

BC Branch CIPHI Executive Council Meeting

MINUTES

April 15, 2014 from 08:45 to 10:15 PST

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
Members	<input checked="" type="checkbox"/> Crystal Brown <input type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gary Tam <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> John Pickles <input checked="" type="checkbox"/> Jessica Ip <input type="checkbox"/> Greg Baytalan <input checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Stacey Sowa <input type="checkbox"/> Paula Tait <input checked="" type="checkbox"/> Virginia Jorgensen <input checked="" type="checkbox"/> Nadia 'Kyerematen	08:49	All
	Those highlighted in yellow are absent		
	Guests: Christine Chen, Tim Roark		
2.00	Approval of Agenda		
2.01	Addition to Agenda <ul style="list-style-type: none"> BC Branch Executive Committee Update Motion: To adopted agenda as amended. Seconded. Carried.	08:52	All
3.00	Approval of Minutes		
3.01	Motion: To approve the March 19 th 2014 Minutes as circulated via email and currently amended. Seconded. Carried.	09:00	C. Brown
4.00	Electronic Motions		
4.01	April 10th 2014: motion to approve the list of examiners for the BOC April 2014 session as presented: Ken Shaw, Shaun Malakoe, Bill Wrathall, Kuljeet Chattha, Angela Whalen, Jane Buxton MHO, Anita Ely, Greg Thibault, Stuart Pike, and Charlie Young. Motion Passed.	09:00	C. Brown

ITEM	DETAILS	TIME	NAME (S)
5.00	Standing Business		
5.01	Promotion & Advocacy, Membership & Website Committee <ul style="list-style-type: none"> • Combined with item 5.04 	9:02	C. Brown
5.02	Liaising with Ministry & Unions – News & Updates <ul style="list-style-type: none"> • Gary & Crystal to discuss touching base with the Ministry • No further comments from the committee 	9:01	C. Brown
5.03	Radon Updates - tabled	9:02	G. Baytalan
5.04	<p><u>BC Branch Committees:</u></p> <p>BC Page - time commitment would vary depending on role and personal interest. Need to establish how the editor role will be carried out. New software for page development purchased. Discussion about new logo for the page.</p> <p>Promotion & Advocacy – Committee should be year round but would be more time commitment at certain time of the year such as with EPHW. Need to established database municipal for proclamation of the EPHW. Looking to go back to region/ health authority to really identify the municipal champions to expand our list.</p> <p>Awards – Really about promoting what awards we have and facilitating the application process. Review of current awards for viability. Some initial groundwork but otherwise will be adhoc for review of application and determination of recipients.</p> <p>Education – Should be a year round committee Need for commitment for committee chairs Please email Crystal with your expressions of interest in which committee you would like to volunteer for by the end of the week.</p>	9:02	C. Brown

ITEM	DETAILS	TIME	NAME (S)
5:05	<p>Update from BC Page</p> <ul style="list-style-type: none"> • Discussions about what program that will be used for development of the page and ensuring consistency in the software between the co-editors • Will be great to have two people working on it and looking forward to getting the first issue out with the new team hopefully before the end of July. • Should consider extending a standing invite to Todd the other co-editor to ensure continuity of info 	9:17	Stacey
5:06	<p>Update from Historian</p> <ul style="list-style-type: none"> • Still working on National projects is taking more time than anticipated to archiving BC Branch minutes etc. hopefully will get on to it this fall • Any old photographs or articles please forward along. 	9:20	Tim Roark
5:07	<p>Finance Update</p> <ul style="list-style-type: none"> • Nearly ready to wrap up the report from the last fiscal year and then will be ready for the audit • Have not identified auditors yet to complete this process but did receive two volunteers Steve Chong, and Nader Massoud from North shore to complete • Motion to approve the aforementioned names to auditing team. Seconded. Carried 	9:22	John Pickles
6.0	Old Business		
6:01	<p>Drinking Water Week May 2014</p> <ul style="list-style-type: none"> • Looking to again partner with BCWWA during this time • Anyone doing something this week should forward this along to BC Page Editors to highlight 	9:26	C. Brown
6:02	<p>EPHW Sept 2014</p> <ul style="list-style-type: none"> • No new updates since last month, • Still carrying forward with “The next 100 year’s theme” 	9:27	C. Brown

ITEM	DETAILS	TIME	NAME (S)
6:03	BC Branch Meetings <ul style="list-style-type: none"> Discussion about timing of BC Branch Committee meeting. So far responses dictating that we will continue with the third Thursday of each month 	9:28	C. Brown
6:04	Email Etiquette <ul style="list-style-type: none"> Just be aware of hitting the “reply all” button. It is important to keep everyone aware of discussions especially in response to formal motions. Any concerns can certainly brought forward to the Branch President. 	9:28	C. Brown
7.0	New Business		
7.1	Director’s Meeting: <ul style="list-style-type: none"> Branch President was advised that she can attend the upcoming Directors meeting in April to garner feedback and support for participation in branch webinars. Initial feedback was that not the entire Director’s felt that they got their monies worth, which then prompted them to invoice for those persons who logged in. Still a question to track and verify the attendance in order to accurately reflect participation and appropriately invoice the health authorities. Some question whether or not to participate in meeting via conference call or to attend in person to be able to establish the relationship even though there is an associated cost. Motion: To approve the travel expenses for the BC Branch President to attend the Regional Director’s Meeting April 30, 2014 in Vancouver. Seconded. Carried.	9:31	C. Brown

ITEM	DETAILS	TIME	NAME (S)
7.2	BC Branch Exec. Committee Update <ul style="list-style-type: none"> Mr. Ranu submitted his resignation as BC Branch Councillor Friday April 11, 2014. Now have a vacancy for BC Branch Councillor 	9:49	
	Adjournment at 9:55 Hours		
	Next Meeting: May 20th 2014		

APPROVED