

BC Branch CIPHI Executive Council Meeting

Minutes

August 21, 2012 from 08:30 to 09:50

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call	08:30	
	<p>Attendees: Gary Tam, Rory Beise, Greg Baytalan, Paula Tait, Kuljeet Rai, Jeremy Chow, Isher Deol, Daniel Fong, Virginia Jorgensen</p> <p>Guests: Jessica Ip</p> <p>Regrets: Crystal Brown, Paul Markey, John Pickles, Keir Cordner, Cole Diplock, Kuljeet Chattha</p>		All
2.00	Approval of Agenda		
2.01	<p>Addition to Agenda</p> <p>Add – N/A Deleted – N/A</p> <p>Motion: motion to approve agenda as circulated. <i>Moved. Seconded. All in favour. Carried</i></p>	08:33	All
3.00	Approval of Minutes		
	<p>Minute – June 19, 2012</p> <p>Add – Amendment of item 5.05 “Canadian transfer exam on April 27, 2012” to “Canadian transfer exam on April 28, 2012”</p> <p>Deleted – N/A</p> <p>Motion: motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried</i></p>		
4.00	Old Business/Action Items – Status Update		
4.01	<p>Electronic Motions</p> <p>– Daniel Fong – June 26, 2012</p> <p>– AEC Cancellation – July 16, 2012</p> <p>– Virginia Jorgensen – July 24, 2012</p> <ul style="list-style-type: none"> • Three electronic motions were passed during the previous two months. • Welcome Daniel Fong and Virginia Jorgensen as 	08:35	G. Tam

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	new temporary Executive Branch members.		
4.02	<p>Website Remodeling – Proposal from the webmaster</p> <ul style="list-style-type: none"> Received an email from a volunteer who is willing to assist with the remodeling of the webpage. Volunteer will review the webpage to remove outdated information and to consolidate the webpage. 	08:37	G. Tam/C. Brown
4.03	<p>CIPHI BC Branch Executives – Temporary Positions</p> <ul style="list-style-type: none"> There is one temporary Executive position available. Currently waiting for interested applicants from FHA, IHA, NHA, Health Canada, CFIA, or BCCDC. If the position cannot be filled with an individual from these organizations, it will be opened up to all interested parties. 	08:40	G. Tam
5.00	Standing Business		
5.01	<p>Centennial Committee – Update on activities</p> <ul style="list-style-type: none"> Past two teleconferences have been cancelled. Next teleconference is to be held in September. National has designed a 14-page calendar to celebrate the centennial. Calendar will be free for members. National Centenary Committee will create a mosaic banner of past and present EHOs for display at the National Conference. Those who submit pictures will be asked to provide a minimum \$2 donation to the WaterCan Project endorsed by the EHFC. 	08:50	K. Cordner
5.02	<p>Centenary Award Project</p> <ul style="list-style-type: none"> Committee has been formed and is composed of four members. Terms of reference have been reviewed and have been adopted. The preliminary criteria for the nomination and 	08:50	J. Ip

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	<p>selection of candidates have been developed.</p> <ul style="list-style-type: none"> ○ Open nomination process – nominator will be required to submit a write-up on the nominee. ○ Committee members and one Executive Branch member will be involved in the review and selection process. ○ There can be more than one award recipient, as long as they meet the criteria. <ul style="list-style-type: none"> ● Information on the terms of reference and meeting minutes will be sent out to members of the Executive Branch. ● Executive Members interested in being part of the selection committee are to contact G Tam. 		
5.03	<p>Promotion & Advocacy Committee – Environmental Public Health Week 2012</p> <ul style="list-style-type: none"> ● Meeting to be held in two weeks ● BCIT Instructor has contacted the Branch expressing interest in a CIPHI/BCIT collaboration for a health promotion/communication class. Students are to select environmental health topics and are to develop communication tools for target audiences. 	09:00	P. Tait
5.04	<p>Liaising with Ministry & Unions</p> <ul style="list-style-type: none"> ● Ministry <ul style="list-style-type: none"> ○ Held meeting with T Lambert to discuss Centenary Celebrations and the cancellation of the Educational Conference. ● Unions <ul style="list-style-type: none"> ○ Had discussion with bargaining rep – no updates to provide at this time. ○ Provided Educational Conference letter of cancellation to bargaining rep to forward to the chair negotiator. 	09:05	G. Tam
5.05	<p>Award Committee – Update</p> <ul style="list-style-type: none"> ● No updates at this time. 	09:10	G. Tam

