

BC Branch CIPHI Executive Committee Meeting
Tuesday January 24, 2006
Minutes

Present: Shawn Parhar, Lis Vallaster, Tara Hluchy, Roopy Khatkar, Joanne Lum, Steve Chong, Keir Cordner, Nigel Headley, Gord Stewart, Caroline Alexander, Shawn Mitton, Salima Kassam; Neil Nabata

Regrets: Jasmina Egeler, Lynn Richards, Kuljeet Chattha

1. Approval of Minutes –November 22, 2005

- ***Motion to approve minutes moved by Tara. Seconded by Keir.***

Amendments:

Under Old Business, BOC Thank You Letter –email ‘to’ examiners

Under Old Business, Health Regulatory Organization, second bullet – Deputy ‘Minister’

Under New Business, PHABC Quarterly Newsletter Submission (a) - delete ‘regularly’

2. BOC Update, Shawn Mitton

- Nov 2005 meeting – update: Many steering groups in progress. Getting contracts out for review for core competencies
- Steering committee met on Nov 17/18. BOC working hard on strategies for timelines. Looking at April and March to move Core Competencies along. Working with Alan Atwell to work on BOC and Pan Pacific core competencies to look like a global competency. PHAC help move along this project to turn around profession financially.
- Joint meeting in February between BOC and NEC. Gord to go to Toronto for board meeting. Shawn will be at BOC meeting. Gord will be taking over BOC exam coordinator role. Larry (provincial correspondent) stepping down, so it has to come through the government. Ministry of Health does not play as big a role. Shawn Mitton will be the exam coordinator, has past on role to Gord. Exam coordinator workshop in Feb in Toronto.
- An agreement made that PHAC will cover cost of travel, and CIPHI will cover for accommodations and expenses. BOC may pick up tab. Branch to cover expenses should there not be another funding source.
- ***Motion for Branch to cover Gord’s expenses moved by Neil. Seconded by Shawn Mitton. Carried.***

3. Email Motions in December

- (a) \$300 purchase of books – EHO stories

Motion to approve \$300 purchase of EHO Stories moved by Brent. Seconded by Gord via email.

- (b) PHAC quarterly submission

Motion to submit articles to PHAC on a quarterly basis moved by Tara. Seconded by Salima.

4. Committees

(a) Education

2006 Planning Update, Salima

- Forms and draft agenda have gone out.
- Confirmation of 75 delegates to date (VCH, INTERIOR and Health Canada).
- Exhibitors Committee is trying to round up exhibitors and sponsors. Bus is still to be finalized.
- So far, progress is according to timeline.
- Nick agreed to cost share with Executive to split cost for 10 VCH volunteers going up. Nick can cover travel, incidentals, accommodation for 5, Branch will cover the other 5. Ken Christian will also do the same for the other 6 from interior. Ken will cover 3 and Branch will cover 3 others.
- *Motion for Branch to cover cost of volunteers working and attending conference moved by Gord. Seconded by Keir. Carried.*
- Room Booking – VCH requested single invoice (one invoice sponsorship, one for rooms, another for transportation) to facilitate payment. Branch will pre-pay and block rooms for VCH and provide Nick with an invoice. Three per room (approx. 10 rooms) including rooms for volunteers. Steve to confirm with Nick. Same for option would be available for Ken in Interior HA.

Chartered Bus

- Branch would charter a bus, but concern is that it would be viewed as a VCH bus. It was reiterated that the bus will be promoted as a CIPHI bus, and will be available to everyone, on a first-come, first-served basis. To increase the number of delegates able to attend the conference, we will need to have an affordable travel option. Concern may be who would pay for that – it was agreed it would be a full-cost recovery system to have a rider fee and would charge \$75 per person to recover our costs.
- Discussion: Keir - what is the chosen means of transport for those on the island? There will be designated pick up locations for the bus, of which one will be at the ferry terminal. So far, for sure one pick up location at Horseshoe Bay. Leaves hotel on Friday at noon. Check out is around noon possible – To Be Confirmed.

