

BC Branch CIPHI Executive Council Meeting

**MINUTES**

November 13th, 2013 from 08:45 to 10:15 PST

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>Attendees:</b> Crystal Brown, Dale Chen, John Pickles, Gary Tam, Paula Tait, Stacey Sowa, Jessica Ip, Gordon Moseley, Virginia Jorgensen<br><b>Guests:</b> Nadia Kyerematen, Tim Roark, Sarah McDougall<br><b>Regrets:</b> Greg Baytalan, Emily Woodrow  | <b>08:48</b> | <b>All</b>      |
| <b>2.00</b> | <b>Approval of Agenda</b>   |              |                 |
|             | <b>Motion:</b><br>Motion to Approve as circulated. Seconded. Carried.   | <b>08:50</b> | <b>All</b>      |
| 2.01        | <b>Addition to Agenda – 5.09 BCIT Tree Planting Re-imbursment.</b><br><b>Motion:</b><br>Motion to accept the agenda as amended. Seconded. Carried.  | <b>09:00</b> |                 |
| <b>3.00</b> | <b>Approval of Minutes - October 15, 2013</b>   |              |                 |
|             | <b>Motion:</b><br>Motion to Approve Minutes as circulated and amended. Seconded. Carried.   | <b>08:50</b> | <b>C. Brown</b> |
| 3.01        | <b>Question:</b><br>Corrections for Minutes from Oct. 15, 2013 Meeting, <ul style="list-style-type: none"> <li>• Must be titled 'Minutes' not 'Agenda',</li> <li>• Spelling of Keir Cordner first name,</li> <li>• 5.07 – AGM Speak Easy was in Vancouver not Burnaby.</li> <li>• 5.10 – Spelling of Jasmina Egeler last name</li> </ul> <b>Motion:</b><br>Motion to accept the Minutes as amended. Seconded. Carried | <b>9:18</b>  |                 |
| <b>4.00</b> | <b>Old Business/Action Items – Status Update</b>  |              |                 |
| 4.01        | <b>Electronic Motions:</b><br><b>Oct. 15, 2013</b> - update the current signing authority for both BC Branch operational business and the Conference Planning account to BC Branch Past President Gary Tam, BC Branch President Crystal Brown, BC Branch President Elect Dale Chen and BC   | <b>08:53</b> | <b>C. Brown</b> |

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|             | <p>Branch Treasurer John Pickles.<br/><b>Motion:</b> Passed</p> <p><b>October 17, 2013</b> approve the appointment of Nadia Kyerematen to the BC Branch as a councilor.<br/><b>Motion:</b> withdrawn</p> <p><b>November 6<sup>th</sup>, 2013</b> Motion that the BC Branch conduct a face to face strategic meeting on Thursday Dec 5<sup>th</sup> after the Christmas Luncheon and then resume on Friday December 6<sup>th</sup> for the morning.<br/><b>Motion:</b> Passed</p>  |              |                 |
| <b>5.00</b> | <b>Standing Business</b>  |              |                 |
| 5.01        | <p><b>Centennial Committee:</b></p> <ul style="list-style-type: none"> <li>• Update on activities</li> <li>• Update on National celebration activities</li> </ul> <p><b>Branch Historian –</b></p> <ul style="list-style-type: none"> <li>• Has provided copies of the 100 Members of Distinction booklets to all living recipients of BC.</li> <li>• In process of contacting family members of deceased members of distinction. This was a difficult task. Still have two families to contact.</li> <li>• Press release in development to acknowledge the members of distinction and recognizes this in the booklet               <ul style="list-style-type: none"> <li>- Very positive reaction to project from recipients and recipients family</li> </ul> </li> </ul> <p>-</p>  | <b>08:55</b> | <b>G. Tam</b>   |
| 5.02        | <p><b>Promotion &amp; Advocacy, Membership &amp; Website Committees:</b></p> <ul style="list-style-type: none"> <li>• Membership Drive: is usually held this time each year to boost membership and to remind members to renew for the following year.</li> <li>• Renewal form is typically available Dec. 1 on MSC</li> <li>• Suggestion of one free membership renewal or free registration to attend the national conference</li> </ul> <p><b>Motion:</b><br/>Motion to award the winning recipient of the membership drive their choice of either a free 2014 membership or have the have the early bird conference fee to the 2014 National CIPHI Conference in NFL paid for.</p> <p><b>Question:</b></p> <ul style="list-style-type: none"> <li>• about pre-registration about some options or perceived obligations for management</li> <li>• Marketing of value of membership critical to membership</li> </ul> | <b>09:00</b> | <b>C. Brown</b> |

