

BC Branch CIPHI Executive Council Meeting

**MINUTES**

February 21, 2012 from 08:30 to 10:00

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	<b>Location:</b> Teleconference		
<b>1.00</b>	<b>Roll Call</b>	<b>08:30</b>	
	<p><b>Attendees:</b> Rory Beise, Cole Diplock, Keir Cordner, Kuljeet Chattha, Kuljeet Rai, Isher Deol, Kelcey Watts, Gary Tam, Jeremy Chow, Paula Tait, Grace McIver, Greg Baytalan, Crystal Brown</p> <p><b>Guests:</b></p> <p><b>Regrets:</b> Juliana Gola, John Pickles, Paul Markey,</p>		<b>All</b>
<b>2.00</b>	<b>Approval of Agenda</b>		
2.01	<p><b>Addition to Agenda</b> Add – Addition of the following: 6.01 Budget allocation to Promotion and Advocacy and Branch Centenary. Delete – N/A <b>MOTION: motion to approve agenda as amended.</b> <i>Moved. Seconded. All in favour. Carried</i></p>	<b>08:33</b>	<b>All</b>
<b>3.00</b>	<b>Approval of Minutes</b>		
3.01	<p><b>Minutes from January 24, 2012</b> Add – Corrections to the following: 5.03 – “NCCEH complied a summary of the evaluations” to “NCCEH compiled a summary of the evaluations”. 6.02 – “We must keep in mind that the Branch will also carry out our own Centennial actives” to “We must keep in mind that the Branch will also carry out our own Centennial activities”. Delete – N/A <b>MOTION: motion to approve minutes as amended.</b></p>	<b>08:35</b>	<b>All</b>

ITEM	DETAILS	TIME	NAME (S)
	<i>Moved. Seconded. All in favour. Carried</i>		
<b>4.00</b>	<b>Old Business/Action Items – Status Update</b>		
4.01	<p><b>Electronic Motions - None</b></p> <ul style="list-style-type: none"> <li>No electronic motions since the last teleconference.</li> </ul>		
4.02	<p><b>BC Branch Gantt Chart Development</b></p> <ul style="list-style-type: none"> <li>G Tam sent out the Gantt chart to executive members. Review the timeline for your committee and send any comments or concerns to G Tam.</li> <li>Use the Gantt chart to schedule appropriate amounts of time to complete your tasks for the year.</li> </ul>	<b>08:40</b>	<b>G. Tam</b>
<b>5.00</b>	<b>Standing Business</b>		
5.01	<p><b>Centennial Committee – Update on activities</b></p> <ul style="list-style-type: none"> <li>Meetings are still being held monthly</li> <li>Progress has been made regarding the historical information: <ul style="list-style-type: none"> <li>Made contact with the Ministry. Library has Provincial Health Officer reports from 1900 to the present – we can review the collection for environmental health related subjects.</li> <li>Made a request for Tim Lambert's PhD thesis, which was on the history of Public Health in Canada.</li> <li>Contact has been made with the City of Vancouver regarding milestones in environmental health in the City of Vancouver.</li> <li>Contact has been made with Dr Blatherwick, former Medical Health Officer of Vancouver Coastal Health.</li> <li>BCIT students have been working with the school to find archived information.</li> <li>Northern Health has been collecting information of Public Health Nursing.</li> </ul> </li> <li>Discussed Centennial Committee budget –</li> </ul>	<b>08:45</b>	<b>K. Cordner</b>

