

BC Branch CIPHI Executive Council Meeting

MINUTES

April 19, 2011 from 08:35 to 9:30

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
	<p>Attendees: Keir Cordner, Grace MacIver, Paul Markey, Jeremy Chow, Jasmina Egeler, Sarah MacDougall, Greg Baytalan, Juliana Gola</p> <p>Guests:</p> <p>Regrets: Gary Tam, Sabrina Sandhu, Isher Deol, Cole Diplock, Rory Beise, Crystal Brown</p>		All
2.00	Approval of Agenda		
	<p>Add – N/A Delete – N/A MOTION: motion to approve agenda as circulated <i>Moved. Seconded. All in favour. Carried</i></p>		All
3.00	Approval of Minutes – Feb. 15, 2011		
	<p>Add – N/A Delete – N/A MOTION: motion to approve minutes from February 15, 2011 as circulated <i>Moved. Seconded. All in favour. Carried</i></p>		All
4.00	Old Business/Motions		
	<p>Motion to approve expenditure for one 2011 CIPHI National Annual Education Conference application fee or equivalent travel expenses for qualifying member under BC Branch Conference Sponsorship Policy – Motion Carried.</p> <p>Motion to approve expenditure for President-Elect 2011 to attend CIPHI National Annual Education Conference including application fee and associated</p>		K.Cordner

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	<p>travel expenses – Motion Carried. Motion to approve BOC BC Examiners list for active examiners participating in April 2011 examinations – Motion Carried.</p>		
5.00	<p>New Business</p>		
5.01	<p>BC Page Policy and Procedure – review and comments</p> <p><input checked="" type="checkbox"/> Developed by the previous editor of the BC Page in order to promote consistency when transitioning to new editors</p> <p>MOTION: motion to approve the BC Page Policy and Procedure document <i>Moved. Seconded. All in favour. Carried</i></p> <p>Action Item: G Tam to incorporate BC Page Policy and Procedure document into the BC Branch Orientation Manual</p>		<p>K.Cordner/S.MacDougall</p>
5.02	<p>BC Annual Education workshops – update on progress</p> <p><input checked="" type="checkbox"/> Dates for the workshop have been selected:</p> <ul style="list-style-type: none"> ○ October 4 – Lower Mainland Located in FHA ○ October 5 – Prince George ○ October 6 – Kelowna <p><input checked="" type="checkbox"/> Dual presentations:</p> <ul style="list-style-type: none"> ○ NECCH will present on ethics. There will also be a presentation on the practical application to the profession – presenter to be determined <p><input checked="" type="checkbox"/> NHA, IHA, and VCH have made a commitment to attend the workshops. NHA and IHA may combine the workshop dates with</p>		<p>P.Markey/C. Brown/K.Cordner</p>

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	<p>regional educational conferences. Lower Mainland may consider 2 separate days for the workshop, if the number attending is substantially large</p> <p><input checked="" type="checkbox"/> A title is needed for the workshop to put together promotional materials. Workshop will include ethics, cultural sensitivity, and procedural fairness</p>		
5.03	<p>Sponsorship for 77th CIPHI Annual Education Conference – Silent Auction item + opening greetings donation – request for Motions</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local branches generally provide monetary support to the Annual CIPHI Education Conference <input checked="" type="checkbox"/> In the past, each branch has provided a \$200 cash donation and a \$200 silent auction item. Local branches have indicated they will provide similar donations this year <p>MOTION: motion to approve a \$200 cash donation for the 77th Annual CIPHI Education Conference in Nova Scotia <i>Moved. Seconded. All in favour. Carried</i></p> <p>MOTION: motion to approve a \$200 silent auction item donation for the 77th Annual CIPHI Education Conference in Nova Scotia <i>Moved. Seconded. All in favour. Carried</i></p>		K.Cordner
5.04	<p>Environmental Public Health Week – date change proposal – update</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Due to the proximity of EPHW to Christmas, there was a desire to move EPHW to a different time in the year <input checked="" type="checkbox"/> Four proposed dates were sent to the executives of the local branches. The preferences for each branch were then 		K.Cordner

