

BC Branch CIPHI Executive Council Meeting

MINUTES

December 17th, 2013 from 08:45 to 10:15 PST

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
Members	<input checked="" type="checkbox"/> Crystal Brown <input type="checkbox"/> Gary Tam <input checked="" type="checkbox"/> John Pickles <input type="checkbox"/> Greg Baytalan <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Paula Tait <input checked="" type="checkbox"/> Dale Chen <input checked="" type="checkbox"/> Gordon Moseley <input checked="" type="checkbox"/> Jessica Ip <input checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Virginia Jorgensen Those highlighted in yellow are absent Guests: None	08:47	All
2.00	Approval of Agenda		
2.01	Addition to Agenda Motion. Seconded Carried. Motion. To approve as Amended Seconded. Carried 8:51	08:49	All
3.00	Approval of Minutes		
3.01	November 13, 2013	08:50	C.Brown
4.00	Old Business/Action Items – Status Update		
4.01	Electronic Motions November 13th, 2013 Motion made regarding the RBC bank account held in the name "BC CIPHI" Account #1017268 be used for the general business of the Society. Motion: Passed November 21st, 2013 Motion made to approve the following expenditures at the CIPHI BC Branch Christmas Luncheon - Lower Mainland on December 5, 2013:	08:55	C.Brown

ITEM	DETAILS	TIME	NAME (S)
	<p>1. Cost of food (Estimated cost of \$3,000 before the collection of luncheon fee from participants)</p> <p>2. Purchase of door prizes with the amount of no more than \$150.</p> <p>In addition, the proceeds from the 50/50 draw will be used to cover the cost of hosting 2013 Christmas Luncheons in CIPHI BC Branch.</p> <p>Furthermore, the purchases of door prizes with the amount of no more than \$75 each for the Christmas luncheons that will be held in Kelowna & Victoria on December 11 & 18, 2013 respectively.</p> <p>Motion: Passed</p> <p>November 26th, 2013 Motion made to approve the minutes from November 13th, 2013 Motion: Passed</p> <p>December 2nd, 2013 Motion made to approve the sub-committee's recommendation regarding appointing Elden Chan as the new BC Branch Webmaster. Motion: Passed</p>		
5.00	Standing Business		
5.01	<p>Centennial Committee</p> <ul style="list-style-type: none"> Update on activities- Ryerson has not yet completed their Tree Planting which will likely occur in 2014 Update on National celebration activities 	08:52	C. Brown
5.02	<p>Promotion & Advocacy, Membership & Website Committee</p> <ul style="list-style-type: none"> Membership Drive – Poster completed with renewal prize winner having the option of membership reimbursement or registration fee to 2014 NEC 	08:53	C. Brown
5.03	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> No news to report at this time 	08:55	C. Brown
5.04	<p>Radon Updates</p> <ul style="list-style-type: none"> Tabled 	08:55	G. Baytalan

ITEM	DETAILS	TIME	NAME (S)
5.05	<p>Education Committee – Webinar Fall Series</p> <ul style="list-style-type: none"> • Survey to be sent out Dec 17, 2013 for re-distribution for feedback. • Presentation to Regional Directors for end of January 2014 meeting to outline participation rate, summary of feedback, and opportunity to receive feedback from Directors from their perspective 	08:56	C. Brown
5.06	<p>BC Page Editor and Webmaster Positions</p> <ul style="list-style-type: none"> • Applications reviewed by current staff, BC Branch President, and Branch Historian • Review of both expressions of interest highlighted that both applicants were well qualified so it was decided to split the position to reduce the work load and has the provision of redundancy to ensure development and distribution of BC Page in a timely and consistent manor. • Discussion about publishing software to be investigated further through respective Health Authorities for improved dual access by both incumbent. <p>Motion: To Appoint Stacey Sowa and Todd _____ as the new Co-BC Page Editors. Seconded. Question. Carried. Comments</p> <ul style="list-style-type: none"> • Generally the idea of co-BC page editor was well received for various reasons. • Current Editor and Branch Historian planning to discuss division of duties for assignment. • Expands knowledge within the Branch as part of an improved succession planning and knowledge transfer 	9:00	C. Brown

ITEM	DETAILS	TIME	NAME (S)
5.07	<p>Christmas Luncheons</p> <p>Lower mainland-</p> <ul style="list-style-type: none"> • Had approximately 94 individuals in attendance, 53 of them BCIT • All in the entire event went smoothly and was well received. <p>Interior-</p> <ul style="list-style-type: none"> • Small intimate affair that was well received with prizes for all 9 people in attendance. Low attendance rate perhaps due to inclement weather with a heavy. 	9:16	C.Brown
5.08	<p>Face to Face Meeting – Dec. 5th/6th 2013</p> <ul style="list-style-type: none"> • Dec 5th - Formal Intro/SWOT Analysis/Work to establish Expectations of each other. • Dec 6th - Focused on Branch Committee Composition, direction for each in the New Year, and anticipated work load. 	9:21	C.Brown
6.0	New Business		
6.01	<p>Donation to Environmental Health Foundation</p> <ul style="list-style-type: none"> • Normally in years with a profit a donation has been traditionally been given to the Foundation. • Majority of the work is through volunteer work and serves to promote environmental health initiatives through advocacy, education, and research. <p>Motion: to donate 500.00 to EHFC for 2013.</p> <p>Seconded. Carried.</p> <ul style="list-style-type: none"> • Action Item – This item in future needs to be more well research so that the Branch Executive are more informed about the Foundation and what are donations are used for. 	9:25 9:31	C.Brown

ITEM	DETAILS	TIME	NAME (S)
6.02	<p>Board of Certification</p> <ul style="list-style-type: none"> • 2013 BC Boards in process will be review • National BOC Committee is looking at reviewing the curriculum to ensure it matches with BOC competencies and are looking for volunteers from BC to sit on sub-committees. Topics for review include Risk Assessment, Pools, Surface Water, and Emergency Management. 	9:43	C.Brown
	Adjournment at _9_:55_ Hours		
	Next Meeting: January 21, 2014		

APPROVED