

BC Branch CIPHI Executive Council Meeting

MINUTES

February 24, 2015 from 08:45 to 10:15 PST

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<input checked="" type="checkbox"/> Crystal Brown <input checked="" type="checkbox"/> Gary Tam <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun <input checked="" type="checkbox"/> Emily Woodrow <input type="checkbox"/> Paula Tait <input checked="" type="checkbox"/> Nadia Kyerematen <input checked="" type="checkbox"/> Tiffany Chu <input type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input type="checkbox"/> Virginia Jorgensen <input checked="" type="checkbox"/> Christine Chen Those highlighted in yellow are absent Guests: None	All
2.00	Approval of Agenda	
2.01	Additions to the Agenda: 7.0 New Business <ul style="list-style-type: none"> 7.1 President Elect Position – C. Brown 7.2 VCH Annual Education Event – J. Pickles Motion: To Approve the Agenda as circulated via email and amended February 24, 2015. Seconded. Carried.	All
3.00	Approval of Minutes	
3.01	<ul style="list-style-type: none"> Minutes still awaiting executive approval are from, November 2014, December 2014, and January 2015. Due to technical difficulties will be circulated via email for approval via e-motions. 	C. Brown

ITEM	DETAILS	NAME (S)
4.00	Electronic Motions	
4.01	<p>January 21, 2015: motion "that the BC Branch again offer a promotional draw open to all EPH Professionals who renew their CIPHI BC Branch membership by February 28th 2015, for a chance to win either a free 2015 Membership (fees to be reimbursed to winner) or the option for free <u>registration</u> to the National AEC this year in Ottawa September 13-16th "</p> <p>Motion: Passed</p> <p>January 27th 2015: Motion to accept the recommendation from BCIT for the recipient of 2015 John A. Stringer Award</p> <p>Motion: Passed</p>	C. Brown
5.00	Standing Business	
5.01	<p>COPE Update:</p> <ul style="list-style-type: none"> • No new report • COPE will be auditing of PDH's • Will be working with MSC to streamline CPC Program 	K. Cordner
5.02	<p>BOC Update:</p> <ul style="list-style-type: none"> • Getting ready for the April BOCs. • No report on whether there still a need for volunteers for this date at this this point in time. 	R. Popoff
5.03	<p>BC Branch Education Committee:</p> <ul style="list-style-type: none"> • Still looking for members and a chair <p><u>ACTION ITEM</u></p> <p>Executive members must ensure to respond to President ASAP to confirm interest and availability to participate on this committee</p>	C. Brown
5.04	<p>BC Branch Promotion Committee - <i>Tabled</i></p> <ul style="list-style-type: none"> • A question was raised about distinction between Promotions and Membership Engagement Committee as well as the validity of having to separate groups? Committee chairs to review and discuss distinction and consider amalgamation. 	D. Chen

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5.05	<p>Membership Engagement Committee:</p> <ul style="list-style-type: none"> Membership Drive 2015 launch with new renewal poster advertising again the opportunity for either a free annual membership or free registration to the National AEC in Ottawa. This initiative is also supported by reoccurring articles within the BC exploring "What Does CIPHI do for You?" Membership Drive Draw to be held February 28th, 2015 so renewal poster to be again distributed to current members today as a last reminder to renew now. Plans for short survey to be circulated to be again to membership and non-members as follow-up to 2011 survey to affirm trends observed regarding a lack of engagement with the profession and general public awareness of CIPHI. This information will then serve as basis for development of a recruitment and retention strategy. <p>ACTION ITEM</p> <ul style="list-style-type: none"> Student Liaison Position – Framework of new Branch position developed by current student volunteer circulated via email February 24, 2015 for review and feedback in consideration of approval of this new position. The intent to have a conduit for improved engagement between the Branch and the BCIT ENVH Program. 	All
5.06	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> Nothing to report 	C. Brown
5.07	<p>Update from BC Page:</p> <ul style="list-style-type: none"> Successful launch of Winter Page Gearing up for Spring Page Looking to increase # of advertisement space this year Planning to continue with Giardia's Corner and Executive Member Profiles 	S. Sowa
5.08	<p>Update from Historian - Tabled.</p>	T. Roark
5.09	<p>Finance Update:</p> <ul style="list-style-type: none"> Not many transactions for the new financial period for 2015 have occurred. Has purchased the accounting software, and have been on a training course and set-up the system. 	J. Pickles

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	<ul style="list-style-type: none"> When the 2014 period is closed and report finalized, I will start using the electronic record system. Treasurer report provided which is current to date pending final receipt of monies owed and final payment for distribution of BC Branch Awards. Anticipated that we will again be on budget, perhaps with a very small surplus. 	
5.10	<p>Branch Awards:</p> <ul style="list-style-type: none"> Dates and times for presentation to recipients of the 2014 Member of the Year and Alex Nielson Awards are still to be confirmed. 	C. Brown
6.0	Old Business:	
6.1	<p>BCIT 50th Anniversary Legacy Fund:</p> <ul style="list-style-type: none"> Follow-up to be conducted by BC Page Co-Editor 	C. Brown
6.2	<p>BC Branch Direction for 2015:</p> <ul style="list-style-type: none"> Webinar Swag Christmas luncheon AGM Environmental Health Week – Promotions of EHW, correspondence with Municipalities for Proclamations, EPHW Promotional Contest. Update Policies, By-laws etc. Awards 	C. Brown
7.0	New Business	
7.1	<p>President Elect Position :</p> <ul style="list-style-type: none"> Executive member to consider the position Must be prepared to commit to a 6 year process with 2 year terms as President Elect, President Is a very rewarding experience 	C. Brown
7.2	<p>VCH Education Event:</p> <ul style="list-style-type: none"> Currently organizing it annual 2 day Educational Event June 15-16th 2015 Opportunity offered by VCH for the BC Branch to participate with space available for a Display Booth to promote membership and increase awareness. Existing Executive whom are VCH Staff to coordinate set up and staffing of BC Branch Booth 	J. Pickles

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	<ul style="list-style-type: none"> Associated costs – purchase of swag, already have display boards, man hours would be volunteered. Promotions Committee to provide any necessary support 	
	Adjournment at _9_:_58_ Hours	
	Next Meeting: March 17 th , 2015	

Calendar of Events

January	Membership renewal and PDHs due
February	
March	
April	CIPHI's Birthday BOCs
May	Drinking Water Week <ul style="list-style-type: none"> Occurs during different weeks
June	Safe Kids Week 2014 June 7 th -14 th BC Page Spring Summer Edition to be Released
July	
August	
September	EPHW 2014 September 21-27 th <ul style="list-style-type: none"> Fourth week in September National AEC World Environmental Health Day: Thursday September 25th
October	BOCs
November	
December	Christmas Luncheon