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## CIPHI Retirees Advisory Committee

### Virtual 2024 Meeting No. 3

Sunday, June 9, 2024

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## MINUTES

(Approved October 27, 2024)

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**Invited:** Ken Gorman (ON Meeting Chair), Lynne Brewer (BC Fed), Munira Peermohamed (AB), Bernie Chrisp (MB), Pamela Scharfe (ON), Patrick Murray (NL), Leonard Gallant (NS/PEI) via cell

**Regrets:** Peter Rogers (MB Fed Chair), Gus Skinner (NB/QC), Joe Bradley (NS/PEI), Sharon Williams (NL), Maxine Marchenski (BC), Gundie Volk (BC)

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

### ZOOM Link:

#	Item	Discussion	Action	Lead
1.0	Welcome & Roll Call	The Chair called the meeting to order at 12:23 pm (Central) as we were delayed due to lack of quorum and a member not up having an up-to-date version of ZOOM.		
2.0	Agenda			
2.1	Minute Taker:	<ul style="list-style-type: none"><li>Pam volunteered to take the minutes.</li></ul>		
2.2	Agenda additions/approval *	<b>Motion No. 1...</b> That the agenda be adopted. <b>Moved:</b> Ken Gorman <b>Seconded:</b> Bernie Chrisp  <b>Carried</b>		
2.3	Draft Meeting Minutes*	<b>Motion No. 2...</b> That Sunday, March 17, 2024, minutes be approved with the grammatical correction to item 5.2 Colleagues who have <u>passed</u> away		

## CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes

#	Item	Discussion	Action	Lead
		<p><b>Moved:</b> Pamela Scharfe  <b>Seconded:</b> Pat Murray</p>		
3.0	<b>Business Arising:</b>			
3.1	CIPHI Webinars of interest to retirees and pre-retirement CPHI(C) (within 5 years of retiring)	<ul style="list-style-type: none"> <li>• Defer until next meeting. Awaiting on Peter to contact Ken Kari Engele-Carter, National Education Director for a mutual meeting date. Peter to ask Kari if she can set up the meeting as we Peter does not have a ZOOM account.</li> </ul>		Ken & Peter
3.2	CIPHI 50 Year Member Recognition Awards	<ul style="list-style-type: none"> <li>• Presentations pending as requested by the recipients:               <ul style="list-style-type: none"> <li>○ Jacques Nadeau advised that he would be in touch with Pam to receive his 2023 award after he returns from his winter snowbird home. <b>ACTION: Pam will follow-up as she has not heard from Jacques.</b></li> <li>○ Peter Wilmott, 2021 recipient asked at the end of May for his plaque &amp; certificate to be mailed which has been done. He emailed Pam that he received the award, pin, &amp; framed certificate and was very impressed by the items. <b>ACTION: Pam asked if he would send a photo of himself holding his award.</b></li> </ul> </li> <li>• Unknown: Mark Allen (Pam reached out to NB/QC President on the status). Pam sent another email to Joel-Andre Hachey, Branch President on June 2<sup>nd</sup>. He did respond and will receive 50-year award at the NB-QC AGM this fall. <b>ACTION: Pam will follow-up with Mark and Joel-Andre to obtain a photo of the presentation and to confirm if the award should have been in 2023 or 2024.</b></li> <li>• Munira commented that her friend Jane Lyster from ON was very appreciative of the extra effort that Pam went to personally present Jane her 50-year award.</li> </ul>		

## CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes

#	Item	Discussion	Action	Lead
4.0	<b>Standing Items:</b>			
4.1	NEC Discussion Items:			
4.1.1	RAC Terms of Reference*	<ul style="list-style-type: none"> <li>At their May 2024 meeting the NEC has approved the Terms of Reference as reviewed by and submitted to them by the RAC (attached).</li> <li>Pam compared our version submitted to the NEC and they adopted all our changes. There were a couple highlighted areas but there were notes in the email so the highlights will be removed.</li> <li>Useful tool for committee recruitment.</li> </ul>	Need to discuss at next meeting terms of committee members & Chair term. Peter is coming up to the end of his two year term.	
4.1.2	Salary Survey	<ul style="list-style-type: none"> <li>RAC members need to keep on top of salary increases in their respective areas as going forward the RAC will be responsible for updates. A full review will be conducted by the RAC every 3 years – so the next review will be 2026.</li> <li>Casey asked that Mike LeBlanc the CIPHI webmaster upload it to where the NEC would like it on the national website.</li> <li><b>ACTION:</b> Pam will follow-up with Mike and with Casey as to whether a message will go out to the membership announcing the salary survey.</li> </ul>	ONGOING	Pam
4.1.3	CIPHI Website – RAC Page	<ul style="list-style-type: none"> <li>In Memoriam if approved by the NEC – did not get to discuss at the last NEC meeting. Propose a national In Memoriam page that list current year colleagues who pass away with the name and photos and link to their obituary if one exists. For older ones the RAC would maintain a pdf of a list of CPHI(C) and their certificate numbers and when received and their date of death. Many professional organizations have an In Memoriam page on their websites.</li> </ul>	ONGOING	Pam

## CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes

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		<ul style="list-style-type: none"> <li>• RAC Meeting Minutes</li> <li>• Senators Forum Newsletter and monthly e-newsletters</li> </ul>		
4.1.4	Outreach to all retirees & CIPHI National News email listserv).	<ul style="list-style-type: none"> <li>• CIPHI National has moved away from the listserv they were using which over 20 years old and have moved over to the MailChimp platform which we use for our e-newsletter.</li> <li>• The idea behind the new</li> <li>• <b>ACTION: for discussion at the next NEC meeting first discussed at our joint meeting with them in April 2021 which was put on hold. Has the platform been organized so that we can send out messages to retirees only. Would be open to non retired members to sign up for</b></li> </ul>	Discuss at next NEC meeting.	All
4.1.5	CIPHI 50-60-70 Year Membership Awards*	<ul style="list-style-type: none"> <li>• Peter and Pam had a ZOOM meeting with the pin company that produces the CIPHI lapel pins. The company rep produced samples for both 60 &amp; 70 year – copy shared with RAC members</li> <li>• Pam received a pin supply report from the CIPHI Office, and they are currently low in a few of the various pins which could be replenished with the 60- &amp; 70-year pin order if approved by the NEC.</li> <li>• The supply the CIPHI Office maintains is slow for some of those awarded:               <ul style="list-style-type: none"> <li>○ 9 Branch Presidents</li> <li>○ 1 Past President</li> <li>○ 9 Life Member</li> <li>○ 34 – 100-year anniversary (2013)</li> <li>○ 64 50-year member</li> <li>○ 53 – 25-year member</li> <li>○ 39 BOC</li> <li>○ 24 CoPE</li> <li>○ 41 EHFC</li> </ul> </li> </ul>	RAC to review sample pins at the meeting	Peter, Pam

**CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes**

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		<ul style="list-style-type: none"> <li>• The cost is minimal 500 new member pins the cost was \$1.65 each plus set-up charge. To smaller amounts for 60–70-year pins might be between \$5-\$15 each. There are already people who should get a 60-year pin and a few in the que for 70 years. The company rep advised that if they are low in other pins these new pins could be produced at the same time which would reduce the cost.</li> <li>• Another option if the NEC does not approve of the pins due to cost is to provide a recognition certificate.</li> <li>• The RAC members agreed with the graphic artists suggestions:               <ul style="list-style-type: none"> <li>○ 60-year pin would be white laminate with golf trim (60-year anniversary)</li> <li>○ 70-year pin would be blue laminate with nickel to mimic platinum (70-year anniversary)</li> <li>○ <b>All on the call in agreement with the colour and design.</b></li> </ul> </li> <li>• Pam raised the idea of creating a ribbon or a way to display &amp; wear all the pins. <b>ACTION: Leonard mentioned an idea and will send to Pam</b></li> <li>• Pam advised that the following would be eligible for the new 60 &amp; 70 pins if approved by the NEC:               <ul style="list-style-type: none"> <li>○ 2025 – 70-year Gord Buttons SK (Life Member)</li> <li>○ 2024 – 60-year (now at 63 years) Leonard Gallant NS-PEI (Life Member)</li> <li>○ On deck for 60-year pin – currently years in 2024                   <ul style="list-style-type: none"> <li>▪ Brian Hatton ON (Life Member) 58 years</li> <li>▪ Bernie Chrisp MB (Life Member) 57 years</li> <li>▪ Tim Roark BC (Life Member) 57 years</li> <li>▪ Dean Sargeant Mb (Life Member) 57 years</li> <li>▪ Bill O'Donnell Jr ON (Life Member) 56 years</li> <li>▪ Mike Gravel ON (Life Member) 55 years</li> <li>▪ Robert Finlin, ON (Retired Member) 57 years</li> <li>▪ Gene Hartman, ON (Retired Member) 55 years</li> </ul> </li> </ul> </li> </ul>		

## CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes

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		<p><b>ACTION: proceed with next steps – supply of CIPHI Office pins, finalized artwork from the graphic designer.</b></p>		
4.1.6	Honouring CPHI(C) Centenarians	<ul style="list-style-type: none"> <li>• Provided the NEC Executive (Casey &amp; Natalie) at our joint meeting on April 16<sup>th</sup> a copy of the draft certificate we created and approved at our March 17<sup>th</sup> meeting. Ran out of time for any discussion so will be tabled to the next joint meeting.</li> <li>• The meeting was rescheduled from April 3<sup>rd</sup> to April 16<sup>th</sup>. Maxine and Pam participated along with Peter.</li> </ul>	Discuss at the next joint meeting with the NEC Executive.	Pam
4.1.7	Creation of National Mentor Award in honour of Charlie Young*	<ul style="list-style-type: none"> <li>• This idea was conceived and first discussed with the NEC in April 2021.</li> <li>• Pam received input from Pat and prepared a draft for the NEC to consider the creation of a new national award.</li> <li>• Tim Roark provided a lot of the background information.</li> <li>• Received letters of support from the BCIT current and former faculty and former students that was attached to the request to the NEC.</li> <li>• Joe could not participate today but reviewed the report and said that while he did not know him, he said the document was a wonderful tribute.</li> <li>• The NEC has approved the award proposal in honour Charlie. The NEC will follow-up with the RAC with additional information and to discuss next steps with the award coming into effect in 2025.</li> </ul>	Awaiting additional information and discussion of next steps from the NEC.	Pam
4.1.8	Professional Development for retirees (CoPE)	<ul style="list-style-type: none"> <li>• Pending</li> <li>• Pam suggested that this item dove tails with BOC and have a round table discussion with the BOC, CoPE chairs and the national President.</li> </ul>	The Chair to discuss with the CoPE Chair.	Ken & Pam

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		<ul style="list-style-type: none"> <li>• Ken &amp; Leonard both confirmed when CoPE was first being formed in 2005-06 the subject of retirees was discussed.</li> <li>• Leonard wondered if anyone had the list of the original meeting in Toronto. <b>ACTION: Ken said he could look to see if he has it in the meeting. Ann Thomas was present at that meeting. Could also check with Carla Troy, Tim Roark and Klaus Seeger. Ken thinks it was in the AGM report of that year. Tim recently advised Pam that he cannot find any of the NEC minutes on the new CIPHI National website.</b></li> </ul>		
4.1.9	Retired BOC Examiners	<ul style="list-style-type: none"> <li>• Pending – same as 4.1.8</li> <li>• What is the current policy for retired CIPHI members who may want to be examiners.</li> </ul>	The Chair to discuss with the BOC Chair.	
4.2	Committee Member Recruitment	<ul style="list-style-type: none"> <li>• Can move forward with recruitment now that the Terms of Reference are approved by the NEC.</li> </ul>		Peter
4.3	Retiree Directory	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Lynn asked about people who only worked a few years and went onto another career; or some people who retire don't want anything to do with the field and maintain continue to maintain them on the CPHI(C) Directory.</li> <li>• We would like information for all people who certified if they are willing to be on our database. The other reason is when CPHI(C) pass away it is nice for us to have their home address so we can send a letter of condolence to the family. Also, we would like to honour their memory as part of the In Memoriam.</li> </ul>		Pam

