

BC Branch CIPHI Executive Council Meeting

MINUTES

April 16, 2013 from 08:33 to 10:00

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call	08:30	
	Attendees: Gary Tam, Keir Cordner, Crystal Brown, Rory Beise, Jeremy Chow, Kuljeet Rai, Greg Baytalan, Daniel Fong, Isher Deol, John Pickle Guests: Tim Roark Regrets: Virginia Jorgensen, Sabrina Sandhu, Dale Chen		All
2.00	Approval of Agenda		
2.01	Addition to Agenda Added – Item 5.07 Historical Committee Update. Deleted – N/A <i>Motion: motion to approve agenda as amended. Moved. Seconded. All in favour. Carried</i>	08:33	All
3.00	Approval of Minutes		
3.01	March 19, 2013 Added – Item 5.01 – “Mosaic banner is short 180 photos. There are very photos from NHA, IHA, and FHA.” To be amended to “Mosaic banner is short 180 photos. There are very few photos from NHA, IHA, and FHA.” Deleted – N/A <i>Motion: motion to approve minutes as amended. Moved. Seconded. All in favour. Carried</i>	08:35	G. Tam
4.00	Old Business/Action Items – Status Update		
4.01	Electronic Motion: BOC Examiners (April): March 25, 2013 <ul style="list-style-type: none"> Electronic motion has been passed. 	8:38	G. Tam

ITEM	DETAILS	TIME	NAME (S)
5.00	Standing Business		
5.01	<p>Centennial Committee – Update on activities</p> <ul style="list-style-type: none"> • Teleconference held last week. • Tree planting ceremony to occur on April 22, 2013. Temporary event permit has been received, temporary handwashing station will be set-up, tents to protect foods have been arranged, and food order has been placed. • Plaque and cherry tree are ready for the ceremony. • Volunteers from CIPHI BC Branch and BCIT will be present for the ceremony. • Press release to be sent out. • Tree planting ceremony has been added to the FaceBook page and the BC Page will be updated to include this information. • Invitation has been sent out to T Roark and C Young to attend. <p>– Update on National celebration activities</p> <ul style="list-style-type: none"> • Mosaic banner has been completed and is ready for the print shop. • Currently still accepting recipes for the Recipe Book. • FaceBook page has voting for the CIPHI Mascot's name. • Currently unsure when the mascot will arrive in BC – will be kept updated. • Challenge coin to be minted and sold to members. • Friday April 19, 2013 is the 100th birthday of CIPHI. Media release will be made. • Conference planning is going along smoothly. 	08:40	K. Cordner/ G. Tam
5.02	<p>Centenary Award Project</p> <ul style="list-style-type: none"> • The BC Branch along with the Ministry of Health has developed a Centenary Award. Currently discussing ways which the award can be presented. Option is to present the award at the AGM. 		J. Ip

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	<ul style="list-style-type: none"> • Interest in an Educational Conference is unknown at this time. Support from Regional Directors needs to be gauged. <ul style="list-style-type: none"> ◦ If there is an Educational Conference, it will likely be multi-site workshops. 		
5.03	<p>Promotion & Advocacy, Membership & Website Committee</p> <ul style="list-style-type: none"> • Website Harmonization Project Report <ul style="list-style-type: none"> ◦ Review has been completed. Currently recruiting volunteers to assist in implementation of recommendations. Also looking for volunteers to assist with the Promotion & Advocacy, Membership & Website Committee. • BCWWA Drinking Water Week Promotion <ul style="list-style-type: none"> ◦ From May 23 – May 25, CIPHI BC and BCWWA will run joint sponsorship. • Reallocation of Budget (\$1,000) <ul style="list-style-type: none"> ◦ \$1000.00 has been re-allocated from the budget to sponsor delegates to the National Educational Conference in Winnipeg. <p>Action Item: G Tam to draft email to former CIPHI Executives to recruit assistance for the Promotion & Advocacy, Membership & Website Committee.</p> <p>Action Item: C Brown to post on FaceBook to solicit volunteers for the Promotion & Advocacy, Membership & Website Committee.</p>	08:50	C. Brown
5.04	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • No updates at this time 		G. Tam
5.05	<p>Sewerage & Radon Updates</p> <ul style="list-style-type: none"> • Sewerage coalition to be dissolved. Coalition has achieved many goals since inception. • If coalition is to be dissolved, paperwork needs to be completed to inform stakeholders of the decision. 	09:05	G. Baytalan

