

BC Branch CIPHI Executive Council Meeting
May 19, 2010 from 09:03 to 10:00

ITEM	DETAILS	ACTION (S)
	Location: Dial in: 1-866-613-5223 Passcode: 4535350#	
1.00	Roll Call	
	Attendees: I Deol, K Cordner, C Brown, G McIver, G Baytalan, J Egeler, P Markey, J Cranch, G Tam, S Sandhu, K Chattha Guests: T Roark Regrets: C Diplock, S MacDougall, T Sandi, S Hundal, R Ansel	
2.00	Approval of Agenda	
	MOTION: Motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried.</i>	
3.00	Approval of Minutes	
	MOTION: Motion to approve March 31, 2010 minutes as circulated. <i>Moved. Seconded. All in favour. Carried.</i>	
4.00	Email Motions/Old Business	
4.01	MOTION: Motion to approve \$750 funding assistance to Quebec Branch start up costs. <i>Moved. Seconded. All in favour. Carried.</i> T Roark – should we put in the BC Page? K Cordner – Yes	ACTION: To send BC Page information on funding to Quebec Branch.
4.02	Free membership contest & winner announcement – refund payment C Brown- Had more people to sign up by March 31, 2010 contest end date. D Ferguson was winner. Will be announced in Spring Edition BC Page. K Chattha – Made refund cheque and in the mail G Baytalan – May have possibly stimulated people. Initial take was that exercise was not hindering enrollment, but a good thing to do. K Cordner– To do it sooner. C Brown- Agree to do it sooner. Only had few weeks to plan and implement. K Cordner – To have on calendar of events as a reminder to start earlier. Thank you to C Brown/G Baytalan/S MacDougall.	
4.03	Constitution/Bylaws updates - pending action + completion K Cordner – There have been two recent changes. These have been submitted and acknowledged by the Registrar. The next task is to update our official copies as well as the website electronic version T Roark - Previous changes made in early 2000 that did not make to registrar and forgot to send, so not legal. Spoke to registrar who recommended reviewing by executive before sending to registrar. Include all new changes. K Cordner – Will review with the committee members. Via e-mail discuss a target date on when this can be done with the committee members. Committee members – R Ansel, T Roark, G McIver, K Cordner	

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5.00	Business Arising	
5.01	<p>Letter to HA from Ministries – discussion + update</p> <p>K Cordner – Circulated letters. Discussed at last meeting that we would send response from our Branch. Ministry - no response at the moment. Directors appreciated support. Any comments??.</p> <p>K Cordner will follow-up with letter to open the communication. Speak to dedication and efforts on CPC program for EHO's acting diligently and professionally.</p>	
5.02	<p>BOR member recognition – update</p> <p>K Cordner – Did we send Thank You Cards and gift certificates to Y Liang, J Ip, D Butt.</p> <p>J Egeler – Task completed.</p>	
5.03	<p>Continuing Professional Competency Program – Champions update</p> <p>K Cordner – One of 4 champions. Developed nationally a goal to reach as many members to have consistent messaging. CPC presentation was made to VIHA at regional meeting. Presentation made to FH happened last week. More to come.</p> <p>C Brown – Good for information to come to FH rather than them seeking it out. They had questions on what this is.</p> <p>K Cordner – Happy that CIPHI came to FH. Discussions with NH in August. Claudia working with R Taki on getting it rolled out in VCHA.</p>	
6.00	New Business	
6.01	<p>Committees – review membership, goal setting 2010, specific topics</p> <p>K Cordner – Chairs/committee members to discuss goals and ask questions on roles.</p> <p>> BC Page – Chair – S MacDougall, T Roark, I Deol</p> <p>I Deol – S MacDougall did good job. Received a lot of information for first session and she did a great job in putting it together. Great to have the Northern component into the BC Page.</p> <p>T Roark – Good job.</p> <p>I Deol – Request for members to send contributions to editorial team from offices on pertinent and interesting articles/information etc.</p> <p>> Awards – Chair – J Cranch, C Brown, G Mclver - Life Member Award – nominees etc., process – discussion not posted but recorded separately</p>	