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	bought to the NEC <input checked="" type="checkbox"/> Proposed dates have been narrowed down to Late September and Early March <input checked="" type="checkbox"/> Survey will be sent out to members to vote on the preferred new date for EPHW		
5.05	<p>Membership Committee – member/non-member survey results + BC Branch activities spreadsheet</p> <input checked="" type="checkbox"/> S. MacDougall: Survey was sent out again to both members and non-members. The maximum allowable number of responses on SurveyMonkey was received – 100 <input checked="" type="checkbox"/> A quick glance of the surveys appears to indicate cost is not the main factor in not becoming a member; non-members do not see the benefits of membership <input checked="" type="checkbox"/> K Cordner: C Brown is currently working on a spreadsheet of the activities CIPHI carries out on an annual basis to show both members and non-members what the branch does <input checked="" type="checkbox"/> J Chow: Difficulty in sending the survey to non-members. Received a request to stop sending CIPHI correspondence <p>Action Item: K Cordner will follow-up with C Brown to determine the status of the spreadsheet</p>		C.Brown/S.MacDougall/G.Baytalan
5.06	<p>Letters to Retirees – Update</p> <input checked="" type="checkbox"/> One letter was sent out this year to a 2011 retiree. Letters for 2010 retirees have also been sent out <input checked="" type="checkbox"/> If you are aware of retirements in your Health Authority, send an email to K Cordner		J.Gola/K.Cordner
5.07	<p>Website Committee – Update</p> <input checked="" type="checkbox"/> K. Cordner provided update - Landing		G.Tam / Website Committee

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	<p>page is being more consistently updated to ensure the information is current</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Awards page will be updated: Each award will have it's own page with background on the award, past recipients, and photos of recent recipients <input checked="" type="checkbox"/> P Markey: Is it possible to add social marketing to target non-members? Discussion ensued. 		
5.08	<p>Sierra Leone Project – Update</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Goal is to raise \$10,000 by the end of 2011 for a safe drinking water supply in Sierra Leone <input checked="" type="checkbox"/> Project has been adopted by CIPHI National – seeking involvement by all Provincial Branches <input checked="" type="checkbox"/> Currently trying to place this information on the BC Branch Page <input checked="" type="checkbox"/> May consider including fundraising information at the Education Workshops 		K.Cordner/G.Tam
5.09	<p>Promotions/Advocacy – Updates - promotion of BC Branch activities – Liaison with Ministries, strengthening ties with BCIT program/students, 100 year Centennial planning sub-committee - volunteers, Media campaign</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Liaison with Ministries <ul style="list-style-type: none"> o K Cordner has met with members of the Ministry of Health Services in hopes of having both the CIPHI Credential and the CPC adopted into the BC Public Health Act o CPC was introduced approximately year ago, and is currently conducting it's first member compliance audit. Next meeting with the Ministry may include a presentation on the CPC o Regional Directors of Health 		K.Cordner/G.Tam

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	<p>Protection have sent a letter to the Ministry supporting both the CIPHI Credential and the CPC</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ties with BCIT <ul style="list-style-type: none"> o Currently have a good relationship with BCIT. K Cordner recently sat on the curriculum review committee. CIPHI also funds awards and makes annual award presentations <input checked="" type="checkbox"/> 100 Years Centennial Planning <ul style="list-style-type: none"> o Centennial will be promoted over the next couple years o 2013 National Conference will be held in Manitoba, the birthplace of CIPHI o Seeking volunteers for Centennial sub-committee in BC <input checked="" type="checkbox"/> Letters have been sent to local media outlets to gauge interest in environmental health promotion and associated costs. Some interest has been generated, but there have been no further meetings 		
5.10	<p>2011 AGM – resolution to repeal Bylaw #2 – early planning – other resolutions</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> AGM for the BC Branch is set for October 4, 2011 to coincide with the Education Workshop in the Lower Mainland. Those who cannot attend have the option of proxy voting. Lower Mainland is the ideal location for the AGM, as a 20 person quorum is required to pass motions <input checked="" type="checkbox"/> Bylaw #2 is in regards to requiring Registration <input checked="" type="checkbox"/> Bylaw #2 is similar to the CPC <input checked="" type="checkbox"/> Bylaw #2 will be reviewed to determine if changes are required. A resolution to change Constitution and Bylaws may be required. 		K.Cordner

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5.11	Sewerage Updates/ Other <input checked="" type="checkbox"/> Moved forward to the next meeting		G.Baytalan
	Adjournment at 09:30 Hours		
	Next Meeting May 17 2011		