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	<p>Motion: motion to approve the dissolution of the Sewerage Coalition and to notify stakeholders of the decision. <i>Moved. Seconded. All in favour. Carried</i></p> <p>Action Item: Letter to be drafted to inform stakeholders of the dissolution of the Sewerage Coalition.</p>		
5.06	<p>Education Committee – Webinar Project</p> <ul style="list-style-type: none"> • First webinar has been completed. • Some glitches were discovered in the first webinar. Lessons learned will be used to improve future webinars. • 55 individuals registered for the webinar (13 groups). 19 individuals who registered did not attend. • G Tam would like to express gratitude to members of the webinar working group for all their hard work. • There is interest in a Fall webinar – planning is to begin soon. 	09:10	I. Deol
5.07	<p>Historic Committee Update</p> <ul style="list-style-type: none"> • All copies of the Environmental Health Review and Canadian Sanitation publications have been scanned and burned onto DVD. Copies will be made available to Branch Presidents. <ul style="list-style-type: none"> ○ May consider selling the DVD to interested parties to recover some project costs. • Next project will be to scan National Executive minutes and BC Branch minutes and BC Branch Newsletters <ul style="list-style-type: none"> ○ BC Branch minutes date back to 1926 (3 books) and are hand written. Volunteers will be required to transcribe minutes into electronic text. 	09:15	T. Roark
6.00	New Business		
6.01	BC Branch Delegate Sponsorship to CIPHI AEC	09:20	G. Tam

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	<p>2013</p> <ul style="list-style-type: none"> \$1000.00 from Promotion and Advocacy has been re-allocated to the Branch. \$200.00 from Membership has been re-allocated to the Branch. Branch to provide additional \$50.00 to \$100.00 to support early bird registration for 2 CIPHI BC Branch members (\$649). <p>Motion: motion to approve the expenditure of \$1298.00 to sponsor early bird registration fees for 2 BC Branch Members. <i>Moved. Seconded. All in favour. Carried</i></p>		
6.02	<p>CIPHI AEC 2013 – Silent Auction Item</p> <ul style="list-style-type: none"> Item not to exceed \$200 after taxes. <p>Motion: motion to approve the purchase of Rona gift cards in the amount of \$150.00 for the CIPHI AEC 2013 Silent Auction Item. <i>Moved. Seconded. All in favour. Carried</i></p>	09:35	G. Tam
6.03	<p>CIPHI BC Branch – Social Event/AGM</p> <ul style="list-style-type: none"> Planning for the AGM is to begin shortly. In the Branch By-Laws, AGM is to be held between March 1 and September 30. AGM is to coincide with EPHW, with the target date being September 26, 2013. Possible ideas to generate interest include: raffles, 50/50 drawings, free drinks for those who attend the AGM, social activities, etc. Early registration/purchasing of tickets can ensure sufficient numbers to meet quorum. A group will be formed to brainstorm ideas for the next teleconference. 	09:45	G. Tam

ITEM	DETAILS	TIME	NAME (S)
6.04	<p>National Education Conference Bid 2016</p> <ul style="list-style-type: none"> • BC has the opportunity to bid for the 2016 National Education Conference. • Conferences to be held in Winnipeg, Newfoundland, and Ottawa in 2013, 2014, and 2015, respectively. • Need to gauge support from BC Branch Executives, Regional Directors, and the Ministry of Health. • Discussions will be held with the Regional Directors prior to proceeding. • Decision on whether or not to proceed with a formal bid will be deferred until interested parties have been contacted. 	09:55	G. Tam
	Adjournment at 10:00 Hours		
	Next Meeting: May 28, 2013		