**89th Annual General Meeting**

**Minutes**

Monday, September 18th, 2023

**Saint John, New Brunswick**

| Agenda Item | Notes | Action |
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| 1. Call to Order | The notice of meeting was sent 60 days prior to the meeting and therefore Section 2.04 of By-Law No. 1 of the Canadian Institute of Public Health Inspectors, was met.  Meeting was called to order at 15:10ADT |  |
| 1. Assessment of Quorum | 38 participants online  47 participants in the room |  |
| * 1. Parliamentarian | Gus Skinner has volunteered to serve this AGM as parliamentarian. Motion to appoint Gus SKinner as Parliamentarian  Motion: Gary Tam Seconded: Ray Ramdayal  All in favour. | SLIDE #1 |
| * 1. Sergeant-at-Arms | Cameron Weighill has volunteered to serve this AGM as Sergeant at Arms. Motion to appoint Cameron Weighill as Parliamentarian  Motion: Karen Hahn Seconded: Ray Ramdayal  All in favor. | SLIDE #1 |
| * 1. Scrutineers | Jennifer Guth and Jessica Crawley have volunteered to serve this AGM as scrutineers. Motion to appoint Jennifer Guth and Jessica Crawley as scrutineers.  Motion: Cameron Weighill Seconded: Kari Engele-Carter All in favour. | SLIDE #1 |
| 1. Introduction of Officers | The Officers of the National Executive Council introduced themselves. Followed by introduction of:  *CoPE Chair - Cameron Weighill*  *BOC Chair - Gary Tam*  *Environmental Health Foundation of Canada -* Ralph Stanley *Retirees Advisory Committee* - Peter Rogers, Pat Murray | SLIDE #3-7 |
| 1. In Memoriam | In Memoriam List shared on the screen.   * Arthur Augenas - ON Branch * Kenneth Blom - AB Branch * Daniela Cmiral - BC Branch * Alan de Rosario - BC Branch * Austin Estabrooks - NB Branch * Michael Gianfrancesco - ON Branch * Norman Giguere - ON Branch * Andrea Hall - BC Branch * Chris Lacovides - MB Branch * Ted King - ON Branch * Roger Mazerolle - NB Branch * Jim McCorry - NS Branch * John Mitchell - NS Branch * Peter Moccio - ON Branch * Christine Nagy - BC Branch * William Rogers - BC Branch * Frank Shimoda - ON Branch * Michael Smith - NB Branch * Clement Sten - ON Branch * Thomas Thomson - ON Branch * David White - ON Branch * Jim Ford - ON Branch * Marvin Bugyik - MB Branch * Bill Rogers - BC Branch * Harold Cawston - BC Branch | SLIDE #8-10 |
| 1. Adoption of Agenda | The agenda for the meeting was circulated in advance  Motion to adopt the agenda  Motion: Angela Whalen  Seconder: Ralph Stanley  All in favour. |  |
| 1. Approval of Minutes from the 88th Annual General Meeting, | Correction - 7.4 Ralph as vice chair, Lena as chair of EHFC.  Motion (for approval with correction): Kari EC Second: Ray Ramdayal  All in favour. Carried. | #2 |
| 1. **Officer Reports** |  |  |
| * 1. National Executive Council Report to Membership | Casey Neathway (National President) spoke to the report.  Question (Gary Tam) - As BC Branch Member, kudos for NEC and advocacy work. How are we going to ensure accountability from director to membership? Announcement of initial three directors, then recent advocacy director again. Feels membership is unclear on accountability and transparency on appointment/competition for director positions. How will NEC ensure this?  Answer - Recruitment was shared via social media and listserv. Interview and rubric for each applicant. Assess involvement with CIPHI, Advocacy work, and general credentials. Open to thoughts on improvement as some members may have missed it.  Announcement of moving away from ListServe to MaiChimp and process. Access for members, then call out for non-members. Rollout by January 1, 2024. Policy work to support this shift is underway.  Comment - Cameron Weighill - should be using MSC as it covers members only, not listserv. | #3 |
| * 1. Board of Certification Report to Membership | Gary Tam (BOC Chair) spoke to the report.  No questions on report | #4 |
