


## BC Branch CIPHI Executive Council Meeting



**MINUTES**

 May 17<sup>th</sup>, 2016 from 08:45 to 10:15 PST

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	NAME (S)
	<b>Location:</b> Teleconference	
<b>1.00</b>	<b>Roll Call</b>	
Members	<input type="checkbox"/> Crystal Brown <input type="checkbox"/> Tiffany Chu <input type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Debby Peng <input type="checkbox"/> Nadia White  <input type="checkbox"/> Dale Chen <input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Stacey Sowa <input type="checkbox"/> Virginia Jorgensen <input type="checkbox"/> Christine Chen  Those highlighted in yellow are absent  <b>Guests:</b>	All
<b>2.00</b>	<b>Approval of Agenda</b>	
2.01	Addition to Agenda <ul style="list-style-type: none"> <li>• None</li> </ul> <b>Motion:</b> To approve agenda as circulated via email on May 16, 2016. Seconded. <b>Carried.</b>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
3.01	<ul style="list-style-type: none"> <li>• <b>September 29<sup>th</sup>, 2015</b> – <i>Tabled</i></li> <li>• <b>April 19<sup>th</sup>, 2016</b> –</li> </ul>  BC Branch Minutes 04.19.16.docx  <b>Motion:</b> To approve BC Branch Executive Meeting Minutes from April 19, 2016 as circulated May 16 <sup>th</sup> and edited during today's meeting. Seconded. <b>Carried.</b>	Gordon

ITEM	DETAILS	NAME (S)
<b>4.00</b>	<b>Electronic Motions</b>	
4.01	<ul style="list-style-type: none"> <li>• None</li> </ul>	Gordon
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>COPE Update</b> <ul style="list-style-type: none"> <li>• None</li> </ul>	C. Diplock/ Dale
5.02	<b>BOC Update</b> <ul style="list-style-type: none"> <li>• Dale updates results from 2015 BOC</li> </ul>	R. Popoff/ Dale
5.03	<p><b>BC Branch Education Committee</b></p> <ul style="list-style-type: none"> <li>• Dale sent letters to regional directors. Most are in support of the webinars. Still waiting to hear back from Interior Health and Vancouver Coastal Health.</li> <li>• Webinar timeline and sub-team action items created by Christine and circulated by Emily. Plan to have 6 webinars: three in fall 2016 and three in spring 2017.</li> </ul> <div style="text-align: center;">  <p>BC CIPHI Webinar Time Line.docx</p> </div> <div style="background-color: #0056b3; color: white; padding: 2px; margin-top: 10px;"> <b>ACTION ITEM: In Progress</b> </div> <ul style="list-style-type: none"> <li>• Speakers sub-team is securing speakers and confirming dates. Once confirmed, remaining sub-teams may progress to next action item(s)</li> </ul>	Emily/Dale
5.04	<p><b>Promotions and Membership Committee</b></p> <ul style="list-style-type: none"> <li>• Christine has mailed recognition letter to Maxine Marchenski in first week of May</li> <li>• Gordon developed rough draft to identify matrix of membership recognition</li> </ul> <div style="text-align: center;">  <p>Membership Recognition.docx</p> </div> <ul style="list-style-type: none"> <li>• Promotional meeting in 4<sup>th</sup> week of May will be cancelled. Ad-hoc meeting will be scheduled if necessary</li> <li>• Tim has addressed outstanding plaques. John has yet to receive reimbursement form from Tim.</li> </ul>	Dale/Gordon

