


BC Branch CIPHI Executive Council Meeting

MINUTES

 August 16th, 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: Rakesh Dutt, BC Branch Regular Member	All
2.00	Approval of Agenda	
2.01	Addition to Agenda - None Motion: To approve agenda as circulated via email on August 15, 2016 Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	<ul style="list-style-type: none"> September 29th, 2015 – <i>Tabled</i> July 19th, 2016  BC Branch Minutes.07.19.16.doc Motion: To approve the BC Branch Executive Council Minutes from July 19 th , 2016, as circulated via email on August 15 th , 2016 Seconded. Carried.	Gordon

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	August 8 th , 2016 Motion: The BC Branch will commit to bidding for the 2017 National AEC with the logistical support of VCH provided that all financial and organizational concerns can be resolved. Seconded. Carried.	Gordon
5.00	Standing Business	
5.01	CoPE Update <ul style="list-style-type: none"> Nothing to report at this time. Next update to be provided during October meeting. 	C. Diplock/ Gordon
5.02	BOC Update <ul style="list-style-type: none"> Meeting later on this week to discuss Ron's successor Did receive three expressions of interests as potential candidates. 	R. Popoff/ Dale
5.03	BC Branch Education Committee <ul style="list-style-type: none"> All booked with the webinar secured except for Keir's PDH update which is to be determined. Test run of webinar software completed in North Vancouver with John and Christine Advertising poster is completed and should be finalized for distribution early next week and posting on website, but still looking for feedback by Friday August 19th 2016. Abstracts for presenters will be posted on website Continuing to generate any ideas for future webinars topics. Cost for software has increased for renewal ACTION ITEM: COMPLETED <ul style="list-style-type: none"> Dale to following with HA Directors again ACTION ITEM: COMPLETED <ul style="list-style-type: none"> Emily will send out the invite for the Education Committee meeting 	Emily
5.04	Promotions and Membership Committee ACTION ITEM: In Progress <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 	Dale/Gordon

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	<p>ACTION ITEM: COMPLETED</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"> • Summer BC Page just issued and was very well received <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 • BC Page Committee meeting has been set for August 17th • Terms of Reference has been drafted for review during the meeting and will be shared with the Executive once they have been finalized. 	Stacey/Gordon
5.07	<p>Update from Historian - Tabled</p>	Dale/Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> • Finances are looking good. • New revenue from July with two sponsors for the educational webinars series have paid. • Expenditures are typical administrative costs which are less than the revenue earned. 	John
5.09	<p>Website & Social Media</p> <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"> • Dale to discuss web redesign and development options 	Elden/Dale

ITEM	DETAILS	NAME (S)
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> • Jessica committed to attending the ENVH program as Executive Rep to engage with the students re CIPHI and BC Branch. • To be schedule for early October which will be confirmed • Look to engage a first year student liaison position • Gordon to follow up with Jennifer to begin attending meeting in sept <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. <p>ACTION ITEM: COMPLETED</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 one Councillor Position. 	Dale/Gordon
6.3	<p>BC Branch Contribution for National AEC</p> <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Dale to send out e-motion for the financial contribution to this year's National AEC. E-Motion carried. 	Dale

ITEM	DETAILS	NAME (S)
6.4	<p>BC Branch National BOC Committee Rep</p> <ul style="list-style-type: none"> • Expression of Interest has been developed and circulated for response by August 8th, 2016. • Review and selection process to be conducted August 18th 	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 style="background-color: #0056b3; color: white; padding: 2px;">ACTION ITEM: COMPLETED</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	
7.1	<p>Executive Council Expressions of Interest</p> <ul style="list-style-type: none"> • Rakesh Dutt and Charly Ranu • Discussions held and consensus was established that there was no interest to put forth a nomination to add Mr. Dutt to the Executive Council in either the current vacancies. • Agreed to provide general response to inquiry to Mr. Ranu given that there was no formal interest expressed received. 	Dale/Gordon
7.2	<p>National 2017 AEC Bid</p> <ul style="list-style-type: none"> • Saskatchewan Branch originally to host but was forced to withdraw for financial reasons. • BC Bid is a based on converting the VCH & FHA annual education • Hoping to present a conservative budget but there is still a risk of a financial loss with the event which is not looking to host many extra-curricular activities 	Dale
	Adjournment at _10_: _05_ Hours	
	Next Meeting: September 20th, 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 25 th
October	BOC's - Oct
November	
December	Christmas Luncheon/ BC AGM – Dec 8 th @ the Holiday Inn Vancouver Centre