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4.4	Retirement/Condolence Letters	<ul style="list-style-type: none"> <li>• Upcoming Retirement:               <ul style="list-style-type: none"> <li>○ Lisa Fortuna, ON, Durham Region</li> </ul> </li> <li>• Condolences since our last meeting:               <ul style="list-style-type: none"> <li>○ Eric Nesplick, ON, retired, Etobicoke Public Health</li> <li>○ Richard Lawrence, BC, retired</li> <li>○ Ronald Watkins, BC, retired</li> </ul> </li> </ul>		Pam
4.5	Facebook Page	<ul style="list-style-type: none"> <li>• Up to 60 followers as of yesterday, growing slowly.</li> <li>• Can use some of the information for the e-newsletter</li> <li>• Ken said he appreciates when a new member is introduced.</li> </ul>		Pam
<b>5.0</b>	<b>New Business:</b>			
5.1	Potential CIPHI 50 Year Member Recognition Award Recipients	<ul style="list-style-type: none"> <li>• It is the NEC policy that each Branch is responsible to review and confirm with their membership records for the following. The potential eligible have a role to play for those branches who do not have good records. Many members have their original certificate and some place their stickers on them. The following are potential recipients based on confirmation of membership.</li> </ul> <p><b>2024 – 50 Years:</b></p> <p>Chrapko, William (AB)            Christian, Kenneth (BC)            Losito, Domenic (BC)            Marchenski, Maxine (BC)            Volk, Friedelgunde (Gundie)(BC)            Tuzo, Robert, (NB)            Fraser, Rheal, (NS/PEI)            Terry, Douglas (SK)</p> <p><b>2025 – 50 Years:</b></p> <p>Brewer, Lynne (BC)            Rogers, Peter (MB)</p>		All



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		<p>Sokolowski, Richard (MB)            Scharfe, Pamela (ON) – was a student member in 75 but did not receive certificate until 2026 so may not be eligible until 2026            Walker, Douglas (ON)</p> <ul style="list-style-type: none"> <li>• The RAC could follow-up with the potentially eligible. The policy states that the member has a role to play.</li> <li>• This another idea for the RAC to assist with confirming membership.</li> <li>• Munira asked if they could put out a call nationally to say we are updating our records. Pam said it could be brought up at the joint NEC meeting to explore solutions.</li> </ul>		
5.2	Stories of interest to Retired CIPHI Membership	<ul style="list-style-type: none"> <li>• Last CSI certificate: still researching the recipient.</li> <li>• Last CPHA certificate: Serge Zibin, BC (Tim Roark has photo).</li> <li>• Other topics: family of PHIs – suggestion for a name as it could be a running feature i.e., All in the Family; Travel Experiences, Ancestry</li> </ul>		All
5.3	2024 CIPHI Life Member Suggestions	<ul style="list-style-type: none"> <li>• 2023 there were no Life Members nominated.</li> <li>• Discussed suggestions for Life Member.</li> <li>• Our National Historian has a lot of information.</li> </ul>		
5.4	CIPHI ON Branch Golf Tournament	<ul style="list-style-type: none"> <li>• The CIPHI ON Branch will be hosting their annual golf tournament co-hosted with the RAC and the EHFC to be held on Sat. Sept. 7<sup>th</sup>, Whitby, ON. While it is open to all CPHI(C) most of the golfers has been retirees. Ken, Pam, John Cannan &amp; Ralph Stanley will be the organizers.</li> <li>• Ron de Burger’s family also host the Ron de Burger Putting Contest which raises money for CIPHI’s Charity – the EHFC.</li> </ul>		Pam & Ken

**CIPHI Retirees Advisory Committee – June 9, 2024 – “Draft” Meeting Minutes**

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5.5	2024 Meeting Dates	<ul style="list-style-type: none"> <li>• Oct 20th will be the 4<sup>th</sup> and final committee meeting of the year.</li> </ul> <p>Upcoming CIPHI conferences and annual general meetings:</p> <ul style="list-style-type: none"> <li>• 2024 CIPHI National AEC will be hosted in Regina in Sept. 23-25, Regina, SK.</li> <li>• 2024 ON Branch Conference will be hosted by Conestoga College, Kitchener, Oct. 20-23, 2024, on their Doon campus</li> </ul>		All
6.0	<b>Meeting Adjournment: at 1:45 pm (Central) Upcoming Meeting: October 20<sup>th</sup> 12:00 pm (Central)</b>			