
CIPHI Retirees Advisory Committee

Virtual 2024 Meeting No. 1

Sunday, January 21, 2024

MINUTES

(Approved March 17, 2024)

Invited: Peter Rogers (MB Fed Chair), Lynne Brewer (BC Fed), Maxine Marchenski (BC), Gundie Volk (BC), Munira Peermohamed (AB), Bernie Chrisp (MB), Pamela Scharfe (ON), Ken Gorman (ON), Leonard Gallant (NS/PEI), Joe Bradley (NS/PEI), Patrick Murray (NL)

Regrets: Gus Skinner (NB), Sharon Williams (NL)

NOTE: * denotes that a document was circulated for the board to review prior to the meeting

#	Item	Discussion	Action	Lead
1.0	Welcome & Roll Call	The Chair called the meeting to order at 1:03 pm (Central)		
2.0	Agenda			
2.1	Minute Taker:	<ul style="list-style-type: none">Pam volunteered to take the minutes.		
2.2	Agenda additions/approval *	<p>Motion No. 2...That the agenda be adopted with the addition of next joint RAC/NEC meeting will be hosted on Feb. 5th and typo in item 4.1.2 the word "carried."</p> <p>Moved: Peter Rogers Seconded: Bernie Chrisp Carried</p>		
2.3	Draft Meeting Minutes*	<p>Motion No. 3... That Sunday, October 29, 2023, minutes be approved. Lynne mentioned under 50-year potential members in 2024 that she did not think she was eligible. Pam clarified that it is up to the Branch to verify. Potential recipients can follow-up with their branch.</p>		

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		Moved: Pamela Scharfe Seconded: Munira Peermohamed Carried		
3.0	Business Arising:			
3.1	CIPHI Webinars of interest to retirees and pre-retirement CPHI(C) (within 5 years of retiring)	<ul style="list-style-type: none"> • Committee members to send topic ideas to WG – Peter suggested genealogy as a topic of interest. • Pam & Munira prepared a draft survey which was emailed out to RAC members on January 16th to complete and comment if any errors or suggestions. • Reviewed the questions and all approved and OK to send out to those on our email circulation list and include a “respond by” date. • Once we have developed a list of topics request Kari Engele-Carter, CIPHI Director-Education participate in a RAC meeting to discuss logistics. 	<ul style="list-style-type: none"> • All • Survey retirees • Produce a report & Peter to discuss with Kari. 	Ken & Peter
3.3	Monthly Email to Retirees	<ul style="list-style-type: none"> • November & December 2023 emailed out. Review and provide feedback on January 21st including ideas on information for future E-newsletters. • The concept behind it is to provide information such as obituaries or retirements in a timely manner rather than the end of the year in the Senators Forum monthly newsletter. • Pam had to assist a few people with signing up. It will grow over time. • A concern was expressed that information focused on retirees from Ontario and Manitoba. The reason is that most of the 50-year recipients were from Ontario and one from Manitoba and people who passed away. • There is a need for the RAC members to share newsworthy information. 	<ul style="list-style-type: none"> • All 	Pam

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		<ul style="list-style-type: none"> Peter expressed concern that monthly may be too aggressive. Is there enough information and it seems like a lot of work. Pam advised the software is very easy to use but need information. Discussed how to get information from the Branch Executives as well to share. Recommended that we develop introductory language to send to the Branch Presidents. 	<ul style="list-style-type: none"> Pam will develop a few speaking points to send to the Branch Presidents. 	
4.0	Standing Items:			
4.1	NEC Discussion Items:			
4.1.1	RAC Terms of Reference	<ul style="list-style-type: none"> Suggested changes to the NEC's draft Terms of Reference incorporated and shared for review prior to today's meeting. Final edits discussed and incorporated. 	<ul style="list-style-type: none"> Pam to send out a final draft for Peter's review. Will be forwarded to Casey for discussion at the Feb. 5th joint NEC/RAC meeting. 	
4.1.2	Salary Survey	<ul style="list-style-type: none"> Pam followed up with National President on October 20th via email and received a response on Nov. 6th from Casey Neathway. Casey advised that the NEC had not carried out any updates to the draft we sent them in Nov. 2022 but had met and were unanimous and in agreement upon the following: <ul style="list-style-type: none"> <i>the NEC is pleased to have the RAC accept oversight and control of all aspects of the Salary Survey, including updating the document when new information is available.</i> <i>NEC members will commit to making RAC aware of any new or "in negotiation" contracts to facilitate these updates.</i> <i>Since 2022, we are currently aware of new contracts for:</i> 	<ul style="list-style-type: none"> RAC members to advise the Chair if they are aware of any updated contracts. Bernie advised that MB has a new contract with substantial wage increases but has yet to be ratified. 	Pam

