

BC Branch CIPHI Executive Council
Face-to-Face Meeting

MINUTES

December 6, 2011 from 08:30 to 15:00

Venue: Scala Lounge (4311 Dominion Street, Burnaby)

ITEM	DETAILS	TIME	FACILITATOR(S)
	<p>Attendees: Gary Tam, Keir Cordner, Isher Deol, Jeremy Chow, Greg Baytalan, Kuljeet Chattha, Crystal Brown, Rory Beise, Cole Diplock, Grace McIver, Sabrina Sandhu, Paul Markey, Kelcey Watts, John Pickles</p> <p>Guests:</p> <p>Regrets: Juliana Gola, Kuljeet Rai</p>		
1.00	Introduction	08:30	G. Tam
2.00	<p>Approval of Minute (November 15, 2011) Add – N/A Delete – Amendment of agenda item 6.02 – removal of K Cordner’s name from the list of individuals who have signing authority for the CIPHI bank account. MOTION: motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried.</i></p>		G. Tam
3.00	<p>Review of Strengths & Weakness identified in 2010</p> <ul style="list-style-type: none"> • Review of Strengths and weaknesses identified during the 2010 – Face-To-Face meeting. • Addition to the list of strengths: <ul style="list-style-type: none"> ○ Integration with the National Branch – Strong linkage between BC and National. ○ Historic national recognition. ○ The BC Branch provides significant contributions to/representations on National. ○ Dynamic membership/Diverse backgrounds. • Addition to the list of weaknesses: <ul style="list-style-type: none"> ○ Membership is not mandatory. 	08:45	G. Tam

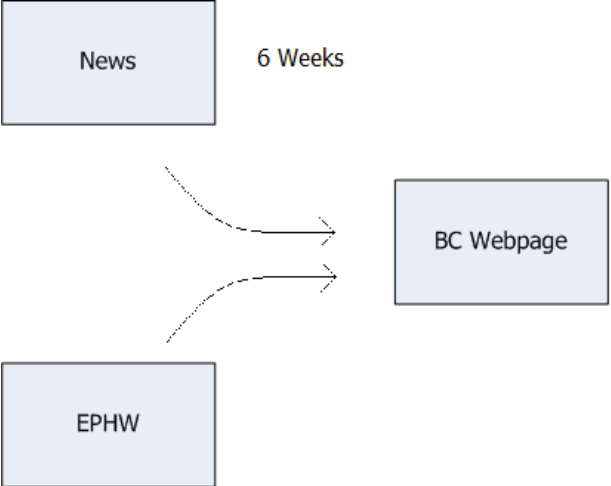
ITEM	DETAILS	TIME	FACILITATOR(S)
	<ul style="list-style-type: none"> ○ Credential no longer registered in BC. 		
4.00	<p>Review of BC Branch Strategic Plan 2011</p> <ul style="list-style-type: none"> • Provide quality continuing education opportunities – recognize travel challenges and budget challenges through consideration of alternative training options ex. workshops/mini-workshops, training courses, ethics training, social marketing, progressive enforcement, FIORP training (PHAC), traditional conference. <ul style="list-style-type: none"> ○ Held regional workshops in the Lower Mainland, the Interior and the North to address travel restrictions and budget concerns. ○ Training was focused on Ethics. • Promote our activities and our profession better – including expanding content in our Orientation Manual and policies for recurring promotional efforts such as Environmental Public Health Week <ul style="list-style-type: none"> ○ Orientation manual has been expanded and will continue to expand to promote our profession. • Liase with Ministry of Health Services and our labour unions more effectively in the promotion of our aims and goals – utilize both President and President-Elect in these activities to provide continuity of dialogue and effort <ul style="list-style-type: none"> ○ Met with the Ministry of Health regarding the CIPHI Credential. ○ Did not achieve much in terms of dialogue with the Union. Held a discussion with the Union Bargaining Group, however, better communication with the Union is needed. 	09:00	K. Cordner

