

BC Branch CIPHI Executive Council Meeting  
October 5, 2010 from 08:35 to 09:36

ITEM	DETAILS	ACTION(S)
	<b>Location:</b> Dial in: 1-866-613-5223 Passcode: 4535350#	
<b>1.00</b>	<b>Roll Call</b>	
	<b>Attendees:</b> K Cordner, G Baytalan, J Egeler, I Deol, G McIver, G Tam, S Sandhu, P Markey <b>Regrets:</b> T Sandi, R Ansel, K Chattha, T Sandi, C Brown, Sarah MacDougall <b>Guests:</b> T Roark	
<b>2.00</b>	<b>Approval of Agenda</b>	
	<b>MOTION: Motion to approve agenda.</b> <i>Moved. Seconded. All in favour. Carried</i>	
<b>3.00</b>	<b>Approval of Minutes – 2 Sept 2010</b>	
	<b>MOTION: Motion to approve Sept 2, 2010 minutes as circulated.</b> <i>Moved. Seconded. All in favour. Carried.</i>  G Baytalan –what was the name of the Honourary I was to provide an e-mail address for?	
<b>4.00</b>	<b>E-mail Motions/Old Business</b>	
4.01	<b>Bob Herbison Award – e-mail motion</b>  <b>MOTION: Motion to approve the nominee.</b> <i>Moved. Seconded. All in favour. Carried.</i>  K Cordner - Submissions for the IFEH conference. Executive responded - No concerns with submissions for BC Page.	
<b>5.00</b>	<b>New Business</b>	
5.01	<b>Welcome to New Corresponding Secretary – Juliana Gola, and Councilor – Rory Beise</b>  K Cordner - Neither persons could attend the meeting – will move it forward to next call.	<b>Defer to next call.</b>
5.02	<b>2010 AGM Review</b>  ➤ <b>Highlights – actions/outcomes</b>  K Cordner - the two resolutions presented were carried. Positive changes for the Branch. President-Elect will provide good continuity and knowledge transition.  G Maclver – Electronic voting. If it is not contentious issue that people refrain from reply to all for "in favour". Really limit the reply to all.	

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	<p><b>J Egeler</b> – If in sending the motion. For important motion state reply to all in the subject heading.</p> <p><b>K Cordner</b> - Member of the year – good presentation at the office. Alex Nilsson came down to receive the BC Branch Honorary Membership Award. Successfully created a new award called the Alex Nilsson Award. Alex also presented the first Alex Nilsson Award to Greta Kos, award recipient.</p> <p>➤ <b>Update Awards - BC Branch &amp; National Award Listings/Website &amp; include New Alex Nilsson Award + Criteria to Website + Orientation Manual</b></p> <p><b>K Cordner</b> – Branch website will need these updates through David Butt. Keir will send out to Awards Committee an e-mail reminding that these updates need to be made. Add G Tam to the e-mail list as Website Committee chair.</p> <p><b>Constitution and By Law updates – filing of changes</b></p> <p><b>I Deol</b> – Not an ordinary resolution but a special resolution that needed an extra \$10.</p> <p><b>K Cordner</b> – Need two other people to review the resolutions.</p> <p><b>T Roark</b> – Go for it. Retain a copy of each version to have some history. Having trouble finding old minutes. Items previously approved but not updated through the register.</p> <p><b>G MacIver</b> – Include me on that</p> <p><b>K Cordner</b> – Would you like to step up and participate in the review. Very basic.</p> <p><b>G MacIver</b> – Put me on the review panel.</p> <p><b>T Roark</b> - Please send me the old minutes</p> <p><b>G MacIver</b> – Will do</p> <p><b>G Tam</b> – Will step in on the Review Panel</p> <p><b>K Cordner</b> – When can you have that completed?</p> <p><b>G MacIver</b> – Done by early November</p> <p>➤ <b>Recording Secretary appointment</b></p> <p><b>K Cordner</b> – Kuljeet Chattha on maternity leave. I Deol moving into treasurer position. Need to fill position of Recording Secretary. Request for interest to Executive on call – no interested persons.</p> <p><b>J Egeler</b> – Request Juliana to take the Recording Secretary role?</p>	<p><b>ACTION: Update the awards on website and orientation manual.</b></p> <p><b>ACTION: Review the resolutions by early November.</b></p> <p><b>ACTION: Ask Juliana if she is interested in filling in on the Recording Secretary role.</b></p>

