

BC Branch CIPHI Executive Council Meeting

**MINUTES**

December 1, 2010 from 09:00 to 15:14

Item	Details	Action (s)
	Location: Scala Lounge, 4331 Dominion Street, Burnaby, BC	
1.00	Roll Call	
	<b>Attendees:</b> Keir Cordner, Jasmina Egeler, Gary Tam, Grace MacIver, Sabrina Sandhu, Isher Deol, Cole Diplock, Paul Markey, Sarah MacDougall, Jeremy Chow <b>Guests:</b> <b>Regrets:</b> Greg Baytalan, Juliana Gola, Thasneem Sandi, Crystal Brown, Rory Beise	
2.00	Approval of Agenda	
	Add – n/a Delete – n/a <b>MOTION: motion to approve agenda</b> <i>Moved. Seconded. All in favour. Carried</i>	
3.00	Approval of Minutes – 5 Oct 2010	Defer item for next meeting as minutes were unavailable
4.00	New Business	
4.01	Introductions	
4.02	CIPHI National & Provincial Branches <ul style="list-style-type: none"> <li>○ National planning session occurred in June 2010 to formulate a 3 year strategic plan (2010 to 2013) – see Strategic Plan 2010 – 2013 booklet for details</li> <li>○ Membership drive letter to increase membership percentages</li> <li>○ NEC has an Executive Branch member from each province sitting on its council. Traditionally, this has been the Branch President who would carry out this role. A recent change now allows any Provincial Branch member to sit on the NEC, in place of the Branch President</li> <li>○ Work at the National level funnels down to the Provincial level in a consistent/strategic way</li> <li>○ MSC will be operational soon – upload/submit CPC and PDH information to an online database (similar to the paper form) <ul style="list-style-type: none"> <li>○ If membership is not renewed, individual is</li> </ul> </li> </ul>	

	<p>locked out of the MSC. Once they are a member in good standing, they can access the site again</p> <ul style="list-style-type: none"> <li>○ Membership expires January 1 (current by-law) <ul style="list-style-type: none"> <li>○ Previous minutes from AGM indicated membership expires March 31 – however this change does not appear to have been registered and therefore is not in force?</li> <li>○ Tim has minutes dating back to 1988</li> <li>○ If the minutes can be found, the current by-laws may need to be amended</li> </ul> </li> <li>○ BC's Constitution is confusing and is dated (includes function we no longer perform). May require revisions. Can use the National/Alberta Constitutions as templates</li> <li>○ Possibility of forming a College? <ul style="list-style-type: none"> <li>○ Had discussions with MHLS (no longer exists). There are discussion underway regarding a generic college for smaller professions</li> <li>○ Building towards a college with entry level training, relationship with schools, CPC.</li> <li>○ Challenges: Membership not required and no enforcement/disciplinary actions are in place</li> </ul> </li> <li>○ Union by-laws – discussion with the unions for any incentives or benefits for professionals? <ul style="list-style-type: none"> <li>○ Currently must use education allotment for CIPHI activities, rather than being provided time under collective agreement</li> </ul> </li> <li>○ Voting procedures? <ul style="list-style-type: none"> <li>○ Is a majority +1 or a deadline preferred?</li> <li>○ Majority +1 is favoured. However, if your vote was not counted and you wish to have it officially recorded, you may send your response, even after a motion has been passed</li> </ul> </li> </ul>	
4.03	<p>Expectations as BC Branch Executive Members (of each other)</p> <ul style="list-style-type: none"> <li>○ Equal participation</li> <li>○ Open communication and communicate what you can and cannot do (even if you have taken on a task and it becomes overwhelming, communicate this to the other members)</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Active participation by members</li> <li>○ Provide support for new executive members and mentoring (orientation)</li> <li>○ Promote the profession, branch, and CIPHI National</li> <li>○ Respect each others opinions, speak openly, and recognise your input is valuable</li> <li>○ Do what you say you will do/do not over commit</li> </ul>	
4.04	<p>BC Branch strengths/weaknesses</p> <ul style="list-style-type: none"> <li>○ Strengths <ul style="list-style-type: none"> <li>○ Passionate about the profession</li> <li>○ Hard working and diligent (able to balance work schedule and volunteer commitment)</li> <li>○ Provincial representation (all 5 HSDAs and Health Canada)</li> <li>○ Vibrant/energised</li> <li>○ Volunteers willing to work</li> <li>○ Strong leadership</li> <li>○ Strong foundation</li> <li>○ Inclusive (wide range of experience between members)</li> <li>○ Willing to learn/flexible</li> </ul> </li> <li>○ Weaknesses <ul style="list-style-type: none"> <li>○ Committee members are all volunteers</li> <li>○ Lack of awareness of Branch and its function</li> <li>○ Geographical challenges – members are located throughout the Province, making meetings difficult</li> <li>○ Lack of/varying employer support from the HSDAs</li> <li>○ Meetings primarily by teleconference – not everyone can participate (depending on work schedule)</li> <li>○ No union support. Contract does not prescribe x number of hours to participate in Professional Development</li> </ul> </li> <li>○ Challenges <ul style="list-style-type: none"> <li>○ Profit building</li> <li>○ Time (volunteers)</li> <li>○ Small profession</li> <li>○ Volunteer burn out</li> <li>○ Focusing on the day-to-day business and not the larger picture</li> <li>○ Promoting and marketing our profession –</li> </ul> </li> </ul>	