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	<p>> Education – Chair - S Sandhu, C Diplock, G McIver</p> <p>K Cordner – Any questions or comments</p> <p>S Sandhu – Do we have a role in the international conference (IFEH)?</p> <p>J Egeler – The education committee on IFEH has committee members that are CIPHI members.</p> <p>S Sandhu – Was told not allowed.</p> <p>K Cordner – J Egeler used to sit on curriculum review (PAC) BCIT committee, and passed onto K Cordner.</p> <p>J Egeler – Person attending does not necessarily have to be the president.</p> <p>K Cordner – I will follow through with that for this year. But we can move the role to education committee.</p> <p>J Egeler – Events information report for interest – we currently have 75 registered Yuganada, 14 Nigeria, Australia, 31 Canada, fewer than 5 for other countries.</p> <p>K Cordner – August 5 is early bird cutoff date.</p> <p>> Finance – Chair - K Chattha, I Deol, J Cranch</p> <p>K Chattha – No concerns. Invoices come in and I write the cheques</p> <p>K Cordner – Partnership with MPS – to be accountable</p> <p>J Egeler - MPS – take registration and process and then invoice for what we are billed for. The activity for online FOODSAFE activity from outside BC certificates has increased and invoicing them every quarter to \$150 - \$200. Anticipating \$1000/year.</p> <p>K Cordner – That is excellent.</p> <p>> Membership – Chair - C Brown, G Baytalan, S MacDougall - Membership Drive – Free membership draw, messaging, encouraging electronic renewal – update</p> <p>C Brown – No questions or concerns.</p> <p>K Cordner – Get more ideas for membership.</p> <p>J Egeler – A member in good standing – reminder to Executive members - and if you have not done so please do so. Hard Copy or try online.</p> <p>K Cordner – Good point – lead by example – if lapsed please get re-registered.</p> <p>J Egeler – Suggestion in VCH - I looked at membership list and provided a hard copy of membership renewal copy and e-mail. Split by each HSDA/office with executive. Need a physical reminder and engage with them.</p> <p>K Cordner – CIPHI office has current total of member list and numbers.</p> <p>> Nominations – Chair - J Egeler, S Hundal</p> <p>J Egeler – Only active before AGM to seek new postings into positions nothing to report.</p> <p>> Promotions and Advocacy – Chair – R Ansel, S Hundal, G Tam, K Chattha, S Sandhu</p> <p>G Tam – Start early for EPHW. Push early to have things completed.</p>	

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	<p>K Cordner – Making sure R Ansel is aware and move forward</p> <p>> Social – Chair – T Sandi, K Chattha, S Sandhu K Cordner – T Sandi not on call and comments from others? Only Christmas lunch any thoughts for summer? S Sandhu – Nothing at this moment. K Cordner – One teleconference to prompt discussion</p> <p>> Website –Chair – Chair - G Tam, I Deol, C Diplock, D Butt (webmaster) - update on activities G Tam – Send out BC Page and minutes to D Butt. Later on have a flow chart of our communication of executive to webmaster. More organized and discuss at website meeting. Flow chart will be added to orientation manual – so the procedures stay consistent into the future.</p> <p>>BOARD OF REGISTRATION – STANDING COMMITTEE – Chair – S MacDougall, J Egeler, P Markey, T Sandi - update on process and activities J Egeler – Receive list from CIPHI of names of persons that are new members or persons with lapsed membership. Review applicant names, ensure no complaints, and send approval to CIPHI office. K Cordner- Is it working smoothly? J Egeler – For the most part yes. We do not recognize everyone on the list. Bring forward complaints on the member. Only happened once in past. Uneventful.</p>	
6.02	National Executive Council – Strategic Planning Session update + Member Survey Results	Defer for next meeting.
6.03	Standardized BC Branch Communications template	Defer for next meeting.
6.04	<p>Minutes – Recording, approval, posting to web – T Roark – historical significance K Cordner – Improved the process to provide better structure and accountabilities 2 week turnaround from secretary to President – discussion and approval at following Branch Executive meeting - forward to G Tam as website chair for posting through webmaster and to T Roark for historical purposes T Roark – No concerns.</p>	
6.05	<p>Bill Leith, Honorary Member – Consideration of acknowledging his contribution through provision of free BC Page + EHR subscription K Cordner – BC Honorary member benefits include subscription to BC Page but not EHR.. Should we consider providing EHR publication as well? T Roark – Retired inspector. Honorary National member. BC can go to EHO. BC Branch can make honorary. Got deleted off list and receives BC Page but not Environmental Health Review. Can executive approve subscription fee to EHR? Has made very significant contributions to CIPHI BC Branch and BCIT Awards.</p>	ACTION: Pass on electronic Motion to have BC Branch cover cost of publications of for B Leith.

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	<p>The subscription cost is \$35/year. J Egeler – Current contract – is for 3 more issues. This will be a short term expense. Hoping to go to an electronic only format for distribution. K Cordner – Move away from paper copy and reduce cost. Any concerns. J Egeler – Duty and responsibility to do this. Keir can you fill out a thank you card and give back to him back issues and current issues. Pass an electronic motion. G Mclver – Be a life member</p>	
6.06	<p>BC Branch Historian re-appointment – discuss with Tim – Motion at end of call – ask Tim to depart call before motion T Roark – Robert Bradbury 1984 appointed me as BC Branch Historian. 1994 – Raised the issue regarding whether this should be an annual appointment. Reappointed in 1994. If branch wanted to reappoint me or if they have other plans. K Cordner – Will circulate information and have electronic motion.</p>	<p>ACTION: Circulate information and have an electronic Motion.</p>
7.00	<p>Roundtable</p>	
7.01	<p>No comments arose.</p>	
8.00	<p>Adjournment at 10:04 Hours motion carried</p>	
9.00	<p>Next Meeting June 2010</p>	

Approved