

**BC BRANCH CIPHI EXECUTIVE COMMITTEE MEETING**  
**JUNE 17, 2008**

Present: Shawn Parhar, Steve Chong, Sonia Hundal, Barbara Haworth, Paul Markey, Shannon Roberts, Ashleen Nadan, Shawna Bicknell, Lis Vallaster, Gary Tam, Jasmina Egeler

Regrets: Jennifer Flaten, Ingo Frankfurt, Keir Cordner, Nigel Headley

**Additions to Agenda**

- B4. AEC Bursary
- C4. Human Rights Tribunal Ruling

**A. Approval of Minutes**

**Motion to approve April 16, 2008 minutes. Moved and seconded. Motion Carried.**

Business Arising:

- New laptop has been purchased. New printer may be purchased in the future. The laptop will be used for meetings and conferences.
- J. Egeler will look into extending the membership of BCFPA

**B. Old Business**

1. Sewerage Systems Leadership Council Committee & Adhoc Coalition Committee
  - Discussion deferred to the next meeting
  - Hoping that medical health officer(s) council can do some advocacy work.
2. Online FoodSafe Level I certificate processing
  - Received two requests for certificate processing
  - Suggest to use a separate printer for printing certificates

**Action Item: J. Egeler will look into a new printer**

3. IFEH Conference
  - A number of executives went to the conference
  - Experience was very rewarding with the varieties of key notes and topics

- Great chance to network with delegates around the world
  - Delegates face the same Public Health issues around the world
    - Experience gained from this conference will be beneficial in planning this upcoming Vancouver Conference in 2010.
  - Pictures have been uploaded to the internet for reviewing at [www.ifeh.org](http://www.ifeh.org)
  - It will be a synergistic approach for 2010 Vancouver Conference from BC Branch, IFEH and CIPHI National
  - Profit will be shared amongst three associations.
4. AEC Bursary
- Approved bursaries: Robert Hanley, Virginia Jorgenson, Ross Adamson, Nancy Clements

### **C. Committee Updates**

1. Membership
  - 191 members so far
  - Number of members has dropped significantly
  - L. Vallaster has been advocating members to renew their membership by approaching former members in the office
  - J. Egeler shared the membership spreadsheet with the executives.
  - Online membership registration form will help increasing the membership number
  - Promote membership with the member discount at the annual BC Education Conference
  
2. Social
  - Short human resources to host a summer social event
  - Will talk to the committee members if they can help organizing the BC educational conference in the Fall
  - J. Egeler suggested having a call to the BC branch members for volunteers.
  - Executives agreed to have a larger provincial wide social event in the conference.

### 3. Website

- L. Vallaster suggested putting River Rock pictures on the front page of the website, and information on the BC Conference.
- D. Butt will have the membership PDF file on the website.
- S. Parhar will pass all information to the website group.

### 4. Education

- Registration form is available now
- J. Egeler sent the form to BC Branch members
- Binder committee has started the binder project
- L. Vallaster and J. Egeler suggested to make a binder that is environmental friendly
- Executives agreed to reduce the number of pages in the binder by giving speakers a solid deadline to submit the presentations.
- Suggested to work with website committee in uploading missing presentations on the website. A designated committee member to follow through the post-conference production.
  - S. Chong to compile the CD together.
- A new treasurer: Sabrina Sandhu (VCH) will be handling the book and ledger for the conferencing account
- L. Vallaster suggested meeting with K. Corder in Vancouver on June 26 or 30, 2008.

### 5. Promotion & Advocacy

- Discussion deferred to next meeting

## **D. New Business**

### 1. AGM Preparations

- J. Egeler will work with branch registrar to organize annual general meeting in September

### 2. Nomination Committees

- S. Chong will lead the nomination committee. Volunteers will be needed to solicit nominations

### 3. Newfoundland AEC

- Motion to cover the travel expenses for the Branch President to attend NEC Meetings in St. John's, Newfoundland. Moved and seconded. Motion carried.
- J. Egeler suggested promoting BC Branch members to present papers at conferences.
- A financial subsidy is suggested to the members who present in the conferences.
- Executives agreed to the ideas of sending members to conferences.
- It was suggested having the members to present at the BC Branch conference to benefit BC Branch members.
  - Item can be brought to the NEC level to assemble a benefit package for EHO presenters.
- J. Egeler suggested expanding the current scope of the bursaries.
  - This topic will be discussed further in the upcoming meeting.

### 4. Human Rights Tribunal Ruling

**Action Item: S. Parhar to obtain the full document of the ruling and forward to the executive.**

- Executive will strategize how to respond to the ruling after the document has been reviewed.

**Motion to adjourn meeting. Moved and seconded. Motion carried.**