ITEM	DETAILS	TIME	FACILITATOR(S)
	<ul style="list-style-type: none"> • Continue and improve involvement in BCIT Program Advisory Committee as well as maintaining and strengthening active presence with program and student body <ul style="list-style-type: none"> ○ Continued to serve on the Program Advisory Committee. ○ BOC Exam Co-ordinator went to BCIT to discuss the BOC exam and CIPHI with the students. ○ Annual awards presentation at BCIT. • Improve use of web technologies in promoting and advocating for our profession in BC – stay current with new media such as Twitter, Facebook etc. Ensure Branch fulfills its role in participation and promotion of National initiatives at the BC level. <ul style="list-style-type: none"> ○ Use of technology did not change much. Very few Executive members actively use Facebook and Twitter. ○ Under the MSC, each Branch should have their own Community. 		
5.00	<p>Recognitions</p> <ul style="list-style-type: none"> • Regional education workshops were held in Surrey, Kelowna, and Prince George. • Annual Face-To-Face meeting was held to set strategy and plan for the future. • Lobbied the Ministry regarding the CIPHI Credential – meetings were generally positive. • Will attend the Regional Director’s meeting on January 26, 2012 to discuss education and future plans. • Membership has been strong. Nationally, there has been an increase in membership numbers this year. 	09:30	K. Cordner

ITEM	DETAILS	TIME	FACILITATOR(S)
	<ul style="list-style-type: none"> • BC Membership Survey was completed. • Membership contest was held. • BOC Examine Co-ordinator and BC Member to the BOC positions were posted. Interested parties were then reviewed, and suitable candidates were awarded the positions. • Website committee has improved the awards page. • An improved process was used to approve the list of BOC examiners to ensure all examiners are active members of CIPHI. • Meeting minutes have been posted on a regular basis. • Monthly meetings have been held on a fairly regular basis. • The AGM went smoothly. AGM packages were sent out to the members on time. • Retirees from the field have been routinely acknowledged. • Constitutional changes were made (addition of President-Elect). 		
5.01	<p>Discussions: Expectations</p> <ul style="list-style-type: none"> • Reviewed expectations brought up during the 2010 Face-To-Face meeting. • Additions to the expectations: <ul style="list-style-type: none"> ○ Establish healthy working relationships between Employers and Executive Members <ul style="list-style-type: none"> ▪ Discuss time constraints ▪ Include CIPHI work in Performance Improvement Plans 	09:45	G. Tam/C. Brown
6.00	<p>Strategic Planning 2012</p> <ol style="list-style-type: none"> 1. Workshop/Education Conference <ul style="list-style-type: none"> • Solicit input and support from Directors 	10:00	G. Tam/C. Brown

ITEM	DETAILS	TIME	FACILITATOR(S)
	<ul style="list-style-type: none"> • Hold during the 3rd week of September to coincide with EPHW 2. New date for EPHW <ul style="list-style-type: none"> • Streamline planning and link with workshops 3. Maintaining existing membership 4. Centennial Celebration 5. Liaise with the Ministry 6. Liaise with Unions 7. Quality assurance of the credentials 8. Volunteer recruitment 9. Yukon rep 10. Website revamp <ul style="list-style-type: none"> • New web designer • Institutional recruitment 11. Fundraising Ideas <p>Grouping of Topics:</p> <ul style="list-style-type: none"> • 1, 2, 11 • 3, 6, 7, 8, 9 • 4 • 5 (G Tam and K Cordner) • 10 		
6.01	<p>Brainstorming activities and assess priorities</p> <ul style="list-style-type: none"> • Top goals to focus on include workshop/educational conference and Promotion and Advocacy. 		
6.02	<p>Group Activity</p> <ul style="list-style-type: none"> • Executive Members broke into groups to discuss: <ul style="list-style-type: none"> ○ Workshop ○ EPHW/Revenue Generation ○ Membership ○ Centennial Celebration Planning 2012 	10:30	G. Tam/C. Brown

ITEM	DETAILS	TIME	FACILITATOR(S)
6.03	Re-convene after the group activity	11:00	G. Tam/C. Brown
7.00	Christmas Luncheon Setup	11:30	
	a. 50/50 Tickets (50/50 Tickets from I. Deol)		K. Watts/C. Brown/J. Pickles/J. Sajan
	b. Registration Table Setup - Membership List/Attendance List/Basket and paper for President Prize		S. Sandhu
	c. Door Prizes		K. Rai
	d. Photography		J. Chow
	e. Venue Coordination		S. Sandhu
7.01	Introduction of Executives, door prizes, President Prize, 50/50 Winning	13:00	ALL
	Luncheon Ends	13:30	
	Meeting re-convene	13:40	ALL
6.03	<p>Continue on Group Activity</p> <p>Workshop</p> <ul style="list-style-type: none"> • Potential topics for future workshops: <ul style="list-style-type: none"> ○ Pool Safety Plans and New Regulations. ○ Informed Dining. ○ Cultural recognition. ○ Meat inspection. ○ Progressive enforcement. <ul style="list-style-type: none"> ▪ Investigation – evidence. ▪ Litigation proceedings. ▪ Lessons from real life. ○ Understand responsibilities of sister agencies (CFIA, FNIB, Health Canada, MAL, MoE, BCCDC, etc.). • Actions 		G. Tam/C. Brown

