

BC Branch CIPHI Executive Council Meeting

MINUTES

April 28, 2015 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 checked="" type="checkbox"/> Crystal Brown <input checked="" type="checkbox"/> Gary Tam <input checked="" type="checkbox"/> John Pickles <input checked="" type="checkbox"/> Catherine Sun <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Paula Tait <input type="checkbox"/> Nadia Kyerematen <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 checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Virginia Jorgensen <input type="checkbox"/> Christine Chen Those highlighted in yellow are absent. Guests: Tim Roark, Dilivar Rana	All
2.00	Approval of Agenda	
2.01	Addition to Agenda Motion: To Approve Agenda as circulated and presented via email April 28, 2015. Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	Motion: To approve Minutes from BC Branch Executive Meeting from March 17 th , 2015 as circulated and amended April 28, 2015. Seconded. Carried. <ul style="list-style-type: none"> Minutes from November and Dec. 2014, as well as January 2015 to be circulated via email for approval by electronic motions this week. 	Crystal

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	Electronic Motions <ul style="list-style-type: none"> • none 	Crystal
5.00	Standing Business	
5.01	COPE Update – Tabled <ul style="list-style-type: none"> • Had a conflict with April's meeting, but will be attending the Branch meeting in May. 	K. Cordner
5.02	BOC Update - Tabled <ul style="list-style-type: none"> • Proposing that in future that in order to sit the exam that candidates would need to be a student CIPHI member. • Also proposing to again raise the BOC Administrative Fees. 	R. Popoff
5.03	BC Branch Education Committee <ul style="list-style-type: none"> • We found a chair – Emily Woodrow/Dale Chen • Will be discussing with the HA directors tomorrow to determine what level of support for hosting another series of educational webinars in the fall. • Question raised about securing sponsorship of the webinar series? It was acknowledged that this was an important facet financing these educational opportunities. • Apparently some presenters are willing to participate for free. 	C. Brown/ D. Chen
5.04	BC Branch Promotion/Membership Engagement Committee <ul style="list-style-type: none"> • Membership Drive Winner – Mr. Harry Dhaliwal, free membership. • Interest expressed by committee to order promotional branch products to be used for promotional activities and providing. Do we need executive approval to obtain these promotional swag items? Any concerns with spending up to a few hundred dollars to facilitate this request. • Confirmed by Finance Officer that the Promotions committees has an operating budget of \$1000.00 but still recommend presenting purchase proposal to the executive which was accepted by the committee. Must be vigilant in maintaining a running inventory of products and offices stored. 	D. Chen/ G. Moseley

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	<ul style="list-style-type: none"> Follow-up survey to verify trends observed in 2011 survey to form the basis for the development of a recruitment and retention strategy Student Liaison Position – Term Volunteer Position, looking to establish a succession planning session. Should be a second year student. Recommend that someone from the Branch should speak to the Second year class to provide an overview of the position and advocated on behalf of CIPHI. Question about whom the position would report to? It was suggested that they would sit on the executive committee but would not have any voting privileges. Where do your membership fees go? Discussed presenting information in general terms for benefit of prospective members. Agreed that this would be a good topic for one of the next "What does CIPHI do for you?" article in the BC Page 	
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> Still waiting to schedule a meeting with Mr. Lambert. 	C. Brown
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Spring Page Issue is almost complete and is planning to share it with the BC Branch Executive tomorrow for feedback. Plans are to distribute the BC Page to the list serve by Friday 	S. Sowa
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> Another very generous donation this year by Bill Lieth to the BCIT ENVH Awards so recommend Branch recognition of his contributions which he would help to facilitate. Photobook of recipients, formal letter and some flowers proposed. <p>Motion: To approve fund up to \$100.00 to purchase photo book and some flowers for Mr. Lieth. Seconded. Carried</p> <ul style="list-style-type: none"> Trying to collect photos from various aspect of the Branch. Current project is to collect photos of all the Branch President back to its inception of 1925. 	T. Roark

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	<ul style="list-style-type: none"> Laurel Benhum – Certified in 1944 – currently still longest living certified member in CIPHI history. Need to get him some recognition for this achievement. 	
5.08	<p>Finance Update:</p> <ul style="list-style-type: none"> Have now closed the accounts for the 2014 Fiscal year Have started the audit process with these accounts Only discrepancy pertaining to Honorariums which is still an effect of an error which occurred in 2013 but has since been corrected. Budget for this year is looking healthy 	J. Pickles
5.09	<p>Awards:</p> <ul style="list-style-type: none"> Alex Nielson – Recipient was presented award April 1, 2015 and was quite honoured to receive 2014 MOY – Initial plans to present have not panned out, so may need to wait to present at National AEC in Ottawa in September. 	C. Brown
6.0	Old Business	
6.1	<p>BCIT 50th Anniversary Legacy Fund - Tabled</p> <ul style="list-style-type: none"> 	C. Brown
6.2	<p>BC Branch direction for 2015</p> <ul style="list-style-type: none"> Webinar - commenced Swag - commenced Christmas luncheon – would like to schedule asap AGM- Environmental Health Week – Have some draft posters format which should be distributed in near future Update Policies, By-laws etc. - Awards 	C. Brown
6.3	<p>VCH Education Event -</p> <ul style="list-style-type: none"> Still working on planning for this event in June Looking for swag for distribution – happy to have anything which will be coordinated with Promotions Committee 	J. Pickles

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6.4	<p>President Elect Position</p> <ul style="list-style-type: none"> • Yet to be determined • Will look to post an expression of interest in next few weeks. 	C. Brown
6.5	<p>Fairchild TV Leisure Talk</p> <ul style="list-style-type: none"> • Promotion and advocacy of the Role of Health Inspector on a televised talk show. • Filmed March 20, 2015 and broadcast April 15, 2015 • Reportedly the first time that a comprehensive overview of our profession, emphasizing that we are not just restaurant inspectors. 	G. Tam
6.6	<p>Drinking Water Week</p> <ul style="list-style-type: none"> • May 3-9, 2015 Get to Know Your H2O • Been working on posting for all of our Social media pages. • Dawson Creek just announced official recognition of the week by City Council 	C. Brown
7.0	New Business	
7.1	<p>Term Executive Councillor Position - Vacancy</p> <ul style="list-style-type: none"> • P. Tait is leaving the executive for a year on mat leave and has nominated Debby Peng to replace her in her absence. <p>Motion: To accept the nomination as presented April 28, 2015. Seconded. Carried.</p>	C. Brown
	Adjournment at _10_: _17_ Hours	
	Next Meeting: May 19th 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 25 th
October	BOCs
November	
December	Christmas Luncheon