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		<ul style="list-style-type: none"> ▪ <i>Treasury Board (as provided)</i> ▪ <i>First Nations Health Authority (PSAC BC)</i> ▪ <i>British Columbia (HSABC)</i> ▪ <i>Niagara Region (as provided)</i> <ul style="list-style-type: none"> ○ <i>The NEC would like to see a "formal" 3-year review of the Salary Survey to confirm that those contemporaneous updates are accurate and accounted for.</i> ○ <i>Based on current timelines, we would expect this version to be posted online by end of 2023, so the next formal review to occur and be posted by end of 2026.</i> ○ <i>The easiest way for us to do this is to have a "Final" version of the document on our Google Drive with a link from the website to that document. That way, any of the changes that RAC makes to the document will be immediately reflected and evident when clicking on that link.</i> ○ <i>Upon compilation of the new information referenced above, I'm happy to add that "final" version to our Drive and provide editor privileges to any RAC members you'd like. NEC will maintain permissions control over the document.</i> 		
4.1.3	CIPHI Website – RAC Page	<ul style="list-style-type: none"> • In Memoriam • Minutes • E-Newsletters 		Pam
4.1.4	Outreach to all retirees & CIPHI National News email listserv)	<ul style="list-style-type: none"> • Pending item waiting on response from NEC based on April 18, 2021, discussion. In the interim the RAC have set-up an email circulation list of both members & non-members using MailChimp so that the committee can share information in a timely manner. <p><i>April 18, 2021, RAC Meeting with NEC Item 4.2.3: The NEC is currently looking at updating the current Listserv or paying for a platform that will target specific groups. Right now, messages go out to everyone. The consultant is looking at exploring a couple of options for the CIPHI Listserv. There will be a cost associated with</i></p>		All

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		<i>it, but we will have a modern way to communicate with our membership. For example, should be able to target retirees.</i>		
4.1.5	CIPHI 50-60-70 Year Membership Awards	<ul style="list-style-type: none"> Pam made note of the comments to the one-page draft prepared by the Working Group and sent out a revised draft following the Oct. 29th RAC meeting so members could further review and make final comments to Peter. Created 		Peter, Gus & Gundie
4.1.6	Honouring CPHI(C) Centenarians	<ul style="list-style-type: none"> Pam & Pat met virtually and developed a draft protocol, certificate, and letter from the CIPHI National President. Deferred to next meeting 	<ul style="list-style-type: none"> Prepare a protocol, certificate, & letter from the President Pam to send draft out to RAC members 	Pam & Pat
4.1.7	Creation of National Mentor Award in honour of Charlie Young	<ul style="list-style-type: none"> Pam received input from Pat and prepared a draft for the NEC to consider the creation of a new national award. Awaiting on letters of support from former friends, colleagues, BCIT faculty and former students to attach to the request. Deferred to next meeting. 	<ul style="list-style-type: none"> Pam to send draft out to RAC members 	Pam
4.1.8	Professional Development for retirees (CoPE)	<ul style="list-style-type: none"> Pending Pam suggested that this item dove tails with BOC and have a round table discussion with the BOC, CoPE chairs and the national President. Pam & Ken volunteered 	The Chair to discuss with the CoPE Chair.	
4.1.9	Retired BOC Examiners	<ul style="list-style-type: none"> Pending – same as 4.1.8 	The Chair to discuss with the BOC Chair.	