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	<p><b>BOC Examiners list – request motion to approve</b></p> <p><b>J Egeler</b> – The list has persons that are not CIPHI members.</p> <p><b>G MacIver</b> – To motion to approve the list and ensure they are members in good standing</p> <p><b>S Sandhu</b> – Keith Hurlle is a BCIT Instructor. David Ingram moved to England.</p> <p><b>G MacIver</b> – Do people currently have to be working in the field?</p> <p><b>J Egeler</b> – Example, Denis Semail is not working as an EHO but still on panel.</p> <p><b>G MacIver</b> – Can we pass the Motion and note the changes.</p> <p><b>K Cordner</b> – Need to inform Gord before motion.</p> <p><b>G MacIver</b> – Can you check the status on membership</p> <p><b>P Markey</b> – Dr. Roland Guasperini – retired just recently and designation would have to change.</p> <p><b>K Cordner</b> - Will follow-up with this request.</p>	<p><b>ACTION: Defer the approval of this motion and note down the changes. Deadline on the action item. Executive must have e-mail motion and before the BOC.</b></p>
5.03	<p>➤ <b>Social Committee – Annual Christmas Luncheons – preparation, planning, updates, other H.A. activities, Presidents Prize ideas, letters to Directors, volunteers, BCIT student representative, etc.</b></p> <p><b>S Sandhu</b> – x-mas luncheon – couple of venues looking at for Dec. 1 or 2. Looking at Delta Grand Villa Casino - Scala Lounge. Affordable - \$19.95 - \$24.95, no room rental. Separate from the hotel.</p> <p>Delta – Charging a room rental, and food.</p> <p>Executive Hotel – Out of the question 28.95/person.</p> <p>All venues in Burnaby.</p> <p><b>G MacIver</b> – Past years at the Firefighters Club. Can come by public transit for those that are travelling.</p> <p><b>G Tam</b> – Our practice is set menu and minimum #.</p> <p><b>G MacIver</b> – Need to have prepayment.</p> <p><b>I Deol</b> – Need the support of the executive to collect the monies</p> <p><b>K Cordner</b> - Always challenging to get money up front</p> <p><b>T Roark</b> –Scala Lounge is easily accessible off the freeway.</p> <p><b>I Deol</b> – Agree to book the Scala Lounge venue.</p>	

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	<p><b>S Sandhu</b> – Make decision as soon as possible.</p> <p><b>K Cordner</b> – Need to set final pricing and posters.</p> <p><b>S Sandhu</b> – Hopefully can have others assist with posters.</p> <p><b>K Cordner</b> – Approve the location of Scala Lounge and proceed with planning by committee members.</p> <p><b>T Roark</b> – The student/retired membership is \$50. They couldn't see paying \$25 or more for the luncheon. My recommendation to subsidize the students and retirees. Comments that price was too much.</p> <p><b>G MacIver</b> – Price may be \$19.95 + gratuity and tax.</p> <p><b>S Sandhu</b> – Burnaby is hard location to find venues.</p> <p><b>G MacIver</b> – We should put something forward on bulletin of Designated Driver.</p> <p><b>K Cordner</b> – Let us move forward and the social committee can discuss further.</p>	<p><b>ACTION: Sabrina to book the Scala Lounge at the Grand Villa Casino. Social Committee to work on final preparations.</b></p>
5.04	<p><b>Environmental Public Health Week 2011 – Theme, timelines, BC activities, Communications Departments, Ad Hoc committee formation- 3 members minimum</b></p> <p><b>K Cordner</b> – Message internally, strike a committee for 2011, solicit for more members in our group.</p> <p><b>S Sandhu</b> – Willing to participate.</p> <p><b>G Baytalan</b> – What is the date?</p> <p>Jan 17 – 21</p> <p><b>G Baytalan</b> – Can distribute the posters. Last couple years the arrival didn't allow enough time for distribution and posting for the week. If we can get posters out in November/December it will work better.</p> <p><b>K Cordner</b> – The goal is to get posters out early. But sometimes we receive them late. Internal communication and messaging is important.</p>	
5.05	<p><b>Membership Drive – contest preparation, new ideas, non-member survey, members survey, messaging/communications, New MSC, CPC, 100 year Centennial of CIPHI, Conferences, united National voice, branding</b></p> <p><b>K Cordner</b> – need messaging to non-members. Some really good things going on. 100 years centennial of CIPHI is 2013. New member service centre, continuing professional competencies program. Utilize these to promote membership. Get a campaign together.</p> <p><b>J Egeler</b> – One of the biggest challenges. VCH – 100% very strong. IH, NH is fairly strong. FH – not strong. Need to look at our people from Fraser Health to lead that charge.</p> <p><b>K Cordner</b> – Agree. The only Fraser Health rep is Thasneem. Our</p>	