| * 1. Council of Professional Experience Report to Membership | Camron Weighill (CoPE Chair) spoke to the report.  Question - Would yoga count as a mental health activity?  Answer (Cameron Weighill) - Yes, provided the description aligns with the requirement of the hours. | #5 |
| * 1. Environmental Health Foundation of Canada Report to Membership | Ralph Stanley (EHFC vice-chair) spoke to the report.  No questions on the report. | #6 |
| 1. **Special Reports** |  |  |
| 9.1  Environmental Health Review Report | Andrew Papadopolous was/was not available to answer questions, but members can submit questions to the CIPHI Office if they have any questions on the report.  Noted that Andrew Papadopolous has indicated desire to resign. NEC has begun recruitment and has received two candidates. NEC will advise upon completion of recruitment process. |  |
| 9.2  National Historian Report | Tim Roark was not available to answer questions, but members can submit questions to the CIPHI Office if they have any questions on the report |  |
| 9.3  Retiree Advisory Committee Report | Peter Rogers (virtual) spoke to report.  Peter advised that for the 2022 AGM meeting minutes required a correction in Sec 9.3. The report stated that he presented a verbal report. The correction is that he spoke to the written report that was presented,  Question - Can retired members participate on the BOC panel?  Answer - They may if they are maintaining their PDHs |  |
| **10 New Business** |  |  |
| 10.1  2023 Award Nominations | **Two awards this year. WIll be presented at the President's Banquet.**  **There were recipients of Honorary Membership this year.**  Reiteration of when call for nominations will go out and to encourage nominations. |  |
| 10.2  Approval of 2022 Financial Statements | *Casey Neathway spoke to the CIPHI Budget & Finance report, noting an increase in expenditures, and a healthy reserve fund. CIPHI Core Business pillars of Certification, education, advocacy, and governance. Talked about the importance of investing into the complex work to make sure it’s done properly, including moving towards French translations, and the demand from members for more advocacy and visibility for the profession. CIPHI website, advocacy campaigns, and education for members, as expenditures, towards the benefit of members.*  *Is there a motion to accept the 2022 Financial Statements of the Canadian Institute of Public Health Inspectors as circulated?*  Moved: Gary Tam  Seconded: Kari Engele-Carter  All in favour. Opposed: none.  Motion carried | #9 |
| 1. Motions |  |  |
| 11.1  Motion to Approve Increase to Regular CIPHI Membership Dues | Casey Neathway read the text of Motion #1, as circulated in the AGM Binder.  *Moved by Casey Neathway, Seconded by: Kevin Kapell.*  *Casey Neathway invited discussion on the Motion.*  *Ray - Noted as $200, but is different in each province, please explain*  *Casey - Taxes and Branches ability to set their own*  *Ray - Why has this come to the membership as a motion, when it is indicated we could increase without this?*  *Casey - Our Bylaws are vague on who has the authority to change the assessment fees - NEC or embers. FOr transparency, we brought to the membership (alignment with sought legal opinion). Will be corrected in upcoming (previously planned) bylaw amendments.*  *Member - Affects to other types of memberships?*  *Casey - Only regular memberships affected at this time.*  *Call the question: All in favor of motion as circulated*  *All in Favour: 43 in room, 20 on zoom, 9 proxy = 72 total*  *Opposed: 1 in room, 4 on zoom, 15 proxy = 20 total*  *9 proxy votes were in favour to the Motion.*  *15 proxy votes were opposed to the Motion.*  *Motion carried.* |  |
| 1. Adjournment | Casey Neathway requested any additional business or statements.  **Meeting was adjourned at 16:03ADT** |  |