

BC Branch CIPHI Executive Council Meeting


MINUTES

August 19th 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 checked="" type="checkbox"/> Gary Tam <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Greg Baytalan <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Paula Tait <input checked="" type="checkbox"/> Nadia 'Kyerematen	<input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Virginia Jorgensen <input checked="" type="checkbox"/> Christine Chen	All
	Those highlighted in yellow are absent Guests: None		
2.00	Approval of Agenda		
2.01	Addition to Agenda: 7.4 Christmas Luncheon Motion: To approve addition of new agenda item under new business. Seconded. Carried	8:45 8:47	All
2.02	Motion: To approve agenda as circulated August 18 th , 2014 by e-mail and amended August 19 th 2014. Seconded. Carried.	8:51	All
3.00	Approval of Minutes		
3.01	Motion: To approve amended June minutes. Seconded. Carried	8:59	C. Brown
	Motion: To approve the Minutes from July 15, 2014 BC Branch Executive Meeting as circulated August 18, 2014 via e-mail.	9:00	

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	 BC Branch July 15 th minutes.docx		
3.02	June's approved minutes to website <ul style="list-style-type: none"> Recording secretary to amend as requested and provide to President for posting along with July's meeting minutes. 	9:01	Crystal
4.00	Electronic Motions		
4.01	Electronic Motions: <ul style="list-style-type: none"> None 	9:01	C. Brown
5.00	Standing Business		
5.01	COPE Update <ul style="list-style-type: none"> Going to attend quarterly September, December, March, June To provide reminder on entry of PDH's on MSC 	9:01	K. Cordner
5.02	BOC Update <ul style="list-style-type: none"> Planning to attend September meeting and then will decide frequency of attendance going forward to provide regular update. 	9:02	C. Brown
5.03	BC Branch Education Committee: Update <ul style="list-style-type: none"> Can confirm the following webinar <ul style="list-style-type: none"> Donate Safe BC – Student Presentation (Sept.) Lorraine McIntyre – Food Safety (Sept.) Jason McDonald – PSE's (Oct.) Antwerp Springs – Tentative (Nov.) Pam Moore – New OCP Tool (Dec.) Trying to Schedule AGM/Final Webinar/Christmas Luncheon tentatively for Dec 3/4th 	9:03	D. Chen/ D. Fong
	Motion: To cover travel, 1 night accommodation, free luncheon + other meals as necessary per the BC Branch expenditure policy cost for presenter Pam Moore for attendance of the AGM/Webinar. Seconded. Carried.	9:17	
	<ul style="list-style-type: none"> Posters in Development for promotion by K. Cordner to be finalized with confirmation of series dates. Registration forms currently are updated by P. Tait. 	9:18	

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	<ul style="list-style-type: none"> • Updates to website by C. Chen and group learning sheet update by C. Brown • Adobe Connect Webinar Platform test to be completed by J. Pickles • Have secured at least three sponsors for these series, with 1 pending and 1 potential. 		
5.04	<p>BC Branch Promotion Committee:</p> <ul style="list-style-type: none"> ○ BC Page Editors have set the deadline for the fall issue. Having been keeping them updated ○ Membership Engagement sub-committee 	9:19	D. Chen/ G. Moseley
5.05	<p>Liaising with Ministry & Unions: News & Updates</p> <ul style="list-style-type: none"> • No new updates • Priority action item for C. Brown to address 	9:21	C. Brown
5.06	<p>Radon:</p> <ul style="list-style-type: none"> • Crystal to talk to NEC regarding creating a position paper on Radon. • NEC meeting again this Friday which this topic will be raised, with the discussion about establishing other position statement on other items. • Discussion about removal of Radon as a standing item in favour of Update from NEC 	9:22	C. Brown
5:07	<p>Update from BC Page:</p> <ul style="list-style-type: none"> • Got some really good feedback from across the province with some valuable suggestions for revision or improvement. • Will continue to send reminder regarding release dates and deadlines for submission. • Current deadline for Fall issue is October 10th with scheduled release date of October 27, 2014. • Still looking for assistance for embedding twitter and Facebook links. D. Chen to assist. • Proposal to have an article or recurring column with CIPHI Mascot "Giardia". • Further discussions to be held with Promotions Committee 	9:24	S. Sowa
5:08	<p>Update from Historian:</p> <ul style="list-style-type: none"> • Action item brought up to NEC to return to old 	9:39	C. Brown