ITEM	DETAILS	NAME (S)
	<p><b>ACTION ITEM: In Progress</b></p> <ul style="list-style-type: none"> <li>Gundie Volk recognition letter is still pending; waiting for more information from Ron Popoff</li> </ul> <p><b>ACTION ITEM: In Progress</b></p> <ul style="list-style-type: none"> <li>Additional options such as a special awards are to be investigated</li> <li>Stacey offered to develop BC tracking system for EHO milestones &amp; Years of Service</li> </ul>	
5.05	<p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b></p> <ul style="list-style-type: none"> <li>None for unions</li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>Dale will contact Tim Lambert, executive director for Health Protection Branch at Ministry of Health</li> </ul>	Dale
5.06	<p><b>Update from BC Page</b></p> <ul style="list-style-type: none"> <li>Spring BC Page released</li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>Dale and Stacey will touch base regarding candidate selection process for the BC Page co-editor position as 4-5 candidates showed interests</li> </ul>	Stacey
5.07	<p><b>Update from Historian</b></p> <ul style="list-style-type: none"> <li>Tim and John attended Fraser Health’s education day and provided 40-slide presentation on CIPHI history. Promotion material provided was well received.</li> <li>Mandatory membership for future was also discussed.</li> </ul>	Dale/Tim
5.08	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>Not many transactions. FoodSafe certificates will generate more income</li> </ul>	John
5.09	<p><b>Website &amp; Social Media</b></p> <ul style="list-style-type: none"> <li>Gordon sent email to Elden in regards to keeping meeting minutes up-to-date on website</li> </ul> <p><b>ACTION ITEM: In Progress</b></p> <ul style="list-style-type: none"> <li>Dale to explore web design options – support for Elden and/or individuals/companies to complete work &amp; cost potential</li> </ul>	Elden/Dale

ITEM	DETAILS	NAME (S)
<b>6.0</b>	<b>Old Business</b>	
6.1	<p><b>BCIT Branch Relations/Student Liaison</b></p> <ul style="list-style-type: none"> <li>List of BCIT student winners from December 2015 research project presentation forwarded to Emily</li> </ul> <p><b>ACTION ITEM: In Progress</b></p> <ul style="list-style-type: none"> <li>Gordon will contact Jessica Ip in regards to reaching out to practicum student to determine how to get in touch with 1<sup>st</sup> and 2<sup>nd</sup> year students. Will update in next meeting.</li> </ul>	Jessica/ Dale
6.2	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>Vacancies – Recording Secretary and at least 2 Councillor positions</li> <li>Consider to amalgamate Recording Secretary and Corresponding Secretary into one position</li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>Paula will return in June. Christine to draft a brief thank you letter welcoming her return.</li> </ul>	Dale/Gordon
<b>7.0</b>	<b>New Business</b>	
7.1	<p><b>BC Branch Contribution for National AEC</b></p> <ul style="list-style-type: none"> <li>2016 AEC conference is holding in Edmonton in September. National AEC is asking for contribution for the silent auction and for the speakers. Newfoundland and Labrador are contributing to \$200 for the silent auction and \$200 for the speakers, a total of \$400. John indicated BC budgets a total of \$350 in 2016 as contribution: Dale suggested \$200 for the silent auction and \$150 for the speakers.</li> <li>Nadia may not be able to attend future meetings</li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>Dale will send out a reminder email as reminder for people to complete doddle poll on the Roles and Responsibility for Executive and Councilors Meeting</li> </ul>	Dale
	Adjournment at 09:59 Hours	
	<b>Next Meeting: June 21<sup>st</sup>, 2016</b>	

**Calendar of Events**

<b>January</b>	Membership Renewal Drive – January 15 <sup>th</sup> CIPHI CPC - PDHs due January 31 <sup>st</sup>
<b>February</b>	
<b>March</b>	
<b>April</b>	CIPHI's Birthday BOC's – April 26 <sup>th</sup>
<b>May</b>	Drinking Water Week <ul style="list-style-type: none"> <li>• Occurs during different weeks</li> </ul>
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	EPHW National AEC  World Environmental Health Day: Thursday September 25th
<b>October</b>	BOC's - Oct
<b>November</b>	
<b>December</b>	Christmas Luncheon/ BC Branch AGM – Dec. 8 <sup>th</sup> 2016 @ Holiday Inn Vancouver Centre