


BC Branch CIPHI Executive Council Meeting

MINUTES




 April 19th, 2016 from 08:45 to 10:15 PST

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<input type="checkbox"/> Crystal Brown <input checked="" type="checkbox"/> Tiffany Chu <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun <input checked="" type="checkbox"/> Emily Woodrow <input type="checkbox"/> Debby Peng <input type="checkbox"/> Nadia White <input checked="" type="checkbox"/> Dale Chen <input type="checkbox"/> Gordon Moseley <input checked="" type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input type="checkbox"/> Virginia Jorgensen <input checked="" type="checkbox"/> Christine Chen Those highlighted in yellow are absent Guests:	All
2.00	Approval of Agenda	
2.01	Addition to Agenda <ul style="list-style-type: none"> • None Motion: To approve agenda as circulated via email April 18 th , 2016 Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	<ul style="list-style-type: none"> • September 29th, 2015 – <i>Tabled</i> • March 22nd, 2016 –  BC Branch Minutes.03.15.16 (2).c Motion: To approve the BC Branch Executive Minutes from March 15, 2016 as circulated on April 18 th and amended today. Seconded. Carried.	Dale

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	<ul style="list-style-type: none"> • None 	Dale
5.00	Standing Business	
5.01	COPE Update <ul style="list-style-type: none"> • No response back from Cole Diplock, no COPE updates 	C. Diplock/ Dale
5.02	BOC Update <ul style="list-style-type: none"> • No updates 	R. Popoff/ Dale
5.03	BC Branch Education Committee <ul style="list-style-type: none"> • Into planning for webinars - 6 speakers, 2 secured: COPE/PDH Training, BCCDC – Oil Spill Response, Jason MacDonald or Shelley Beaudet – Flotation Tanks, Gathering Wild Food, EMBC - Emergency Response • Seeking organizers and individuals to review presentation relevance, space available on committee • Christine is considering the co-chair position for the Education Committee – will get back to Emily • Wanting to solidify speakers before approaching managers for support <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM:</div> <ul style="list-style-type: none"> • Emily will email Dale the list of possible presenters <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM:</div> <ul style="list-style-type: none"> • Emily will send out the invite for the Education Committee meeting to the exec <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM:</div> <ul style="list-style-type: none"> • Jessica will reach out to managers regarding Oil Spill / Emergency Response to give insight on the Public Health spin on the Emergency Response presentation 	Emily/Dale/ Christine
5.04	Promotions and Membership Committee <ul style="list-style-type: none"> • Gordon discovered correspondence cards to use for membership recognition <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</div> <ul style="list-style-type: none"> • Christine has drafted up a letter for Maxine Marchenski, still under review • Gundie Volk recognition is still pending <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</div> <ul style="list-style-type: none"> • Additional options such as a special award are to be investigated 	Dale/Gordon

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	<p style="background-color: #0056b3; color: white; margin: 0;">ACTION ITEM:</p> <ul style="list-style-type: none"> • Tim to address outstanding plaques and submit expenses for reimbursement as applicable. <ul style="list-style-type: none"> ○ No update 	
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • Email exchange with Tim – figure out a strategy for approaching the ministry for advocacy of continuing education program, still working on a plan for execution • This is a national initiative, not just BC 	Dale
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> • Two individuals submitted Expression of Interest (EoI's) to which a confirmation email was sent and no subsequent responses were received. • Discussed EoI's submitted - Process for selecting a candidate is not in place, perhaps roll all candidates in as Associate Editors • BC Page construction is underway, still on schedule <p style="background-color: #0056b3; color: white; margin: 0;">ACTION ITEM:</p> <ul style="list-style-type: none"> • Dale and Stacey will touch base regarding candidates and selection process <p style="background-color: #0056b3; color: white; margin: 0;">ACTION ITEM:</p> <ul style="list-style-type: none"> • Stacey to draft up terms of reference for editorial roles and arrange BC Page Committee meeting to review 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> • 50 Year Recognition Decal expenses that Mr. Roark has volunteered to address and will submitted to Branch for reimbursement. • Andy Hazelwood award – Tim will get award to Andy, will also talk to Andy about liaising with the Ministry 	Dale
5.08	<p>Finance Update</p> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-bottom: 10px;"> <div style="text-align: center;">  20160316115528860.pdf </div> <div style="text-align: center;">  Signed_Audit Letter_2015 Account.p </div> <div style="text-align: center;">  Treasurers Report Apr 2016.xls </div> </div> <ul style="list-style-type: none"> • Financial Report current to March 31st, 2016 – not many transactions, lots of income in (membership 	John

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	<p>dues), not much expenditure, where we should be at</p> <ul style="list-style-type: none"> • Branch is in deficit for 2015 fiscal year. John reviewed the incoming and outgoing money, similar to previous years • Corporation Income Tax has been filed with the CRA, John met the deadline for submission, John will let us know when CRA sends acknowledgment of submission received • 2015 financial statements have been reviewed by Nadia and Debbie and an Audit Letter was produced <p>Motion: To accept the two 2015 Financial Statement and Audit Letter as presented. Seconded. Carried.</p>	
5.09	<p>Website & Social Media</p> <ul style="list-style-type: none"> • Gordon met with Elden and discussed webpage update, still awaiting a response • No foreseeable coordination with National website • New platform was insecure and had been hacked, website reverted back to old system • Discussion about website upgrade priority level - website update may require additional resources • Increase traffic on web page, possibly have more executive members with access to the pages to increase updates • Tiffany recommended we create a priority task list to begin updating the website piece by piece, update information recognizing that some updates are a year ago <p>ACTION ITEM:</p> <ul style="list-style-type: none"> • Dale to explore web design options – support for Elden and/or individuals/companies to complete work & cost potential 	Elden/Dale
6.0	Old Business	
6.1	BCIT Branch Relations/Student Liaison	Jessica/

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	<ul style="list-style-type: none"> Gary sent presentation for BCIT Students, Tiffany has begun working on updating the presentation, June completion expected Student Rep from BCIT – this initiative did not continue, transitional period disallowed the continuation of the program, potential to re-implement <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Dale will ask Martin about who the BCIT contact will be for selecting a date to have this presentation presented, to discuss the best option to get in touch with students to locate a student rep, and to find out who were winners of research project presentations from Dec 2015. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Jessica Ip will reach out to practicum student to determine how to get in touch with 1st and 2nd year students 	Dale
6.2	<p>BC Executive Council</p> <ul style="list-style-type: none"> EoI Request email was sent to Tiffany and John for distribution to VCH and FNHA Vacant Positions - Recording Secretary and 1-2 councilor positions, potential for follow-up request for EoIs Debbie will determine if she is staying on or if her term will end when Paula returns <p>Fraser Health meeting:</p> <ul style="list-style-type: none"> CIPHI promotion - John, Tim, and Dale will be meeting to find out what John can present to the staff to promote Fraser Health's participation in CIPHI 15-30 minutes being allotted for this presentation 	Dale
7.0	New Business	
	Adjournment at _10_:03_ Hours	
	Next Meeting: May 17th , 2016	

Calendar of Events

January	Membership Renewal Drive – January 15 th CIPHI CPC - PDHs due January 31 st
February	
March	
April	CIPHI's Birthday BOC's – April 26 th
May	Drinking Water Week <ul style="list-style-type: none"> Occurs during different weeks
June	
July	
August	
September	EPHW National AEC World Environmental Health Day: Thursday September 25 th
October	BOC's - Oct
November	
December	Christmas Luncheon BC AGM