

BC Branch CIPHI Executive Council Meeting

MINUTES

March 21, 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 type="checkbox"/> Jessica Ip <input checked="" type="checkbox"/> Catherine Sun <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Emily Woodrow <input 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: Carol Leung, Paul Cseke	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 March 17 th , 2017. Seconded. Carried. Addition to Agenda: 6.3 AEC Reporting 7.1 National Awards	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. Seconded. Carried.	Gordon

ITEM	DETAILS	NAME (S)
	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on January 17th, 2017 as circulated via email on February 20th, 2017.</p> <p>Seconded. Carried.</p>	
4.00	Electronic Motions	
4.01	<ul style="list-style-type: none"> • None 	Gordon
5.00	Standing Business	
5.01	CoPE Update - <i>Tabled</i>	C. Diplock
5.02	<p>BOC Update</p> <ul style="list-style-type: none"> • Nothing to report 	Dale
5.03	<p>BC Branch Education Committee</p> <ul style="list-style-type: none"> • Finished our second spring webinar • Third and final has been moved to May 18th, 2017 • Last meeting highlighted closing things down for the summer. Looking to collect and consolidate all research and information for Fall 2018 and Spring 2019 Webinar series. • Always welcoming new committee members or are interested about the committee please contact Emily directly • Attendance has been around 50 people and currently have about 38 signed up for May but expect a few group learning • A number of out of province attendees providing positive feedback and looking forward to next one. • Final webinar will also be advertised in the next BC Page issue. • Any ideas for future webinar topics please pass along to the committee members directly. 	Emily
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> • 2017 BC Branch Membership drive winner was Mr. Shaun Malakoe <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 • Contract is set to expire next 	Dale

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5.06	Update from BC Page <ul style="list-style-type: none"> Spring newsletter April 28th Submission deadline April 14th 	Stacey
5.07	Update from Historian <ul style="list-style-type: none"> Nothing to Report 	Dale/Tim
5.08	Finance Update: <div style="display: flex; justify-content: space-around; align-items: center; margin: 10px 0;">  Treasurers Report 2016 Year End.xls  Copy of Treasurers Report Feb 2017.xls  Copy of Treasurers Report Mar 2017.xls </div> <ul style="list-style-type: none"> 2016 Year is just in the process of finalizing and with the issuance of the Spring webinar invoices will then be able to close out the books on last year Have paid the travel expense for attendance of President and President-Elect to the NEC Meeting in Halifax Feb 2&3rd Membership is up a bit this year so far 	John
5.09	Website & Social Media – <ul style="list-style-type: none"> Webmaster has been working a lot on the AEC Conference page which is now up and live. <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</div> <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 <ul style="list-style-type: none"> Nothing to report 	Gordon/ Jessica
6.2	BC Executive Council Update <ul style="list-style-type: none"> Vacancies – Recording Secretary and last councillor positions are now filled. <div style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: COMPLETED</div> <ul style="list-style-type: none"> Gordon to circulate draft job descriptions for review and reference to Executive Council ASAP. 	Dale/Gordon

ITEM	DETAILS	NAME (S)
6.3	<p>2017 National AEC – Richmond</p> <ul style="list-style-type: none"> • Things are moving ahead. • Website up and running. CIPHI2017.ca • Call for abstract has gone out • Email distributed to other branches to solicit contributions for silent auction for the event • First promotional messaging has gone out. 	Dale/John /Gordon
6.4	<p>New Societies Act - Compliance Strategy-</p> <ul style="list-style-type: none"> • For discussion and consent – Whether to become a Member Funded Society or maintain status quo? • Working on Drafting version of the constitution and by-laws which is close to a first draft which will be circulated the executive at large for comment • Once we have a final decision will need to prepare a pros and cons of remaining either as a regular society or changing to a member only society. Will need to canvas the BC Branch Membership to determine what the collective preference is. <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> • Circulation of draft updated constitution and by-law for comment by beginning of April. • With the revised constitution and by-law this would hopefully be adopted by means of a single resolution at the 2017 AGM. 	John/Dale
7.0	New Business	
7.1	<p>National Awards:</p> <ul style="list-style-type: none"> • Customary practice for the national awards have historically been waited to the host branch of the National AEC, however this has been changing with not all branches not being able to host an AEC in recent years • Life Membership award still waited to the host province, so if there are ideas to nominate an individual for consideration by the branch. 	Dale

ITEM	DETAILS	NAME (S)
	<p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> Email membership to solicit for nomination for Life Membership along with other available awards in anticipation of 2017 AEC. 	
	Adjournment at _10_: _03_ Hours	
	Next Meeting: April 18th, 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 <ul style="list-style-type: none"> 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