

BC Branch CIPHI Executive Council Meeting


MINUTES



 December 16th, 2014 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"/> Gary Tam <input checked="" type="checkbox"/> John Pickles <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Paula Tait <input type="checkbox"/> Nadia Kyerematen <input checked="" type="checkbox"/> Catherine Sun <input checked="" type="checkbox"/> Tiffany Chu <input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input checked="" type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Virginia Jorgensen <input checked="" type="checkbox"/> Christine Chen Those highlighted in yellow are absent Guests: None	All
2.00	Approval of Agenda	
2.01	MOTION: To approve agenda as circulated via email and presented December 16 th , 2014 Moved. Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	<i>-Tabled-</i> Draft minutes from November 18 th 2014 unavailable	C. Brown
4.00	Electronic Motions	
4.01	December 8th, 2014: Motion to extend the deadline for BC Branch Award nominations to end of day on Dec 24 th , 2014. Motion: Passed	C. Brown

ITEM	DETAILS	NAME (S)
5.00	Standing Business	
5.01	<p>COPE Update - Tabled</p> <ul style="list-style-type: none"> • Going to attend quarterly • September, December, March, June • Webinar on entering PDHs?? <p>ACTION Item: Be sure invite sent to required guests as deemed necessary for special updates.</p>	D. Chen
5.02	BOC Update - Tabled	R. Popoff
5.03	<p>BC Branch Education Committee:</p> <ul style="list-style-type: none"> • Crystal and Christine are working on composing the list of EHOs that attended • What do we want to do with the recording? <ul style="list-style-type: none"> • Provide it free to everyone or just paid active members • Exclusive to members to promote incentive for membership? • Education committee to explore options for provision of recordings for proposal with pros and cons to consider by the larger group • Next series? – Tabled • John to obtain participant list from Crystal and Christine in order draft invoices for HA attendance 	D. Chen/ D. Fong
5.04	<p>BC Branch Promotion Committee:</p> <ul style="list-style-type: none"> • No updates to report 	D. Chen
5.05	<p>Membership Engagement Committee (MEC):</p> <ul style="list-style-type: none"> • Recurring Column What does CIPHI do for you • Membership Drive 2015 • Working on developing a recruitment and retention strategy 	G. Moseley
5.06	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • No update to report 	C. Brown
5.07	<p>Communication with NEC regarding creating a position paper on Radon:</p> <ul style="list-style-type: none"> • Nothing to report 	C. Brown
5.08	<p>Update from BC Page:</p>  <p>BC Page 2014 Fall Edition.pdf</p>	S. Sowa

ITEM	DETAILS	NAME (S)
5.09	Update from Historian - <i>Tabled</i>	T. Roark
5.10	<p>Finance Update:</p> <ul style="list-style-type: none"> • Submit any outstanding claims ASAP • Working on invoices in order to resolve finances for year • Currently in process to file a return to CRA with reminder received to provide annual financial status updates <p>Motion: To approve Mr. Pickles as a signing authority of the BC Branch for submitting the financial tax returns required by CRA. Moved. Seconded. Carried.</p> <p> Treasurers Repor Dec 2014.docx</p>	J. Pickles
6.0	Old Business	
6.1	<p>AGM 2014</p> <ul style="list-style-type: none"> • Two motions proposed and schedule for discussion at the AGM were both passed • Branch received 18 proxy votes which set a new precedent in addition to the 10 members present on site for the meeting. • Dale to remind Crystal to send John a copy of the filing to be submitted to CRA 	G. Tam
6.2	<p>BCIT 50th Anniversary Legacy fund - <i>Tabled</i></p> <p> BCIT Donation Letter.PDF</p>	C. Brown

ITEM	DETAILS	NAME (S)
6.3	<p>Christmas Luncheon - <i>Tabled</i></p> <ul style="list-style-type: none"> • cost and volunteers • Attendance was good with about 80 • Waiting for final expense details in order to compile a report <p> Poster</p>	John
7.0	New Business	
7.1	<p>Welcome to new councilors</p> <ul style="list-style-type: none"> • Catherine Sun and Tiffany Chu • Both expressed their pleasure to join the Executive Council 	D. Chen
7.2	<p>FoodSafe Printing</p> <ul style="list-style-type: none"> • Christine has now taken over from Jeremy Chow • Data entry of student info and print certificates for out of province students • Replacement certificates • Suggestion to submit an acknowledgement letter for recognition for their services rendered to the Branch for Jeremy. • Suggestion to also provide recognition of 	D. Chen/ C. Chen
7.3	<p>Events Section on the Webpage: <i>Tabled</i></p> <p>ACTION Item: Must add a standing invite Webmaster to attend any Branch meeting to discuss an events page or link on the Branch website.</p>	D. Chen/ C. Brown
	Adjournment at _9_:39_ Hours	
	Next Meeting: January 20th 2015	

Calendar of Events

January	Membership renewal and PDHs due
February	
March	
April	CIPHI's Birthday BOCs
May	Drinking Water Week <ul style="list-style-type: none"> • Occurs during different weeks
June	Safe Kids Week 2014 June 7 th -14 th BC Page Spring Summer Edition to be Released
July	
August	
September	EPHW 2014 September 21-27 th <ul style="list-style-type: none"> • Fourth week in September • National AEC World Environmental Health Day: Thursday September 25th
October	BOCs
November	
December	Christmas Luncheon