

BC Branch CIPHI Executive Council Meeting

MINUTES

April 18th, 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 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 checked="" type="checkbox"/> Janelle Rimell Those highlighted in yellow are absent Guests: Carol Leung	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 April 13 th , 2017. Seconded. Carried. Addition(s) 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 March 21 st , 2017 as circulated via email on April 13 th , 2017. Seconded. Carried.	Gordon
4.00	Electronic Motions	
4.01	<ul style="list-style-type: none"> • None 	Gordon

ITEM	DETAILS	NAME (S)
5.00	Standing Business	
5.01	CoPE Update - Tabled	C. Diplock
5.02	BOC Update <ul style="list-style-type: none"> Nothing to report 	Dale
5.03	BC Branch Education Committee <ul style="list-style-type: none"> Last regular meeting held last meeting and reviewed details regarding the May 18th webinar with presentation from Steve Newtown from EMBC. Dry run should be coming up soon and 38 registrants signed up so far. Would like to set up a separate more reliable BC Branch email account in future for both inquiries and registration. With looking to not hosting the next series of webinar until Spring 2018 Still always open for new webinar ideas or topics. 	Emily
5.04	Promotions and Membership Committee <ul style="list-style-type: none"> Membership drive winner prize has not yet been claimed. ACTION ITEM: In Progress <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	Liaising with Ministry & Unions – News & Updates <ul style="list-style-type: none"> Nothing to report 	Dale
5.06	Update from BC Page <ul style="list-style-type: none"> Spring BC Page Issue is quite full Looking still to be on target for release on April 28th Received quite a bit of material received BCIT as well as from the Branch Historian with quite a number of in memorials. ACTION ITEM: NEW <ul style="list-style-type: none"> Christine to forward AEC branding logo to Stacey for use in advertising within the BC Page until the conference in November. 	Stacey
5.07	Update from Historian <ul style="list-style-type: none"> Just a reminder to if we have not already extended and invite or engage with colleagues with other 	Dale/Tim

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	external agency's such as PHAC or DND that would should really make an effort in advance of this years AEC.	
5.08	<p>Finance Update:</p> <ul style="list-style-type: none"> • Figures to March 31st are looking relatively healthy • Typical for this time of year we have not had a great deal of expenditures so • No concerns and would like to highlight the notable increase at this time of year from an increase memberships dues this year. • Hopefully, with the AEC we will see an increase in late memberships. 	John
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> • AEC website is up and running which has been consuming a large <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 	Elden/Dale
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> • Nothing to report at this point in time. • Will need to follow-up with Mr. Brian Morse to confirm his interest to continue to as a second year position as well as securing a new first year student liaison position. 	Gordon/ Jessica
6.2	<p>BC Executive Council Update:</p> <ul style="list-style-type: none"> • Recording Secretary Candidate • Circulate information for discussion and electronic motion. • With AEC and AGM will need to identify a new President-Elect so please give some thought to consider stepping up into this role. Any question or concerns please do not hesitate to contact 	Dale/Gordon

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	either Dale or Gordon.	
6.3	<p>2017 National AEC – Richmond:</p> <ul style="list-style-type: none"> • Venue and social and program details are continue to come together • Logos confirmed event and promotional branding of the AEC is start to get traction out in social media • Questions about registration dates and fees? Registration details are still being ironed out, but fee structure will be similar to that of the 2016 AEC in Edmonton. • Next organizing committee meeting this Friday April 21st 	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? <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> • Circulation of draft updated constitution and by-law for comment by beginning of April. • Executive members reminded to review draft constitution and by-laws and provided comments • Once feedback confirmed from the executive committee a draft will be circulated out to the BC Branch membership at large. This package will also include details of the pros and cons of a member funded society versus a public society. • Should we wish to proceed with registering as a member funded society within our constitution, we will need to confirm a draft 60 days prior to AGM for discussion and notice of special resolution. 	John/Dale
6.5	<p>National Awards:</p> <p>ACTION ITEM: IN PROGRESS</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. • Email was distributed but no feedback or nominations received to date. This information will also be 	Dale

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	<p>included with the Spring BC Page.</p> <ul style="list-style-type: none"> A reminder notice will be sent out next month. 	
7.0	New Business	
7.1	<p>CIPHI Environmental Public Health Week Committee</p> <ul style="list-style-type: none"> NEC inquiry for Branch Representation Sub-committee with NEC to develop promotional material for distribution across the country. Any interest on participation to represent the BC Branch? Does not necessarily need to be a executive committee member. <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> Gordon to confirm details of the NEC EPHW sub-committee work and send out EOI to executive for identification of new BC rep as soon as practicable. 	Dale
	Adjournment at _10_: _01_ Hours	
	Next Meeting: May 16th, 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