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	continuing page # for meeting minute records and renumbering of existing minutes for consistency and ease of reference.		
5:09	Finance Update: <ul style="list-style-type: none"> Have the sponsor application pending in for the upcoming education committee webinar series. No changes to finances from last month's update 	9:40	J. Pickles
5:10	EPHW Sept 22-26 2014: <ul style="list-style-type: none"> Have sent out the banners in both English and French for distribution. To be posted on website, Facebook, and Twitter accounts Proclamation to be sent out this Friday August 22. News release to be distributed to Provincial Media. Message from the President to be issued September 22nd Posting Proclamation from across the Country Should any Health Authorities be conducting any activities please notify the Branch President for inclusion with our announcements. 	9:42	C. Brown
6.0	Old Business		
6.1	BOC Boards: <ul style="list-style-type: none"> Call for examiners – email going out later today Currently short 8 examiner's for the boards this year. If anyone is interested please complete the application form and submit to Gundie Volk. Must be a CIPHI member, with preference for at least 5 years' experience. Discussion to be held regarding future options. Key issued to address is dwindling volunteer numbers due to lack of support from HA's. 	9:50	C. Brown
6.2	Food Safe Certificates: Open School <ul style="list-style-type: none"> Current Coordinator looking to step down by December and so a replacement is being sought 		C. Brown

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	<p>by the Branch, whom must be a CIPHI member.</p> <ul style="list-style-type: none"> Christine expressed interest in taking on this role which if there are no objection we could appoint. Current expenditures limited to mailing and printer cartridges while income is steady so there is usually a small profit with this venture. 	9:57	
7.0	New Business		
7.1	<p>AGM 2014</p> <ul style="list-style-type: none"> 60 Day Notice Required. Aim for end of September Tentatively scheduled for December 3, 2014 Discussion about hosting AGM by means of webinar/live meeting as Ontario Branch has recently adopted this method into their By-laws. 	10:03	C. Brown
7.2	<p>BCIT 50th Anniversary Legacy fund - Tabled</p> <ul style="list-style-type: none"> BCIT would match any donation to this fund  <p>BCIT Donation Letter.PDF</p>	10:08	C. Brown
7.3	<p>BCIT Health Promotion Course:</p> <ul style="list-style-type: none"> BCIT wanted to check and see if the BC Branch wanted to continue to support this course Branch executive is in favour though prizes would need to be determined. 	10:08	C. Brown
7.4	<p>BC Branch Christmas Luncheon:</p> <ul style="list-style-type: none"> Hotel willing to host again, with provision of 50% deposit for the food. Tentatively planned for December 4th 2014 Details to be confirmed once final webinar presentation has been confirmed. Need to determine if Island and Interior would like to host their own small events or would like to do something else. 	10:15	C. Brown/ S. Sowa/ G. Moseley

ITEM	DETAILS	TIME	NAME (S)
	Adjournment at _10_:_17_ Hours PST		
	Next Meeting: September 16 th , 2014		

Calendar of Events

September	EPHW 2014 September 21-27 th <ul style="list-style-type: none"> • Fourth week in September World Environmental Health Day: Thursday September 25 th		
October	BOCs		
November	Christmas Luncheon		
December			
January	Membership renewal and PDHs due		
February			
March			
April	CIPHI's Birthday BOCs		
May	Drinking Water Week <ul style="list-style-type: none"> • Occurs during different weeks 		
June	Safe Kids Week 2014 June 7 th -14 th BC Page Spring Summer Edition to be Released		
July	National AEC		
August			