

BC Branch CIPHI Executive Council Meeting

MINUTES

 June 21st, 2016 from 08:45 to 09:53 PST

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"/> Tiffany Chu <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Debby Peng <input type="checkbox"/> Nadia White Those highlighted in yellow are absent Guests: None	<input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input checked="" type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input type="checkbox"/> Christine Chen All
2.00	Approval of Agenda	
2.01	Addition to Agenda <ul style="list-style-type: none"> No additions or amendments to report 	All
3.00	Approval of Minutes	
3.01	<ul style="list-style-type: none"> September 29th, 2015 – <i>Tabled</i> May 17th, 2016 – <i>Tabled</i> 	Gordon
4.00	Electronic Motions	
4.01	<ul style="list-style-type: none"> None 	Gordon
5.00	Standing Business	
5.01	COPE Update <ul style="list-style-type: none"> Nothing to Report 	C. Diplock/ Dale

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5.02	BOC Update <ul style="list-style-type: none"> • Some questions raised recently regarding having a retiree sitting on the National BOC Committee • As such there is recommendation to develop a sound succession plan in place to train with and ultimately replace Ron at the end of his term • Ron currently won't be able to attend the next National BOC meeting at the upcoming AEC in Edmonton. • In the process of developing of EOI to have successful candidate attend the AEC as the BC Branch Alternate and future successor. 	R. Popoff/ Dale
5.03	BC Branch Education Committee <ul style="list-style-type: none"> • Speakers for the 2016/17 Webinar Series have been confirmed <ul style="list-style-type: none"> ◦ Sept 21, 2016 – PHAC Outbreak ◦ Oct. 19th, 2016 – HEMBC ◦ Nov. 2nd, 2016 – COPE/PDH's ◦ Nov. 23, 2016 – BCIT ◦ Feb. 15th, 2017 – MarketSafe ◦ Mar. 2017 – EMBC Wildfires ◦ April 2017 – Wild Harvested Foods and GAP's • Process to collect and collate confirmed Presenter abstracts are in progress • Education Committee is still looking for any and all volunteers to help facilitate these webinars. Please contact Emily for more information • Ready to start promotion of the webinar series <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> • Dale to following with HA Directors again <p>ACTION ITEM: Completed</p> <ul style="list-style-type: none"> • Emily will email Dale the list of possible presenters <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> • Emily will send out the invite for the Education Committee meeting <p>ACTION ITEM: Completed</p> <ul style="list-style-type: none"> • Jessica will reach out to managers regarding Oil Spill / Emergency Response to give insight on the Public Health spin on the Emergency Response presentation 	Emily
5.04	Promotions and Membership Committee <p>ACTION ITEM: Completed</p> <ul style="list-style-type: none"> • Christine has drafted sent a letter of recognition to Mc Maxine Marchenski for 42 years career and being an active member of CIPHI. 	Dale/Gordon

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	<ul style="list-style-type: none"> A Certificate of Recognition was also issued to Ms. Gundie Volk to honour her time and effort as most recent past BC Branch BOC coordinator <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Additional options to membership recognition with a special award(s) are to be investigated and developed by the Promotions and Membership Committee <p>ACTION ITEM: Status Unknown</p> <ul style="list-style-type: none"> Tim to address outstanding plaques and submit expenses for reimbursement as applicable. John to follow up with Tim as reminder to submit claim as soon as possible, if he has not already done so 	
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"> Still Aiming for end of July 2016 release date and as often then case is still in need of more content to flush out the summer edition. Any ideas or thoughts please contact Stacey directly. <p>ACTION ITEM: Complete</p> <ul style="list-style-type: none"> Dale and Stacey will touch base regarding candidates and selection process Have taken on both Kelsey and Casey as associate editors and just look to solidify their roles via teleconference in the near future <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Stacey to draft up terms of reference for editorial roles and arrange BC Page Committee meeting to review 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> Nothing to Report 	Dale/Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> Finance update sent out last week via email Income largely due to interest of late, and not many of expenditures to report of late. Still in very positive financial status 	John

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5.09	<p>Website & Social Media</p> <ul style="list-style-type: none"> Nothing to report <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: NEW</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"> Tiffany and Stacey have updated the BCIT student presentation for review by BC Branch Executive. <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Dale will ask Martin about who the BCIT contact will be for selecting a date to have this presentation presented, to discuss the best option to get in touch with students to locate a student rep, and to find out who were winners of research project presentations from Dec 2015. Followed up completed with Mr. Vince Crozier, whom confirmed that the Health Promotion Presentation will again coincide with our AGM in early December. <p>ACTION ITEM: In progress</p> <ul style="list-style-type: none"> Jessica will reach out to practicum student to determine how to get in touch with 1st and 2nd year students. Gordon to refresh memory on student liaison position program and connect back with Jessica to confirm process to identify new student rep for Sept – May term 	Jessica/ Dale
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> Vacancies – Recording Secretary and at least 2 Councillor positions Need to send out reminder about the current vacancies 	Dale/Gordon

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	<p>for circulation across the EPHP</p> <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Paula has confirmed that she will not return for personal reasons. We should consider a brief thank you letter welcoming her return at any time... Now need to add Virginia to list – draft with Christine and send to Dale for distribution 	
6.3	<p>BC Branch Contribution for National AEC</p> <p>ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Dale to send out e-motion for the financial contribution to this year's National AEC. 	Dale
7.0	New Business	
7.1	<p>BC Branch National BOC Committee Rep</p> <ul style="list-style-type: none"> Succession Planning Process needs to be established for this role, as Mr. Popoff is not looking to renew his tenure, with the conclusion of the current tern next year. - See 5.02 under Old business for details. 	Dale
7.2	<p>BCIT Request for Research Project Ideas</p> <ul style="list-style-type: none"> Email received regarding request for ENVH 8400/8410 Research Project Ideas. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Gordon to forward e-mail request out to each BC Branch Executive for circulation out the EPHP community within their respective HA's across the province to solicit research project ideas to come back themselves before being funneled back to Gordon for response to BCIT. 	Gordon
	Adjournment at _9_:_53_ Hours	
	Next Meeting: July 19th, 2016	

Calendar of Events	
January	Membership Renewal Drive – January 15 th 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 National AEC World Environmental Health Day: Thursday September 25th
October	BOC's - Oct
November	
December	Christmas Luncheon/ BC AGM – Dec 8 th @ the Holiday Inn Vancouver Centre

