

BC Branch CIPHI Executive Council Meeting

MINUTES

January 13, 2010 from 09:00 to 10:00

ITEM	DETAILS	NAME (S)
	Location: Dial in: 1-866-613-5223 Passcode: 4535350#	
1.00	Roll Call	
	Attendees: Sarah MacDougall, Thasneem Sandi, Jana Cranch, Paul Markey, Keir Cordner, Gary Tam Guests: Regrets: Jasmina Egeler, Isher Deol, Rene Ansel, Greg Baytalan, Grace Mclvor, Tim Roark, Sonia Hundal, Kuljeet Chattha,	
2.00	Approval of Agenda	
	No additions to the agenda	ALL
3.00	Approval of Minutes	
	Motion to accept the minutes: Motioned. Seconded. All in favor. None opposed. Minutes Approved	ALL
4.00	Email Motions	
4.01	Alex Kwan engraved mug Isher to get engraved mug for presentation to Alex Kwan for his services as Editor on the BC Page. Motion carried. Keir to touch base with Isher about the progress. Need to approve motion for the cost of the mug later.	K Cordner
4.02	Appointment of Crystal Brown – Councilor Keir talked to Crystal. Circulated motion through e-mails. Motion carried. Keir will send a formal response to Crystal. Crystal will be formally welcomed in the next teleconference.	K Cordner
5.00	Business Arising	
5.01	Christmas Luncheons – Lower Mainland, Victoria, I H A Report on Christmas lunch finances Recommendations for next year / improvements Christmas luncheon – about 85 - 90 members/non-members. Great turnout from BCIT students and instructors. Better turnout from the members in the Lower Mainland. \$202.50 from 50/50 draw will be used to compensate the deficit from the Lower Mainland luncheon. Vancouver Island luncheon was held in Victoria. Turnout was not as good as past couple years. 12 – 15 people attended. Some prizes were handed out. Retirees came.	K Cordner, G Tam, G Baytalan, Kuljeet Chattha

ITEM	DETAILS	NAME (S)
	<p>Very few representatives from other government agencies.</p> <p>Interior luncheon - Greg was not on the teleconference, and could not provide an update on their luncheon.</p> <p>Special General Meeting – had a quorum. Two resolutions were passed unanimously. These two resolutions need to be incorporated into the Constitutions and Bylaws. Need a volunteer to modify the Constitutions and Bylaws before being posted on the web by David Butt and forwarded to CIPHI National Office.</p> <p>Action Item: Keir to obtain the word document of the Constitutions and Bylaws from Jas or Tim for ease of revision.</p>	
5.02	<p>Environmental Public Health Week 2010</p> <p>Profile statement, Communications Depts., Web posting, media events</p> <p>EPHW 2010 – Working with the Profile Statement. Keir has been working with other government agencies. The poster and the Profile Statement have been posted on the website. National President’s message has also been posted on the website.</p> <p>Sarah – posted posters in various locations</p> <ul style="list-style-type: none"> - Prince George members will do a Shaw interview that will be aired next week. - Messages will be circulated internally. <p>Fraser Health (Thasneem & Jana) – distributed posters to each HSDA; Jana has been working with the Communication Team in Fraser Health to put the messages on the Fraser Health website and the Health Space website.</p> <p>VCH (Paul & Gary) – distributed posters amongst the communities. Paul is going to write a short article on an electronic newsletter. Gary has sent the posters to the Community Health Nurses for posting in Richmond public and private schools. Gary was approached by a local Chinese newspaper to do an article on a typical day of work as an EHO. Some logistics still need to be resolved. Article may be published next Thursday.</p> <p>Keir has worked with VIHA’s communications department to get internal posting of EPHW information to their website. An internal article is under development for their VIHA publication. Posters have gone out to all EHO Offices with eho’s encouraged to post in suitable public locations.</p> <p>Suggestion to start planning the EPHW planning around October or November. A few pictures will be good additions to articles. In addition, articles can be written during Christmas. Planning even further ahead is required to do a quality job of promoting EPHW. Striking a standing committee dedicated to this task was supported by all members present.</p>	K. Corder/ ALL
5.03	<p>Continuing Professional Competency Program – Launch, Fireside Chat, Promotion</p>	K. Corder/ALL