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	<p>strength is in numbers and we should use that theme for non-members. I will work with the committee and get content for membership contest early and on time.</p> <p><b>G Tam</b> – Need to echo J Egeler statement. Recording Secretary from Fraser Health would be good idea.</p> <p><b>T Roark</b> – Include G Stewart on the campaign.</p> <p><b>S Sandhu</b> – I used to work for them and they stress CIPHI work must be on your own time not on work time. Not very supportive of this and very influential.</p> <p><b>J Egeler</b> – Sell the fact that your volunteer time with CIPHI is recognized as Professional Development hours. Not just through branch members. Need a cultural shift. And see a significant change by having a goal of x % met. Measure it and base our strategies around that. Be more specific on how and what we need to achieve.</p> <p><b>G MacIver</b> – I've heard that it's a concern from Management. I do not know who the management is. Meet with the management and talk to them on it.</p> <p><b>J Egeler</b> - All the managers have their CIPHI membership paid for. The staff are the ones that do not see the tangible benefits. We want them to be apart of CIPHI.</p> <p><b>K Cordner</b> – We have the CPC on track within the re-designed Members Service Centre which allows record keeping for professional development hours. Communicate better with managers, and members/non/members. These should be used as part of this years membership drive and focus.</p> <p><b>P Markey</b> – Good time to have Gord Stewart on the executive as he has relinquished his duties as BC BOC Exam Coordinator.</p>	
5.06	<p><b>Face to face meeting – affordability, helpfulness in moving branch activities forward, strategic planning &amp; goal setting, knowledge transfer, timing – in conjunction with Lower Mainland X-mas lunch</b></p> <p><b>K Cordner</b> - Discuss it further – meet as a group and set some goals. Not seeing a lot of progress with just teleconferencing. Suggest having a meeting at x-mas luncheon.</p> <p><b>J Egeler</b> – Cost of doing business and meet the other members of executive. Valuable.</p> <p><b>G Tam</b> – An hour is not always enough to conduct business.</p> <p><b>K Cordner</b> – Do you think the x-mas lunch is a good opportunity?</p> <p><b>J Egeler</b> – Part of the x-mas lunch will draw other people that may not normally attend this function.</p> <p><b>G Tam</b> – I support that as well.</p>	
5.07	<p><b>BC Branch Annual Education Conference – preliminary planning, location, committee formation, volunteers, resource gathering, one</b></p>	<p><b>Defer items to next call.</b></p>

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	day, one and a half day, two-day, member vs non-member price, presentations or hands on education sessions	
5.08	Website Committee – updates – posting of IFEH content to replace River Rock info.	<b>ACTION: G Tam to update via e-mail</b>
6.00	Roundtable	
6.01	Committees – time permitting	<b>Defer items to next call.</b>
7.00	Adjournment at 9:36 Hours <b>MOTION: Motion to adjourn.</b> <i>Moved. All in Favour. Carried.</i>	
8.00	Next Meeting Nov 2010	

Approved