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|      | <p>committee.</p> <ul style="list-style-type: none"> <li>Development of advertisement poster. Gary will provide back up as necessary to ensure project to carry forward.</li> </ul> <p><b>Seconded. Carried.</b></p>  |       |                           |
| 5.03 | <p><b>Liaising with Ministry &amp; Unions – News &amp; Updates:</b></p> <ul style="list-style-type: none"> <li>Acknowledgement of Tim Lambert support to get the CIPHI educational requirement as a Ministerial Order in Council 217, 2013 to have it official recognized as the minimum training requirement for designation of an EHO in BC under the amended <i>Public Health Act [SBC 2008] c. 28.</i></li> <li>There is a necessity to continue efforts and maintain open communications with the Ministry of Health – Health Protection to advocate for the establishment CIPHI as a formally recognized profession.</li> </ul>   | 9:17  | G. Tam                    |
| 5.04 | <p><b>Radon Updates:</b></p> <p>- <b>tabled</b></p>   | 9:20  | G. Baytalan               |
| 5.05 | <p><b>Education Committee – Webinar Fall Series:</b></p> <ul style="list-style-type: none"> <li>Last webinar will be Wednesday November 22– subsequent evaluation process to improve process for future webinar series. Scheduling of test session really allowed for improved presentations with very few technical difficulties.</li> <li>Need to schedule meeting to discuss follow-up for week of November 22 to provide.</li> <li>Anyone interested in participating/helping out with the webinar series for next year please notify Crystal or Gary.</li> </ul>   | 09:20 | G. Tam                    |
| 5.06 | <p><b>BC Page Editor and Webmaster - Vacant Positions:</b></p> <ul style="list-style-type: none"> <li>Looking for members to actively canvas for possible candidates that could be recruited for these positions.</li> <li><b>BC Page Editor</b> - will include options for selection of software of successful candidate choice, and includes a small stipend for position. Requires review and collation of submitted articles for formatting of quarterly Branch News Letter. The sooner a candidate can be selected the more training and support can be supported be provided for that candidate.</li> <li><b>Webmaster</b> – vacating staff member is very willing to train and provide support in a phased approach over 2014</li> </ul> | 9:27  | C. Brown/<br>S. McDougall |
| 5.07 | <p><b>Christmas Luncheons:</b></p> <p><b>Interior</b> – Tentative plans for <u>Dec. 4<sup>th</sup></u> at Mickies Pub in Kelowna. Plans for Open invitation to non-members for potential</p>  | 9:37  | C. Brown                  |

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|            | <p>membership drive.</p> <p><b>Island</b> – Work in progress with no confirmed details other than tentative location of Victoria also plan extending invitations out to non-members for membership recruitment</p> <p><b>Northern</b> – Discussions underway with tentative plans to host smaller regional events with details yet to be determined</p> <p><b>Vancouver Coastal-</b> <u>Dec. 5<sup>th</sup> Holiday Inn Express, 2889 East Hastings St., Vancouver.</u> Room rate reported to be \$600.00 but there is -potential for a 50% savings promotion. This venue would also serve as meeting site for the upcoming Branch Executive face to face, and centrally located for VCH, FHA, and BCIT members to attend.</p> |      |            |
| 5.08       | <p><b>Face to Face Meeting:</b></p> <ul style="list-style-type: none"> <li>• Suggested to be at the same location as Christmas Luncheon to cost save</li> <li>• Room Rates for executive that will need to spend the night will be @ 85.00. BC Branch will provide hotel accommodation for one night.</li> <li>• All Executive members are to confirm with their manager any necessary approval and organizational support to attend and report back to the BC Branch President ASAP.</li> </ul>   | 9:43 | C. Brown   |
| 5.09       | <p><b>BCIT Tree Planting Reimbursement:</b></p> <ul style="list-style-type: none"> <li>• Update – Last spring BC Branch planted a tree at BCIT and then National decision was made to re-imbursement of 50% tree cost, plus 10 years of its care.</li> <li>• Need to make arrangement for a cheque to be provided by Branch to BCIT this week.</li> <li>• Question about motion for approve reimburse was established back in Sept Meeting</li> </ul>  | 9:49 | C. Brown   |
| <b>6.0</b> | <b>New Business</b>  |      |            |
| 6.01       | <p><b>Treasurer Report:</b></p> <ul style="list-style-type: none"> <li>• As outlined in the BC Branch Job Description the treasurer is required to provide quarterly updates reports on the financial status of the BC Branch.</li> <li>• The presented spreadsheet outlines the financial status as of end of October 31, 2013.</li> <li>• Membership fees are historically based on maintaining at</li> </ul>  | 9:53 | J. Pickles |

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|      | <p>least 200 regular members, however since 2010 there has been a steady decline in membership and we are not even close to maintaining those projections.</p> <ul style="list-style-type: none"> <li>• Expenditures - Travel budget are already exceeded the annual projections thus we made need to increase budget to better accommodate in future. Honorariums expected for later in the month expected to be within budget. Christmas luncheons have not been budgeted – historically been 800.00</li> <li>• Overall seems to be healthy financial with an expected small surplus</li> <li>• Items for discussion:               <ul style="list-style-type: none"> <li>○ Fiscal year – ability to change by means of the bylaw</li> </ul> </li> </ul> <p><b>Motion:</b><br/>For Exec to change the fiscal year to align with calendar year.<br/>Seconded. Carried.</p> <p>E-motion regarding use of Savings Account pending</p> <p>E-Motion regarding finances for upcoming face-to-face meeting on Dec 5<sup>th</sup> pending.</p> <ul style="list-style-type: none"> <li>• Historian to provide branch related expense items from historical committee activities.</li> </ul> |      |          |
|      | <p><b>Adjournment at _10_: _06_ Hours</b></p>   |      |          |
|      | <p><b>Next Meeting: December 5th, 2013 – Face-to-Face,<br/>Holiday Inn Express<br/>2889 East Hastings St. x Renfrew St.<br/>TIME: TBA</b></p>   |      |          |