before AGM, voting will occur at AGM ○ Natalie, the president elect for CIPHI National will attend the NEHA conference this year as ongoing collaboration between NEHA and CIPHI | |
| 6.0 | Old Business | |
| 6.1 | Executive Council ACTION <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 | Recruitment and Retention - CIPHI BC Branch Recruitment Presentation <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 ● Working with the regional directors of health protection for messaging on recruitment and retention with the ministry | Valerie/Casey |
| | Adjournment at:9:18AM Motioned []. Seconded [] | |
| | Next Meeting: July 23, 2024 | |