

BC Branch CIPHI Executive Council Meeting

Minutes

August 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="background-color: #e6f2ff; padding: 5px;"> <i>Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster</i> </td> </tr> </table> <p style="text-align: right; 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 Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster</i>						All
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	<p>Call to order: 8:46am</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"> • Booking venue for AGM. See agenda item 7.2 <p>Motion:To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email Aug 23, 2024</p> <p>Motioned [Casey]. Seconded [Nicole]</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 June 25, 2024.</p> <p>Motioned [Jackie]. Seconded [Casey].</p>	All
4.00	Motions	
	<p>Motions:</p> <ul style="list-style-type: none"> • Digital motion on July 15, 2024: That the CIPHI BC Branch affirm support for Ann Thomas to serve an additional three year term as National Director, Policy and Governance commencing at the 2024 CIPHI AGM. <p>Moved by: Casey Neathway Seconded by: Valerie Jackson</p>	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • National working on translating documents to French (ex. PD model and entry tools) • Working on CPC and core competency reference guides • CoPE meeting in Regina on Sept 21 and 22 • Stacey's term is coming to an end this November. Looking for a replacement to represent CoPE from BC Branch • PD audits still in progress 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • Working on content for the upcoming BC Page edition. Draft should be done by this week. 	Casey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • Second round of test marking done for BOC written segment revamp project. Meeting will be done to determine next steps. • Current BOC BC Branch coordinator's 3 year term is coming to an end and is looking for a replacement 	Angela
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"> • None available <p>Previous 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>	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <p>Completed Action: Casey to work on the draft letter to the ministry regarding using EHO technicians vs certified EHO to do EHO jobs</p> <ul style="list-style-type: none"> • Update: Letter has gone out 	Valerie / Casey

	Action in progress: Valerie to work on a letter to education ministry for EHO student loan support	
5.07	Engagement/Social Media Update: <ul style="list-style-type: none"> ● National campaign on recruitment and retention in progress <ul style="list-style-type: none"> ○ Currently resharing content on our social media 	Valerie
5.08	BCIT Branch Relations / Student Liaison <ul style="list-style-type: none"> ● Connected with Dale on finding a new first year rep Mentorship Program <ul style="list-style-type: none"> ● Info sent out to the students in July ● Manual slightly revised on the start date ● Still looking for mentors 	Jessica
5.09	NEC Update <ul style="list-style-type: none"> ● AEC coming up in Regina ● Complete rewrite on the CIPHI National Bylaw to conform with the Canada Not-for-profit Corporations Act <ul style="list-style-type: none"> ○ Will go to membership for voting at the AGM ● Advocacy campaign ongoing ● Preliminary planning on EPH week ● Education committee currently paused as focus is on AEC ● Secured a venue for 2025 AEC in Kelowna 	Casey
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	<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
7.2	<p>AGM</p> <ul style="list-style-type: none"> • Proposed dates: Dec 12 or 17 <ul style="list-style-type: none"> ◦ Jessica to confirm with Dale on the student exam dates • Proposed to use same venue as last year <ul style="list-style-type: none"> ◦ Jessica to book the venue once date is confirmed • Currently have one nomination for the 50 year membership award 	
	<p>Adjournment at: 9:27am Motioned [Christian]. Seconded [Angela]</p>	
	Next Meeting: Sept 24, 2024	