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	<p>explored the possibility of fundraising at the 2012 annual education conference.</p> <ul style="list-style-type: none"> <li>Currently soliciting for volunteers from the various Health Authorities.</li> </ul>		
5.02	<p><b>BC Annual Education Workshops 2011 – Conclusion (BC Regional Directors Meeting)</b></p> <ul style="list-style-type: none"> <li>Were invited to the Regional Director's meeting in January 2012.</li> <li>Presentation went well. Provided attendee feedback.</li> <li>Brief discussion with Tim Lambert regarding the addition of the CPHI(C) and CPC to the Public Health Act.</li> <li>Overall, the Regional Directors were pleased with the Education Conference.</li> </ul>	<b>08:50</b>	<b>G. Tam</b>
5.03	<p><b>Membership Drive 2012 – Updates</b></p> <ul style="list-style-type: none"> <li>Membership drive contest ended on February 15, 2012.</li> <li>Winner of the draw was Harry Dhaliwal of Vancouver Coastal Health.</li> </ul>	<b>09:00</b>	<b>C. Brown</b>
5.04	<p><b>Promotion &amp; Advocacy Committee – Ads on local newspapers &amp; Environmental Public Health Week 2012</b></p> <p>Advertising</p> <ul style="list-style-type: none"> <li>Obtained information on print media and prices.</li> <li>Will try for quarterly articles. <ul style="list-style-type: none"> <li>Spring will focus on drinking water.</li> <li>Summer may involve healthy built environment.</li> </ul> </li> <li>If articles are posted online, may ask for permission from publisher to share link.</li> <li>Will promote the Branch as funding is from CIPHI and not the Health Authorities.</li> <li>Budget for advertising is \$4000. Average cost to place an ad in a newspaper is \$300.</li> </ul> <p>EPHW</p> <ul style="list-style-type: none"> <li>May want to contact the Ministry to inform</li> </ul>	<b>09:05</b>	<b>P. Tait</b>

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	<p>them EPHW has moved to September. EPHW still needs to be declared in BC each year. K Cordner to provide contact information to G Tam.</p> <ul style="list-style-type: none"> <li>Budget for EPHW is \$1000.</li> </ul>		
5.05	<p><b>Sewerage &amp; Radon Updates</b></p> <ul style="list-style-type: none"> <li>Ministry has released Version 3 of the Standard Practice Manual. Health Authorities had the opportunity to comment. BC Branch did not have an opportunity to comment. May want to contact the Ministry to voice interest to be included as a stakeholder.</li> <li>Trying to raise radon awareness. Health Canada and BC Lung and possibly IHA and NHA will launch a radon awareness campaign in 2012/13</li> <li>UBC will try to apply for a grant from the Canadian Cancer Society to bring awareness of radon.</li> </ul>	09:10	G. Baytalan
<b>6.00</b>	<b>New Business</b>		
6.01	<p><b>Finance Committee – Financial Report</b></p> <p><b>Allocation of resource in 2012</b></p> <ul style="list-style-type: none"> <li>Branch had an operating loss last year.</li> <li>Branch has had an operating loss for the past three years. The Branch has money in the savings account, but cannot continue to operate at a deficit. We need to operate at a net zero or profit.</li> <li>Reasons for running deficits in the past three years. <ul style="list-style-type: none"> <li>Christmas lunch no longer makes money.</li> <li>Face-to-face meetings.</li> <li>President-Elect travels to National meetings.</li> </ul> </li> <li>Discussed ideas to increase revenues and decrease costs to avoid further deficits</li> <li>We must do what is most beneficial to members.</li> </ul>	09:15	G. Tam/K. Chattha

ITEM	DETAILS	TIME	NAME (S)
6.02	<p><b>National Centenary Celebration Committee – Grant Request</b></p> <ul style="list-style-type: none"> <li>National has requested a donation in the amount of \$5000 for Centenary Celebrations.</li> <li>Based on current finances, we may be able to provide a donation in the amount of \$2500. At the end of the year we can re-evaluate finances and consider further donations.</li> </ul> <p>Motion: Motion to approve a donation in the amount of \$2500 for National Centenary Celebrations. At the end of the current year 2012, finances will be re-evaluated to determine if further donations can be provided.</p> <p><i>Moved. Seconded. All in favour. Carried</i></p>	09:35	G. Tam/K. Chattha
	<b>Adjournment at __:__ Hours</b>		
	<b>Next Meeting March 20, 2012</b>		

APPROVED