

BC Branch CIPHI Executive Council Meeting

**Minutes**

October 16, 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>	
	<b>Attendees:</b> Gary Tam, Rory Beise, Kuljeet Rai, Jeremy Chow, Daniel Fong, John Pickles, Keir Cordner, Crystal Brown, Virginia Jorgensen <b>Guests:</b> <b>Regrets:</b> Greg Baytalan, Paul Markey, Cole Diplock, Isher Deol		<b>All</b>
<b>2.00</b>	<b>Approval of Agenda</b>		
2.01	<b>Addition to Agenda</b> Add – Addition of Centenary Media Release to 5.03 Deleted – N/A <b>Motion:</b> motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried</i>	<b>08:33</b>	<b>All</b>
<b>3.00</b>	<b>Approval of Minutes</b>		
3.01	<b>Minutes from September 11, 2012</b> Add – N/A Deleted – N/A <b>Motion:</b> motion to approve minutes as circulated. <i>Moved. Seconded. All in favour. Carried</i>	<b>08:35</b>	<b>G.Tam</b>
<b>4.00</b>	<b>Old Business/Action Items – Status Update</b>		
4.01	<b>Electronic Motions:</b> <b>September 28, 2012 – Bob Herbison Award</b> <b>October 2, 2012 – BOC Examiner List</b> <ul style="list-style-type: none"> <li>Electronic motions were approved.</li> </ul>	<b>08:38</b>	<b>G. Tam</b>
4.02	<b>Website Remodeling Project</b> <ul style="list-style-type: none"> <li>Plan has been drafted for a 3-month term project to consolidate the website. Position is to start on November 1, 2012. Plan has been sent to the</li> </ul>	<b>08:40</b>	<b>C. Brown</b>

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	volunteer. Currently waiting to hear back from the volunteer. <ul style="list-style-type: none"> <li>Volunteer will report directly to C Brown and G Tam as a back-up.</li> </ul>		
4.03	<b>CIPHI BC Branch Executives – Temporary Positions</b> <ul style="list-style-type: none"> <li>Temporary executive position will begin in January 2013. Volunteer has been added to the Awards Committee to assist C Diplock.</li> </ul>	08:45	G. Tam
5.00	<b>Standing Business</b>		
5.01	<b>Centennial Committee – Update on activities</b> <ul style="list-style-type: none"> <li>The last meeting was cancelled. Meeting will be rescheduled to discuss the commitment of committee members.</li> <li>BCIT will have a tree planting ceremony (Earth Day).</li> <li>Not much development at the other Environmental Health Schools across Canada.</li> <li>Concerns have been raised about the Centennial website – there might not be enough content for the website. The website launch will not occur at the end of October as initially planned. The launch may be delayed until the end of December.</li> <li><b>Action Item:</b> G Tam will contact Paula Tait regarding centennial research.</li> <li>Centenary celebration email will be sent to members regarding the centennial mosaic banner.               <ul style="list-style-type: none"> <li>Information will be provided on how members can submit pictures if they are unable to attend a local event.</li> <li>Suggested donation is \$2 per photo, with proceeds going to the WaterCan project.</li> <li>Goal is to have 1,000 pictures. Currently have approximately 200 pictures.</li> </ul> </li> <li>Centenary calendars and pins are ready for distribution. Draft distribution and logistics plan has been developed.               <ul style="list-style-type: none"> <li>Individuals with valid membership for</li> </ul> </li> </ul>	08:47	K. Corder

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	<p>2012 and 2013 will receive a calendar and pin free of charge.</p> <ul style="list-style-type: none"> <li>○ Calendars and pins will be distributed to 2012 members first. Merchandise will then be distributed to 2013 members on a monthly basis.</li> <li>○ If the Branch runs out of calendars and pins, they must be purchased from National.</li> <li>○ Calendars and pins will be distributed to Councilors at the AGM to distribute within their Health Authority. A method of tracking who has received their calendar and pin will be needed.</li> </ul>		
5.02	<p><b>Centenary Award Project</b></p> <ul style="list-style-type: none"> <li>• Tabled for next teleconference.</li> </ul>	<b>08:50</b>	<b>J. Ip</b>
5.03	<p><b>Promotion &amp; Advocacy, Membership &amp; Website Committee</b></p> <ul style="list-style-type: none"> <li>• C Brown has taken over as Chair of the committee – first teleconference will be held to discuss the membership drive.</li> <li>• EPHW 2012 <ul style="list-style-type: none"> <li>○ Received 10 Municipal proclamations in addition to the Provincial Proclamation.</li> <li>○ Internal media releases within Northern Health, Fraser Health, and Vancouver Island Health Authorities.</li> </ul> </li> <li>• Centenary Promotions <ul style="list-style-type: none"> <li>○ EHO cookbook, mosaic banner, tree planting, calendar, and pin.</li> <li>○ BC Page should be used to promote the centenary (January issue).</li> <li>○ Should we try for media promotion as well?</li> </ul> </li> </ul>	<b>08:50</b>	<b>C. Brown/G. Tam</b>
5.04	<p><b>Liaising with Ministry &amp; Unions</b></p> <ul style="list-style-type: none"> <li>• Held meeting with the Ministry.</li> <li>• No updates regarding union bargaining.</li> </ul>	<b>09:00</b>	<b>G. Tam/K. Corder</b>
5.05	<p><b>Award Committee – Update</b></p>	<b>09:10</b>	<b>C. Diplock</b>