ITEM	DETAILS	NAME (S)
	<p>Request for Educational opportunities / venues in BC – N E C</p> <p>Fireside chat – Keir, Gary and EHO’s in Northern Health participated. Some people thought that the presentation was quite basic. Gary also agreed that the presentation was quite basic, but the messages on continuing education components were very strong. Thasneem & Jana felt that some members may not know a lot about the CPC and the Fireside Chat. CH-net chat was a good tool to go through the discussion and the presentation, and to draw members together from different provinces. Keir mentioned that the CPC ‘marketing’ campaign launch is imminent and should help to provide coordinated messaging and presentation to EHO’s in BC.</p> <p>Keir will send Branch news to members through e-mails. Councilors can help distributing Branch news to non-members in their offices.</p> <p>Education opportunities – need to compile the list quickly before the deadline. Keir asks councilors to forward information on courses available in BC that they feel should be included on the CPC Programs education opportunites list..</p>	
5.04	<p>BC Branch Historian re-appointment</p> <p>Tim was not present at the meeting. He is the Historian of the BC Branch, and has been continuously providing guidance and assistance to the Branch. His appointment as Historian to the BC Branch was discussed. Table this item to the next meeting so that Tim can share his work duties with more councilors.</p>	<p>T. Roark / K. Cordner / J. Egeler</p>
6.00	<p>New Business</p>	
6.01	<p>Committees – update membership and involvement, goal setting 2010</p> <ul style="list-style-type: none"> > Membership - Shawna has stepped down as Chair. We need a chair for this committee. Greg B. and Sarah M remain as members of this committee. > Social - Fully vacant. We need a chair & some members for this committee. > Website – Keir has been replaced by Gary as chair of this committee. Need to check with Isher if she wishes to continue with this committee. David Butt will remain in the committee as our webmaster. Cole D. expressed an interest in joining this committee. > Education – Keir has been spear-heading this committee. Cole showed an interest in joining this committee. > Promotions and Advocacy – Kuljeet and Renee co-chaired this committee. Kuljeet will step down as the Chair but will remain in the committee as a member. Rene presently remains Chair. Gary remains on this committee. <p>BOARD OF REGISTRATION – STANDING COMMITTEE</p>	<p>K. Cordner</p>

ITEM	DETAILS	NAME (S)
	<p>This committee replaces the previous BOR as of Dec.31, 2009. This committee will conduct the business of the BOR until the National Council of Professional Experience assumes these duties. Jas will join this committee. One or two councilors is/are needed. Paul and Sarah volunteered for this committee.</p>	
6.02	<p>Member Services Center – CIPHI Database</p> <p>Request for Employer Names and office locations – standardize database</p> <p>CIPHI Database – Office locations and standardization list has been done by all councilors. Keir appreciates all contributions from the councilors of each HSDA.</p>	ALL
6.03	<p>Membership Drive – free membership draw, messaging, encouraging electronic renewal</p> <p>A free membership for next year for those members who register by the end of February was suggested to promote early renewal/application. Sarah will circulate an e-mail to the Councilors to get feedback on this idea.</p> <p>Action item: Keir to work with Sarah to utilize the previously developed “Benefits of Membership” document produced by Shawna Scafe, in conjunction with the free membership offer as a means to promote memberships.</p> <p>Membership is dropped in 2009. Need ideas and initiatives to attract members for this year. Keir requested that all councilors brainstorm ideas on promotion initiatives and ideas.</p> <p>Thasneem commented on her difficulties using the online registration. Has not been able to renew online, and has been receiving multiple messages to her various e-mail addresses. Keir asked Thasneem to report her experience to CIPHI Office and/or Keir so that the concerns are properly documented and be investigated, and hopefully fixed before other members have similar negative experiences. Sarah MacDougall also mentioned her efforts to make her surname change was unsuccessful and frustrating. Keir advised her to contact CIPHI Office directly for assistance and to report the issue.</p>	K Cordner
6.04	<p>Minutes – recording, approval, posting to web</p> <p>Tabled to the next meeting when Isher is in attendance.</p>	K Cordner
7.00	Roundtable	
7.01	<p>Other – Training expense approval – Editor Replacement</p> <p>Northern Health has a training session coming up soon. Sarah inquired as to how she might obtain some funding for prizes etc from CIPHI BC for this event. Keir advised Sarah to research the gift and send a proposal for consideration by the branch. Branch will then review and make a motion to approve if supported.</p> <p>Sarah is interested in being the editor of the BC Page. Alex Kwan is willing to train Sarah for the position. Need to have a motion to approve the expenditures associated with a training trip for Sarah from Prince George to the Lower Mainland.</p> <p>Motion to approve the travel and associated expenses from Northern to the Lower Mainland for the training of the new editor. Motioned. Seconded. No question. All in</p>	ALL

ITEM	DETAILS	NAME (S)
	Favour. None Opposed. Motion carried.	
8.00	Adjournment at 10:15 Hours	
9.00	Next Meeting March 2010	

Approved March 31, 2010