


BC Branch CIPHI Executive Council Meeting


MINUTES

 July 19th, 2016 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 type="checkbox"/> Crystal Brown <input checked="" type="checkbox"/> Tiffany Chu <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun <input checked="" type="checkbox"/> Emily Woodrow <input type="checkbox"/> Debby Peng <input type="checkbox"/> Nadia White Those highlighted in yellow are absent Guests: Cole Diplock, CoPE - BC Member	<input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Christine Chen All
2.00	Approval of Agenda	
2.01	Addition to Agenda	All
3.00	Approval of Minutes	
3.01	<ul style="list-style-type: none"> • September 29th, 2015 – Tabled <ul style="list-style-type: none"> ○ Perhaps we need to discuss abandoning these minutes • May 17th, 2016 – Motion: To approve the BC Branch Executive Council Meeting Minutes from May 17 th 2016, as circulated via email on June 17 th 2016. Seconded. Carried.  BC Branch Minutes.05.17.16.doc	Gordon

ITEM	DETAILS	NAME (S)
	<ul style="list-style-type: none"> • June 21st, 2016 – Motion To approve the BC Branch Executive Council Meeting Minutes from June 21st 2016, as circulated via email Seconded. Carried.  BC Branch Minutes.06.21.16.doc	
4.00	Electronic Motions	
4.01	<p>June 22, 2016 For the CIPHI BC Branch to donate \$150 dollars for the National AEC Speaker Gifts and \$200 dollars for the National AEC silent auction. Motion: Seconded. Passed.</p> <p>June 22, 2016 To approve the BC Branch Executive Council meeting minutes from May 17th, 2016 as circulated via email on June 21st, 2016 Motion: Seconded. Failed due to a lack of votes</p> <ul style="list-style-type: none"> • Approval for the Minutes for May 17th 2016 remained outstanding at time of meeting. Motion to approve during the meeting was then raised and carried. • See above for details. 	Gordon
5.00	Standing Business	
5.01	<p>CoPE Update</p> <ul style="list-style-type: none"> • Cope group just completed the planned series of 140 audits which equates to 10% of the national regular membership. • 138 members – 73 participated in CPC • 54 % of BC/Yukon Members did not participate or are failing to meet minimum PDH requirements • Group will meet face to face at end of September 2016 and looking to seriously review and update the CPC Program, Making changes to the MSC program and audit program, improving communication strategies regarding PDH's and increasing program participation 	C. Diplock/ Dale
5.02	<p>BOC Update</p> <ul style="list-style-type: none"> • BC Branch BOC EoI – some inquiries received but no formal expression received to date. 	R. Popoff/ Dale

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5.03	<p>BC Branch Education Committee</p> <ul style="list-style-type: none"> Working along to confirm some of the speakers are set, as only have sort out the webinar dates to lock in the previously confirmed speakers. Looking to set up meeting schedule in near future and starting to look at promotions <p style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Dale to following with HA Directors again <p style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: In Progress</p> <ul style="list-style-type: none"> Emily will send out the invite for the Education Committee meeting 	Emily
5.04	<p>Promotions and Membership Committee</p> <p style="background-color: #0056b3; color: white; padding: 2px;">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 style="background-color: #0056b3; color: white; padding: 2px;">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 	Dale/Gordon
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"> Nothing to report <p style="background-color: #0056b3; color: white; padding: 2px;">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"> Tallied revenue and expenses as of June 30, 2016 provided by email on July 17, 2016. Little change to report from last month with income largely based on accrued interest. 	John
5.09	<p>Website & Social Media</p> <ul style="list-style-type: none"> Nothing to Report 	Elden/Dale

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	<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: In Progress</p> <ul style="list-style-type: none"> Gordon to schedule teleconference with Elden and Dale to discuss web redesign and development options 	
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <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. Vince confirmed himself as the primary contact this but dates have yet to be finalized. Dale will follow-up again in august <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. <p>ACTION ITEM: In progress</p> <ul style="list-style-type: none"> 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: Completed</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
6.4	<p>BC Branch National BOC Committee Rep</p> <p>EoI has been developed and circulated for response by August 8th, 2016</p>	Dale
6.5	<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: In Progress</p> <p>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.</p>	Gordon
7.0	New Business	
	Adjournment at _9_:33_ Hours	
	Next Meeting: August 16th, 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