

**BC Branch CIPHI Executive Meeting**  
*Minutes*  
**January 27, 2005**

**Teleconference Attendance:**

Steve Chong, Salima Kassam, Joanne Lum, Caroline Alexander, Nigel Headley, Kuljeet Chattha; Roger Parsonage, Gord Stewart

**Guest:**

Lis Vallaster, Board of Registration

**Regrets:**

Neil Nabata; Jas Egeler; Lynn Richards, Alan Kerr

**1. New Appointment to BC Branch Exec, *Steve***

- Two new appointments (by email vote):
  - Caroline Alexander – to replace Karen Larson
  - Kuljeet Chatta – to replace Patricia Tymiak

**2. Approval of Minutes – November 16, 2004, *Steve***

- Roger: Spelling correction under Section 3: Ken Christian (Director of Interior Health)
- Motion to approve minutes moved by Nigel Headley. Seconded by Caroline Alexander. Motion Carried.

**3. Old Business**

**a) Environmental Public Health Week Review, *Steve***

- Claudia stated that there were no calls re: EPHW. We haven't heard back from National CIPHI. There does not seem to be a whole lot of interest in BC.
- Email from Yukon: they distributed posters at Community Centers, CIPHI packages to High schools, three announcements from (local) radio stations – provided interviews to radio, and displays were provided at local supermarkets.
- VCH – had a display at the Health Dept, sent out posters to libraries and health units.
- To review: is it worthwhile to continue? We will try it for 1 more year.
- Lis suggested that we set up a booth for questions and answers in a mall; Problem with a mall set-up is the timing as it is after the Christmas holidays.

**b) Branch Website Redesign, *Steve***

- Gord, Dave and Steve creating draft template.
- Need to secure a web designer. Website needs to be upgraded.
- Lis and Jo - have a couple of people in mind and will forward contact information.

**c) Sewerage Regulation Update, *Steve***

- BC Onsite Sewerage Association, HA Director's representative was Tim Shum. Gord Stewart presented position statement on issue. Sewerage steering committee to reconsider statement and give formal response. Steering Committee requested if we want representative on committee? Kind of late, but they did offer it. See how they report back to us on position statement first.

**d) Food Security and Public Health, *Alan***

- Not present to give update

**4. Committees**

**a) Education, *Salima***

- 2005 BC Branch Conference Update: Salima
- March 15 & 16 at Metrotown Hilton Hotel. Agenda is just being fine tuned, and will be sent out on Tuesday. Jas will be taking registration, so please encourage all offices to put registrations in. Exhibitors will be taking part, there will be some good prizes. We are approximating 60-80 people per day (based on past numbers). Regional Directors have been approached. VCH will sponsor \$10,000 towards registration, member fee portion only (non-members will have to pay extra, this may reduce numbers for conference).
- Roger – sent note to staff in Okanogan to apply if they want to attend, as extra funds are available and all can go; and non-members would need to pay difference between member and nonmember rates.
- Fraser Health will sponsor \$1000 (so far). BCIT will sponsor also.
- Need to recruit 2-3 people to put together packages. Lis volunteered.
- Speaker packages to be sent out with maps, name tags, parking pass.
- Kuljeet – Fraser HA, Jeet plans on sending 8 people (4 people per day)
- Executive must promote conference in offices and attend if possible.
- Note: Water Conference will be on March 9 & 10 in Kamloops.

**b) Membership, *Steve/Lis***

- Appointment of new chair –Lis Vallaster, BOR
- Merchandising Update: Pens were ordered last year. We need to get new products.
- Membership Drive Update: Letter has been sent to members and non-members. Letter was drafted by Jas and stated what we have done, benefits.
- Lis: haven't been involved before, so would like everyone's ideas what has worked in past and what doesn't.
- Steve- to forward all emails and committee list to Lis regarding membership.
- Registration fees for 2005 must be received prior to March 31. Option is there if members want to break up payment into two installments. Contact to Steve if they want more info.

**c) Social, *Salima/Joanne***

- Appointment of new Chair – Joanne Lum, to take over from Patricia Tymiak
- Christmas Lunch Review – Cost of luncheon was \$1600. We didn't lose any money (broke even). The 50/50 money was not used for payment of lunch –it was kept as petty cash.
- Tara Hluchy has pictures from luncheon. She will submit them with some comments about the luncheon.
- Next year we need a new venue - preferably cheaper.
- Should try to have each office (who cannot make it to the luncheon) to donate door prizes.

**d) Constitution Review, Lynn**

- Lynn will call meeting to discuss committee work in February once she has received required materials from Karen Cummings

**5. New Business**

**a) Succession Planning, Steve**

- AGM – last term for some executive members.
- Volunteers for Nominations Committee required to ask for status of each position and to forward report for AGM (i.e. to remain as councilor or stepping down; if stepping down – find other nominations).

**b) 2006 BC Branch Conference, Steve**

- Steve talked to Ken Christian at the WNV conference to confirm the 2006 conference to be held at Sun Peaks. He has sponsored \$5000 towards event. Branch will use this as a test case – if successful, we can take conference to other areas outside of the Lower Mainland.
- Lucy Beck suggested to alternate every 3<sup>rd</sup> year to take it on the road.
- Ken is great supporter of Branch and Institute.
- A thought: Branch can charter a bus and cover cost on first come first serve basis for members traveling from the lower mainland. Lower Mainland because we have the members.
- There will be a great representation from Interior because of high budget to use for conferences.

**c) BCIT Advisory Group Update, Steve**

- Circulated minutes from Jas's attendance at meeting. Practicum fee was unfair to students considering it is an unpaid practicum. BCIT's response was that that was the only program that didn't charge a practicum fee. Branch's objections were noted for the record.

**d) Branch Conference – Director's registration Fee, Steve**

- Director's registration fee is waived for Health Authority Directors to attend Branch Conference. This will get them to participate, showcase the event, and show that their staff's education needs can be met. No objections.

- Steve will send email invitation to 5 Health Authority Directors to attend our conference.

**e) CIPHI Display Booth, *Steve***

- NEC looking into purchasing display booth to take on the road for National Conference. – Opportunity for different branches to purchase their own display booth. If we get more than 1 there will be a discount.
- Pass motion to get a display booth for BCIT, mall, career fairs, branch conferences, etc. - Banner light display – a portable 7' poster display costs ~ \$300-400 dollars
- Motion to spend \$500 dollars to get display booth for BCIT, malls, career fairs, branch conferences, etc. moved by Gord. Seconded by Salima. Motion carried.

**f) Health Act Review, *Steve***

- We need volunteers to review health act renewal project. Don Corrigan has show interest and will be asked to sit on the review committee.
- Roger – health inspectors are not named in Health Act at all, but MHO's are to delegate, etc. Health Inspectors has professional expertise and qualifications to conduct work without having MHO oversee.
- Volunteers to represent branch on this and to propose new Health Act: Caroline and Gord; Steve will ask Don.

**6. Roundtable**

- Gord – Environmental Public Health Week overview – went well with the packages that were sent to all health regions and offices. Not much feedback, but all got sent out. Internal advertising only – no media coverage. No call provincially or federally about event according to Claudia. Will try for another year if there are any benefits. This is only the second year. Next year will need more co-ordination. It has been claimed by cabinet in Saskatchewan and Manitoba. This will be something we target for BC in 2006.

**7. Motion to adjourn meeting, *Steve***

- Motion to adjourn meeting moved by Nigel.