

**BC Branch CIPHI Executive Meeting
September 20, 2005**

Minutes

Present: Lynn Richards, Tara Hluchy, Salima Kassam, Roopy Khatkar, Jas Egeler, Lis Vallaster, Nigel Headley, Steve Chong, Brent Zaharia, Caroline Alexander, Neil Nabata, Gord Stewart, Denis Semail, Joanne Lum

1. Approval of Minutes – June 21, 2005
 - a) *Motion to approve minutes motioned by Jas. Seconded by Neil. Motion carried.*

2. Old Business
 - a) Branch Website Redesign, Steve
 - a) Completed design has received positive feedback. Layout is user friendly. Thanks to all involved in design. Website needs to be updated regularly to keep it current.
 - b) Conference Bursaries, Steve
 - b) Bursaries awarded to Keith Orlaw, Amardeep Kambo, Trevor Getty. They must provide proof of conference attendance and a summary of the conference experience. Amount is \$650 each. There were 4 applicants – the other was a student who didn't meet the requirements.
 - c) CIPHI AEC Toronto – Silent Auction and Meet & Greet Donations, Roopy
 - c) The meet and greet donation of \$200 has been forwarded to Deb Losito to be forwarded to the conference. Silent Auction items are a 2010 Olympic men's jacket, box of wild salmon, pate and BC wine.

3. Committee
 - a) Education
 - 2006 Planning Update, Salima
 - Roopy, Brent and Salima have met and will meet with the committees locally to decide how to work together between Lower Mainland and Kamloops. A time line must be worked on. A draft budget has been prepared by Salima, but was challenging because of transportation costs, and the challenge of bringing speakers in, which will be a significantly higher cost compared to the past.
 - Draft budget, Salima
 - Draft budget needs more detail, such as line items outlining specific expenses (accommodations, meals, bus, transportation costs, etc.) and revenues. The committee should get together to work through the details. Due to additional expenses, we should consider increasing the registration fees to aim to break even. Target for 2006 will be to break even.
 - b) Membership, Lis

- Membership drive still needs to be increased. Everyone in Vancouver registered except for two. No meetings with committee lately, so no new information. Emails were sent out to non-renewing members. The committee members split up the list to contact the non-renewing members, in the attempt to get the increase in membership. There was a survey that was made for non-members, but no information at this time. A committee meeting will be held by the end of September. The travel clocks can be sent out right away. We need to find a good way to send it out to people. Lis to touch base with Jas in regards to how the pens were sent out. The challenge is getting the clocks distributed up North. Caroline stated that she will send it through their internal house mail as long as the committee posts the address on each one. The clocks for the Interior region will be delivered by Tara/Brent. Clocks for Fraser Health can be dropped off with Gord.
- c) Constitution Review, Lynn
- Lynn requested that she discontinue as chair of the committee, but will reside as a member. We will need a new candidate to chair this committee. We need to re-vamp the constitution and Bylaws as they appear outdated. This is a huge project, but any review of the constitution should wait until after the motions are voted on at the AGM, as they may impact any direction we take with constitutional changes. Tim Roark expressed interest in volunteering on the committee, and was added as to the list. Email Steve if anyone is interested in chairing for committee.
- d) Awards, Neil
- Angeline Chan not giving updates with awards anymore from BCIT. Last one was for Darren Molder.
 - Only update are the recipients of the conference bursaries.
- e) Sewerage Regulation, Steve
- Keir not present to give update – he will report back at next meeting.
 - Denis's Update – Denis provided a verbal report from BCIT to committee. Suggested to Trevor Getty that BCIT should increase size of the sewerage program to incorporate Royal Roads sewerage courses. Details need to be worked out with BCIT administration to see if this is even possible. Any comments to be forwarded to Denis.
- f) Health Act Renewal Project
- A meeting has been scheduled between CIPHI and Ron Duffell, Brian Emerson, and other Ministry of Health staff to discuss the project tomorrow at 3:30pm. Steve cannot attend, so Gord will attend by conference call. Ron will be reporting back what was previously discussed at the last meeting.

4. New Business

- a) Swimming Pool Regulation re-draft - Jas will chair committee (Brent, Shawn and Tara). Input required by Sept 30. Anyone with input will need to contact Jas before September 30.
- b) Alex Nillson Diabetes Pledge
 - Alex Nillson Pledge to compete in the Reykjavic (Iceland) Marathon in 2006.
 - *Motion to approve a pledge of \$200 for the Alex Neilson roller skiing across Canada for Diabete's Awareness Campaign. Moved by Caroline. Seconded by Gord. Motion Carried.*
- c) EPH week 2006
 - Victor Ma will re-work posters for 2006. Draft has been forwarded for comment. Initial concerns were the font and colour of the text were difficult to read in some areas of the poster.
 - Allotment of posters should be same as last year, which was 510 posters. If you think there should be more, let Steve know.
 - CIPHI is attempting to get Dr. David Butler-Jones proclaim national EPH week.
 - Committee involvement: Lis volunteer to take over Gord's chair position. Volunteers on committee: Gord, Caroline (Northern), Joanne, Jas, Nigel, Keir (Van Island), Brent (Interior). Lynn will want information also.
- d) CIPHI Powerpoint Presentation
 - Powerpoint presentation has been finalized by contractor and will be available for use. Steve sent it to the Executive. It is good for career days, BCIT, and other special events.
 - Lorraine has new program at BCIT – degree transfer program. She had requested CIPHI to talk about the Institute and the program. Jas will be giving a talk on October 5. Banners are also available. Tara volunteered to help out.
- e) BCIT
CIPHI Presentation to new Environmental Health Students
 - Vince Chiodo – requests CIPHI come in and speak to ENVH students to go over benefits of membership. Lis volunteered to talk and to drive membership.
- f) Subdivision Act Review
 - David Coomb – requested CIPHI participate in its development to ensure members' interests are taken into account as inspectors still have responsibility to review. Subdivision regulations are tied with Sewerage Regulations. CIPHI has not been included as a stakeholder. Gord to forward contact information to Steve, so that a letter can be forwarded requesting participation.

g) Board of Registration Vacancy

- Jennifer Flor expressed interest in volunteering.
- *Motion to approve Jennifer Flor for Board of Registration moved by Gord Stewart. Seconded by Steve Chong. Motion carried.*

h) Board of Certification

Workshop at AEC for exam coordinators

- Need to cover meals, transportation, travel, expenses.
- *Motion to send Gord Stewart as the exam coordinator. Moved by Lis. Seconded by Neil. Motion carried.*

Additions to the list of BOC examiners:

- EHO: Olga Bitzikos, Lis Vallaster, Keith Herle, Salima Kassam, Tim Bilyk, Andrea hall Darcy, Glen Gibson, Bill Wrathall, David Fishwick, Dean Scovill
- MHOs: Bonnie Henry(BCCDC), Reka Gustafsen(VCH); Phil Shoemaker (CGH)
- *Motion to approve list as given. Moved by Gord. Seconded by Nigel.*
- *Motion to add Andrew Larder. Moved by Gord. Seconded by Lis.*

i) Health Canada

- Stakeholder forum focused on gaining better understanding of priority food safety and nutrition issues in the Western region and what improvements may be required to the regulatory framework. Focus is on federal issues. CFIA to take lead on discussion. Denis willing to go pending space and time. Jas will backup if Denis cannot go.

Motion to adjourn moved by Denis. All in favour.