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			Suggest the Chair discuss with the BOC Chair	
4.2	Committee Member Recruitment	<ul style="list-style-type: none"> • Some discussion at last NEC joint meeting Ann Thomas suggested inviting people who are within a few years of retirement. • Need to establish criteria – someone who retired & went into private sector; retired from management & then went back to work as a PHI/EHO; retired & working in EH. • Suggest holding until finalized Terms of Reference for the RAC. 		Peter
4.3	Retiree Directory	<ul style="list-style-type: none"> • Pam is working with the CIPHI Office to ensure the certificate numbers and dates issued are correct as Pam was working on a document that appears to be corrupt as certificate numbers and dates were not correct for some retirees or not lining up correctly. 		Pam
4.4	Retirement/Condolence Letters	<ul style="list-style-type: none"> • Upcoming Retirement: <ul style="list-style-type: none"> ○ have not been notified of any newly retired colleagues. • Condolences since our last meeting: <ul style="list-style-type: none"> ○ Stephane Gravelle, MB ○ Don Hullah, ON ○ Jim Debenham, ON ○ Tim Bendig, ON ○ Al MacDougall, ON ○ Dave Stronach, NS (formerly ON) ○ Judi Hishon, ON ○ David Bennitz, ON 		Pam
4.5	Social media (Facebook)	<ul style="list-style-type: none"> • No updates 		Pam

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5.0	New Business:			
5.1	Next meeting with NEC	<ul style="list-style-type: none"> February 5th – Peter to confirm the date 	<ul style="list-style-type: none"> Lynne & Pam to participate. Peter to confirm date with Casey. 	All
5.2	2023 Year in Review Senators Forum	<ul style="list-style-type: none"> Will be dedicated to the first and long time Senators Forum editor Jim McCorry who passed away in 2023. On track for issuing by the end of this month As mentioned at the October meeting would like to include greetings from the RAC Chair and the National President. 	<ul style="list-style-type: none"> Pam will send a draft out to the RAC members for review & comment. Peter to provide a letter from the Chair & will follow-up with Casey as to the status. 	All
5.3	2023 In Memoriam CIPHI AGM	<ul style="list-style-type: none"> Will be featured in the 2023 Senators Forum and a document with photos names and dates will be posted to the CIPHI website RAC “In Memoriam Section” page. Pam requests that on the agenda with the NEC a suggestion that the CIPHI website creates an In Memoriam page that could be managed by the RAC. 		Pam
5.4	2023 - 50 Year CIPHI Members	<ul style="list-style-type: none"> The following 50-year members in 2023 have been personally presented their recognition awards: <ul style="list-style-type: none"> Drew James, MB presented by MB Branch President Glen Hudgins, ON received on Dec. 6. Michael Morrison ON received on Dec. 16. 		Pam

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		<ul style="list-style-type: none"> • Presentations pending as requested by the recipients: <ul style="list-style-type: none"> ○ Jane Lyster, ON will receive in February. ○ Jacques Nadeau will receive in the spring. ○ Peter Wilmott, 2021 recipient will receive in the spring. • Unknown: Mark Allen (reached out to NB/QC President on the status – awaiting a response). 		
5.5	Stories of interest to CIPHI Membership	<ul style="list-style-type: none"> • Last CSI certificate • Last CPHA certificate • First CIPHI certificate Dennis Alleyne 		All
5.6	2024 Meeting Dates	<ul style="list-style-type: none"> • March 17th, June 2nd, Oct 20th • 2024 CIPHI National AEC will be hosted in Regina in Sept. 		
6.0	Meeting Adjournment: at 2:07 pm (Central) Next Meeting: March 17th, 12:00 pm Central			