ITEM	DETAILS	TIME	FACILITATOR(S)
	<ul style="list-style-type: none"> ○ Education committee and chair (C Brown and J Pickle). ○ Sponsorship (Volunteers not from the Executive group). ○ Social (K Chattha and I Deol). ○ Presenters (G Tam and Cordner) ○ Budget (Rory). ○ Venues – Geographical again (K Chattha and I Deol). ○ 2 – ½ day format including evening social. <ul style="list-style-type: none"> ● Other members interested on working with the planning (not listed above): G McIver, G Embree, P Markey, and C Diplock. ● Meeting to be held in January. <p>EPHW (Coincides with Global Health Week)</p> <ul style="list-style-type: none"> ● Promote EPHW within Health Authorities. ● Posters delivered to offices, libraries (they have distribution), schools, etc. ● Media coverage (contact in advance). <div style="text-align: center;">  <pre> graph LR News[News] -- 6 Weeks --> BCWebpage[BC Webpage] EPHW[EPHW] --> BCWebpage </pre> </div> <ul style="list-style-type: none"> ● Collect a database of environmental public health articles. <ul style="list-style-type: none"> ○ Have BCIT students contribute articles. ○ Executive members to review articles for accuracy and dated information. ● Presentations to classrooms. ● Information booths at malls and other public 		

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	<p>venues.</p> <p>Revenue Generation</p> <ul style="list-style-type: none"> • Conferences. • Workshops. • Sponsorship for Christmas Luncheon. • Increase website advertising after website update. Combination of website and BC Page package advertising at an increased fee (would require a motion). <p>Membership</p> <ul style="list-style-type: none"> • Review the survey results – try to promote awareness. Determine why members stay members and why non-members are not members. • Recruit new members – provide initiatives to existing members. <ul style="list-style-type: none"> ○ Provide existing members incentives for referring new members. ○ Provide members who have maintained 5 consecutive years of regular membership free Christmas Luncheon. Individuals who are not located in the Lower Mainland can be given gift cards. • Create Centennial awareness. • A draw/prize for members prior to Jan 31 deadline. • “What does CIPHI do?” – statements (website). <ul style="list-style-type: none"> ○ Determine how we are different from other organizations. • MSC or CIPHI website – direct people to it and get them to use it. • Lobby for mandatory membership – required for employment? <p>Centennial Celebration Planning 2012</p> <ul style="list-style-type: none"> • Identify major historical events in the last 100 years of public health that brought about significant positive changes to public health (i.e. 		

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	<p>did you know? Via email and media).</p> <ul style="list-style-type: none"> • Significant individuals who contributed to environmental health – tie into celebration. • Promotion at BCIT open house (other open house), media events etc. • Co-ordinated pancake breakfast – promotions and fund raising. • Events during EPHW 2012. • Recruit outside committee volunteers – brainstorming ideas/suggestion boxes. • Consult with an event planner for ideas, planning, budgeting, etc. • Involve retirees and awarded members for their contribution into the celebration. <p>G.Tam to develop a 12 month Gant Chart of BC Branch activities for 2012. Committee Chairs are to report on the feasibility of the timelines.</p>		
6.04	<p>Committees & Assignments</p> <ul style="list-style-type: none"> • Members were assigned to interested committees. 	14:00	G. Tam/C. Brown
8.00	<p>Discussions: Branch Internal Improvement Plan</p> <ul style="list-style-type: none"> • Deferred item – item to be discussed at the next Teleconference. • If you have ideas on how to run the Branch more effective, contact G. Tam. 	14:20	G.Tam
9.00	Face-to-Face Meeting Ends	14:45	