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	<ul style="list-style-type: none"> Current Award Committee chair has stepped down from the position. An Executive Member has been asked to fill the position. 		
5.06	<p>Sewerage & Radon Updates</p> <ul style="list-style-type: none"> Sewerage <ul style="list-style-type: none"> No updates at this time. Radon <ul style="list-style-type: none"> Oct. 1, 2012 is the deadline to write the Canadian National Radon Proficiency Program (C-NRPP) certification administered by NEHA-NRPP for radon measurement and mitigation. Separate certification process is being held as a result of differences in protocols between Canada and the USA. 	09:12	G. Baytalan
5.07	<p>Education Committee 2012 – Updates</p> <ul style="list-style-type: none"> BC Branch will not be holding a 2012 Education Conference. Letters regarding the cancellation of the conference have been sent to the Regional Directors of Health Protection and T Lambert. Letters also sent to exhibitors and speakers. NCCEH provided a \$3000 grant for the conference to be used for the 2013 conference. Deposit of \$1000 for the conference venue may be applied towards the cost of the Christmas Luncheon. 	09:17	C. Brown/J. Pickles
6.00	New Business		
6.01	<p>CIPHI BC Branch Bank Account – Operation</p> <ul style="list-style-type: none"> K Chattha will be going on maternity leave. Interim signing authority for the CIPHI BC Branch Bank Account will be required. <p>Motion: motion to approve granting Rory Beise interim signing authority for the CIPHI BC Branch Bank Account.</p> <p><i>Moved. Seconded. All in favour. Carried</i></p>	09:20	G. Tam
6.02	CIPHI AEC 2012 – Silent Auction Item	09:25	G. Tam

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	<ul style="list-style-type: none"> • Generally each Branch provides a gift to be auctioned off at the National Conference. Auction items range from \$100-150. • Suggested items include a BC Lions Jersey or artwork. G Tam to research the cost of jersey and D Fong to research the artwork. Information will be provided to Executive Members and an electronic motion will be carried out. 		
6.03	<p>BC Branch AGM</p> <ul style="list-style-type: none"> • An AGM must be held each calendar year for members. Since the Education Conference was cancelled there are two options for the AGM: <ol style="list-style-type: none"> 1. Set-up a specific date for the AGM (between two months from today and the end of the calendar year) 2. Tie in the AGM with the Christmas Luncheon • AGM will be held in conjunction with the Christmas Luncheon. AGM will be held prior to lunch. 	09:40	G. Tam
6.04	<p>Branch Christmas Luncheon 2012</p> <ul style="list-style-type: none"> • K Chattha will be on maternity leave – will require an Executive Member to take over the responsibility of chairing the Christmas Luncheon organization. • K Rai has volunteered to be Chair. R Beise to assist. 	09:50	G. Tam/K. Chattha
6.05	<p>Education Conference Planning 2013 – Brainstorming</p> <ul style="list-style-type: none"> • Two day conference is not preferred. Conference format should be a one day conference with a social event in the evening. • G Tam will ask C Brown if she is willing to be Chair for the 2013 conference planning. • R Beise is to be Treasurer for the conference. • D Fong is to participate in the conference planning. • Potential topics for the conference include: 		G. Tam

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	Radon, Air Quality (Indoor and Outdoor), Conflict Resolution, Healthy Built Environment, and New Pool Regulations. <ul style="list-style-type: none"> • Centenary Celebrations will include an awards presentation at the end of the day/event. 		
	Adjournment at 09:50 Hours		
	Next Meeting September 11, 2012		

