

BC Branch CIPHI Executive Council Meeting

MINUTES

January 17th, 2017 from 08:45 to 10:15 PST

Via Teleconference

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"/> Dale Chen <input type="checkbox"/> Tiffany Chu <input checked="" type="checkbox"/> Gordon Moseley <input checked="" type="checkbox"/> John Pickles <input checked="" type="checkbox"/> Jessica Ip <input type="checkbox"/> Catherine Sun <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Stacey Sowa <input type="checkbox"/> Debby Peng <input checked="" type="checkbox"/> Christine Chen <input type="checkbox"/> Nadia White <input type="checkbox"/> Janelle Kwan Those highlighted in yellow are absent Guests: None	All
2.00	Approval of Agenda	
2.01	Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on January 16 th , 2017. Addition to Agenda: None	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on December 8 th , 2016 as circulated via email on January 16 th , 2017.	Gordon

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	<p>January 20th, 2017 Motion: To host a 2017 membership renewal drive contest requiring contestants to renew their membership before February 28, 2017 with a contest prize of:</p> <ul style="list-style-type: none"> · a free membership renewal for the following year, OR · the early bird registration for the Annual AEC in Richmond, B.C. with a value up to \$500.00 <p><i>*The eligible contestants would include anyone who has renewed their membership on time and up to February 28, 2017.*</i> Seconded. Carried</p>	Gordon
5.00	Standing Business	
5.01	<p>CoPE Update</p> <ul style="list-style-type: none"> • Have been sending out reminders to members complete their PDH entries in • Communication strategies to provide updates within the respective Branch newsletters • In process of establishing more user friendly electronic forms for most forms etc. and will be available also in French language • Planned updates and revisions to the MSC 	C. Diplock
5.02	BOC Update - Tabled	Dale
5.03	<p>BC Branch Education Committee</p> <ul style="list-style-type: none"> • <u>Spring 2017 Webinar Series</u> <ul style="list-style-type: none"> • February 15th – Marketsafe BC – confirmed • March 23rd – Wild Crafted Foods • April 13th - EMBC – request for topic of interests <ul style="list-style-type: none"> • Forest fires, oil spills, drought • Registration forms have been completed and Emily will be fill role of registrar as Christine is away • Committee meeting invites will be sent out to just the committee members again for the new year • Discussion about cancelling the fall webinar series in favour of supporting the 2017 AEC workshops • As always looking for new topic ideas to be forward to committee chair. 	Emily

ITEM	DETAILS	NAME (S)
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> 2017/18 Membership Renewal Campaign Notice to be included in BC Winter Page and email circulated to branch membership End of Feb. deadline with prize of free membership with a number of free t-shirts as consolation prize Approach HA leadership for enhanced Engagement for the AEC in Richmond Promotional Swag – explore further development 2017 AEC BC Branch Booth – to be coordinated with the organizing committee to highlight the Branch and the Province. <p style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Cost benefit to be done very carefully for proposed model to enhance current membership recognition 	Dale/Gordon
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> Nothing to Report 	Dale
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Winter page still on schedule so far for a January 31st release date Waiting for a new article from the education committee Membership Renewal reminder half a page insert to be added to pending Winter Page 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> 2017 is Canada's 150th anniversary. The suggestion was put for the Branch to consider contacting Heritage Canada to see if there is something that they are doing which could benefit our members. Possibly Canadian pins or Canadian flags or even their support of a project initiated by the BC Branch. In regards to the mandatory membership for newly certified EHO's and compliance with requirements issued by CoPE, it is said that more still needs to be done to implement this requirement, including discussions with the employers. It is understood that that First Nations Health Authority of BC apparently has already implemented this requirement in some form and even pays the CIPHI membership. As such 	Dale/Tim

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	<p>it is the BC Branch should consider discussing this matter with our FNHA colleagues to see how this was arranged and is working out.</p> <ul style="list-style-type: none"> • Under the new Societies Act there are two things to important things to consider regarding future audits of the BC Branch books. Those are (a) what will the Auditor actually do and (b) how much will you have to pay? • As many of our members are also members of the BCWWA it was suggested that we look to reestablish regular collaborative contact with the editorial team of the BCWWA Watermark publication in to identify opportunities' to share or "re-print" articles between our two publications. <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> • Stacey to explore options with BCCWA and consider summary excerpts with links to articles 	
5.08	<p>Finance Update:</p> <ul style="list-style-type: none"> • All revenues just an estimate pending on finalization for webinar and may still get some income from national for membership renewals from last quarter of 2016. • Unfortunately we are no were near the historical highs of memberships and sponsorships • As a result it is expected to be in a deficit of approximate of \$2000.00 over and above the advance afforded to the AEC committee for the venue deposit • If we carry on for the foreseeable future keeping the status quo we will likely continue to run a deficit at the end of each fiscal. This is not sustainable so we need to identify some new revenue streams, at least until the mandatory membership numbers catch up to revenue deficits. • See 2016 Budget Summary attached. 	John

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5.09	<p>Website & Social Media - Tabled</p> <p>ACTION ITEM: In Progress</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 <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> Gordon to schedule teleconference with Elden and Dale to discuss web redesign and development options. 	Elden/Dale
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> Nothing to report 	Gordon/ Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> Vacancies – Recording Secretary and one Councillor Position. <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Gordon to circulate draft job descriptions for review and reference to Executive Council asap. 	Dale/Gordon
6.3	<p>2017 National AEC – Richmond</p> <ul style="list-style-type: none"> Some sub-committee having gotten going Branding messaging needs to get rolling Budget still being ironed out which is limiting 	Dale/John /Gordon
6.4	<p>BCIT Health Promotion Presentation Prize - Tabled</p> <ul style="list-style-type: none"> 	Dale
6.5	<p>CIPHI Regional Christmas Luncheons – Tabled till fall</p> <ul style="list-style-type: none"> 	Stacey/Gordon/ Jessica
6.6	<p>Environmental Health Foundation – Tabled till fall</p> <ul style="list-style-type: none"> 	Dale
6.7	<p>New Societies Act - Compliance Strategy- Tabled</p> <ul style="list-style-type: none"> Suggestion to create a term sub-committee to review and draft a compliance strategy for submission. John to Chair with Dale, Stacey, and Gordon to compose remainder of committee <ol style="list-style-type: none"> Decision on whether we will move to 2/3 majority for 	John/Dale

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	special resolutions or keep $\frac{3}{4}$ majority. 2. Become a Member Funded Society, should do so on transition, if we want to, otherwise need a court order, if want to change to this type of Society after transition. 3. Bylaws need to describe the Directors and how elected or appointed. 4. Whether we still want accounts to be audited as this will have to be done by an accountant. 5. General review of constitution and bylaws to ensure meeting needs and compliant with Act.	
7.0	New Business	
	Adjournment at _9_:42_ Hours	
	Next Meeting: February 21st, 2017	

Calendar of Events 2017	
January	CIPHI CPC - PDHs due January 31 st
February	
March	
April	CIPHI's Birthday BOC's – April 26 th
May	Drinking Water Week • Occurs during different weeks
June	
July	
August	
September	EPHW Sept. 25-29 th World Environmental Health Day: Thursday September 28 th
October	BOC's – Oct 25 th
November	National AEC – Richmond – Nov. 5-8 th
December	Christmas Luncheon/ BC AGM – TBA