2007 Planning Update, Tara

- Not much decided on so far. Next conference call next week. No committees discussed.
- Ken looking into the Grand Hotel, and contract will be finalized soon.
- Vision: visiting the core ~ building the future. Re-visiting and re-affirming core competencies is the mission. Next planned meeting on Jan 31.

(b) Membership, Lis

- Denis got his clock.
- Sending out the clocks was not cost effective. Items must be able to fit into an envelope and a slot (about 7mm) for regular postage.

- Membership numbers 2004 and 2005 were same total members (240). More students for 2005. 18 new members last year. This year we will have to focus on past members to renew.
- VCH (Nick Losito and Dr. Blatherwick) will be requiring membership as a condition of employment.
- About 9 or 10 registered at Christmas luncheon.
- As of Jan 11 we had 100 people registered for this year.
- Will need to improve in fee collection by trying to receive payment by end of December.
- Committee to revisit the annual promotional give away as it is not cost-effective. Perhaps give away at conferences.

(c) Social Committee, Joanne

- Confirmed members for Social Committee: Roopy Khatkar, Salima Kassam, Shawn Parhar, Tara Hluchy, Jennifer Flaten, Nigel Headley, Alex Law, Sonia Hundal, Joanne Lum (Chair)
- Christmas Luncheon was a success with about 100 people in attendance. We profited \$272 with the extra people and 50/50 draw
- Future Luncheons – we must ensure people are signed up to avoid overflow of people and avoid any planning issues.
- Next social event is bowling for February 26
- *Motion for Social Committee to use \$60 from the BC Branch Christmas Lunch profit for door prizes at the next Social Event moved by Joanne. Seconded by Gord. Carried.*

(d) Awards, Neil

- Made changes as necessary to the master list. Updated list on BC Page website.

(e) Sewerage System Leadership Council, Steve

- Council came out of SS Steering committee to develop regulations. Make recommendation to Ministry of Health.
- Circulated request for people to sit on leadership council. Appointed Rod Schluter as CIPHI rep, who has Sewerage experience from North Shore Region. Alternate is Trevor Getty, second is Nader Massoud.
- Thanks to Keir for chairing committee and work done to date.

(f) Environmental Public Health Week 2006 Recap, Steve

- Report to NEC: In BC, we were able to get the week proclaimed by government.
- Kuljeet did interviews on multicultural channel, posters were displayed, promotional materials on website. Post event on respective website at FH and VCH. Local mall display in North Vancouver.

- Lis: We need to start early for next year. Perhaps do a quiz and post on CIPHI website and advertise on radio for a prize. Steve suggested a booth at mall and tie in with promotional prize, but these are just ideas.

4. New Business

a) Updated Committee Workplans, Steve

- Committee Chairs to complete work plan for establishing goals. Work plan from Lis and Jo only last year.
- Found the workplan to be an effective tool for planning and meeting goals.

b) Volunteer recognition

- Need to recognize all volunteers on committees. Publish it on BC Page once a year. Caroline Alexander suggested to recognize one volunteer who is exceptionally outstanding.
- *Motion to recognize volunteers once a year on BC Page moved by Keir. Seconded by Caroline.*
- All chairs to keep track of volunteers.

c) BCIT

- Lorraine requested Jas to attend Education and Career Fair on February 22, 2006. Time of operation is 9am to 7pm. Two shifts 9am-2pm, 2pm-7pm. Need another volunteer to man booth. Send email to Jas or Steve.
- Advisory Committee – circulated last meeting's minutes. Committee considering dropping Technology from degree name and making it to Bachelor of Health Science.
- Discussion: the need for consistency on that across the nation. Need standardization across North America.
- **Action item:** For Jas to take forward to advisory committee to change name based on what is in use and that degree name be consistent across all educational institutions offering the same program.

5. Roundtable

- Tara doing marketing for conference
- Encouraged to promote conferences in offices. Lucy Beck – expectation staff are allowed to attend 1 educational event per year. So we should advertise the Sun Peaks conference in the North.
- Bursaries for Sun Peaks Conference – to be set.
- Claudia mentioned that some contingent will be sent to Ireland (World Congress), so we will need to consider setting bursary amounts at next meeting.

Motion to adjourn moved by Nigel.