	<p>must be carried out continuously to be effective</p> <ul style="list-style-type: none"> <li>○ CPC program not recognised in Public Health Act for designation of EHOs</li> </ul>	
4.05	<p>What does the BC Branch do?</p> <p>What are we doing?</p> <ul style="list-style-type: none"> <li>○ Promote our profession – Environmental Public Health Week</li> <li>○ Annual Christmas Lunch</li> <li>○ Ongoing/Continuous education</li> <li>○ Recognition – awards/bursaries/conference bursaries</li> <li>○ BC CIPHI Page</li> <li>○ NEC participation</li> <li>○ BCIT PAC</li> <li>○ Participate on BOC and BOC exam</li> <li>○ AGM</li> <li>○ Recruit into the profession (students)</li> <li>○ Support student research</li> <li>○ Liaise with the Ministry</li> <li>○ Provide viewpoint of members – raw milk, EHO scam, etc</li> <li>○ Website</li> <li>○ Connect with retirees</li> <li>○ Support history of our profession both Nationally and Provincially</li> <li>○ Meet to conduct branch business</li> <li>○ Manage financial business of Branch</li> <li>○ Local voice for national initiatives</li> <li>○ Run Board of Registration</li> <li>○ Maintain Society status of the branch yearly</li> </ul> <p>What are we not doing? (from the Constitution)</p> <ul style="list-style-type: none"> <li>○ Initiate research relative to health promotion</li> <li>○ Observing trends and health needs... to anticipate resources (people power, etc.)</li> <li>○ Do not have an executive representative from the Yukon</li> <li>○ Do not encourage and retain EHOs employed in non-traditional fields (eg Health Canada Consumer Product Safety)</li> <li>○ Advocate to Unions</li> </ul>	
Break		

4.06	<p>Rank Branch Activities by value to members (top five)</p> <ul style="list-style-type: none"> <li>○ Continuing education</li> <li>○ Promote our profession/recruit into the profession</li> <li>○ Liaise with the Ministry and Union</li> <li>○ BCIT PAC</li> <li>○ Website</li> </ul>	
Lunch		
4.07	<p>Prioritize Goals for the upcoming year</p> <ul style="list-style-type: none"> <li>○ Main focus will be on continuing education and promoting our profession/recruiting into the profession</li> </ul>	
4.08	<p>Achieving Goals – How do we make it happen</p> <ul style="list-style-type: none"> <li>○ Continuing education (Education Committee) <ul style="list-style-type: none"> <li>○ Annual Education Conference</li> </ul> </li> <li>○ Promote our profession/recruit into the profession (Promotion/Advocacy/Membership) <ul style="list-style-type: none"> <li>○ EDHW 2011</li> <li>○ How do we reach both members and non-members? <ul style="list-style-type: none"> <li>▪ Obtain contact information/email list from all HSDAs to reach out to non-members</li> </ul> </li> <li>○ What is the current baseline membership level? <ul style="list-style-type: none"> <li>▪ 2009 membership numbers are available online</li> <li>▪ Membership for 2010 will be higher than 2009 due to the IHEF, students, and free first year membership for retirees</li> </ul> </li> <li>○ Branch updates at general staff meetings to update both members and non-members on branch activities</li> <li>○ Liaise with the Ministry and Union <ul style="list-style-type: none"> <li>○ Currently the President and Past-President meet with the Ministry. As a new President is elected, relationships must be re-built. A possible solution is to have the current President and the President-Elect liaise with the Ministry. This allows for continuity, as the President-Elect has already interacted with the Ministry.</li> </ul> </li> <li>○ BCIT PAC <ul style="list-style-type: none"> <li>○ Meet with students directly</li> <li>○ Have an executive member interact with student reps</li> </ul> </li> <li>○ Website</li> </ul> </li> </ul>	<p><b>Determine baseline membership percentages</b></p>

	<ul style="list-style-type: none"> <li>○ Facebook/Twitter?</li> <li>○ Get BCIT student involved with tweeting?</li> </ul>	
4.09	<p>Annual Education Conference – options?</p> <ul style="list-style-type: none"> <li>○ Training courses</li> <li>○ Workshops</li> <li>○ Social Marketing</li> <li>○ Webinars (what is the feasibility?)</li> <li>○ Collaboration with the NCCEH to develop workshops</li> <li>○ Ethics</li> <li>○ FIORP training – Foodborne Illness Outbreak Regional Protocol</li> <li>○ Delivery of programs outside of VCH – encourage more regional participation</li> <li>○ Possibility of numerous smaller workshops throughout the Province due to travel constraints</li> <li>○ What is the support from employers for conferences? <ul style="list-style-type: none"> <li>○ Managers may have additional funds to spend – end of fiscal is approaching</li> </ul> </li> </ul>	<b>Discuss possible venues at the next conference</b>
4.10	Show me the money – BC Branch business plan & finances	<b>Defer item to next meeting</b>
5.00	Adjournment at 15:14 Hours	

Approved