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	<ul style="list-style-type: none"> <li>Email has been sent out regarding award nominations to recognize outstanding members. Cutoff date for nominations: two weeks prior to the AGM.</li> <li>This year the Awards Committee will review the nominations and the Branch will approve the recipient(s).</li> </ul>		
5.06	<p><b>Sewerage &amp; Radon Updates</b></p> <ul style="list-style-type: none"> <li>Northern Health will be placing radon monitors in all Health Authority operated facilities (not leased facilities) for a period of 6 months to monitor for radon – Health Canada Guidelines.</li> </ul>	09:15	G. Baytalan
5.07	<p><b>Education Committee 2013</b></p> <ul style="list-style-type: none"> <li>First meeting is being scheduled.</li> <li>Main challenge for the Education Conference will be budget constraints.</li> <li>Ideally Education Conference will be held in September to coincide with EPHW.</li> <li>1-day format is favoured.</li> </ul>	09:20	C. Brown
<b>6.00</b>	<b>New Business</b>		
6.01	<p><b>Branch Christmas Luncheon 2012 + AGM 2012 Resolution</b></p> <ul style="list-style-type: none"> <li>Luncheon and AGM will be held at the Executive Inn on December 5, 2012.</li> <li>K Rai is currently working on the 50/50 lottery.</li> <li>After the final price of the lunch is determined the price for students, retirees, and non-members can be established.</li> <li>Will need to work on promotion and fee collection.</li> <li>Luncheon is scheduled for 1 hour (12:00 to 13:00).</li> <li>AGM resolutions along with meeting information have been emailed to members.</li> <li>AGM is scheduled from 11:15 to 11:45.</li> <li>No awards will be handed out at the AGM.</li> <li>All Officers are expected to attend the AGM. Counselors are recommended to attend.</li> <li>A minimum of 20 members is required to meet quorum for the AGM.</li> <li>Proposal has been brought up to include an</li> </ul>	09:25	K. Rai/G. Tam

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	educational session from 9:00 to 11:00. <ul style="list-style-type: none"> <li>○ Items to consider: Speaker, venue, and how much to charge attendees.</li> <li>○ G Tam to discuss with Directors of Vancouver Coastal Health and Fraser Health Authorities to gauge interest and will email Counselors.</li> </ul>		
6.02	<p><b>Liaising with BCIT</b></p> <ul style="list-style-type: none"> <li>● BCIT has developed a Health Promotion class to present on Environmental Health topics.</li> <li>● As part of the class, students will present their projects.</li> <li>● Best group presentation will win free CIPHI student membership for 2013.               <ul style="list-style-type: none"> <li>○ Each group consists of 5 students, which will cost the Branch \$250.00 (\$50.00 per student membership).</li> <li>○ Presentations will take place on November 29 and December 6, 2012.</li> <li>○ Winner will be selected by G Tam.</li> </ul> </li> <li>● Held discussions with L Woolsey regarding students attending the 2013 Education Conference.</li> </ul>	09:45	G. Tam
6.03	<p><b>Ontario AEC &amp; CIPHI NEC Updates</b></p> <ul style="list-style-type: none"> <li>● Newfoundland to host the 2014 Conference.</li> <li>● Ontario AEC had over 350 delegates. Conference was a success</li> <li>● Ann Thomas of Vancouver Island Health authority was the recipient of the Alex Cross Award.               <ul style="list-style-type: none"> <li>○ Award will be presented to Ann by a Counselor and a photo will be taken.</li> </ul> </li> </ul>	09:50	G. Tam
	<b>Adjournment at 10:00 Hours</b>		
	<b>Next Meeting: November 20, 2012</b>		