

BC Branch CIPHI Executive Council Meeting

**Minutes**

February 15, 2011 from 08:35 to 9:45

ITEM	DETAILS	TIME	NAME (S)
	<b>Location:</b> Dial in: 1-866-613-5223 Passcode: 4535350#		
<b>1.00</b>	<b>Roll Call</b>		
	<b>Attendees:</b> Keir Cordner, Gary Tam, Jasmina Egeler, Juliana Gola, Rory Beise, Cole Diplock, Paul Markey, Grace MacIver, Greg Baytalan, Jeremy Chow <b>Guests:</b> <b>Regrets:</b> Sabrina Sandhu, Isher Deol, Sarah MacDougall, Crystal Brown		<b>All</b>
<b>2.00</b>	<b>Approval of Agenda</b>		
	Add – Sewerage updates Delete – N/A <b>MOTION: motion to approve agenda with addition Moved. Seconded. All in favour. Carried</b>		<b>All</b>
<b>3.00</b>	<b>Approval of Minutes – January 18, 2011</b>		
	Add – N/A Delete – N/A <b>MOTION: motion to approve January 18, 2011 minutes Moved. Seconded. All in favour. Carried</b>		<b>All</b>
	<b>Old Business</b>		
	<b>Membership Drive 2011 – Update on 2011 membership contest, survey, letters to Directors, etc.</b>  K Cordner: Advertised free membership contest through email. Members were asked to circulate the link to non-members. Contest ended on January 31, 2011. Dave Cherry of VIHA was the winner. G Baytalan: What were the survey results and tabulations? K Cordner: Approximately 21 people completed the		<b>C. Brown/G.Baytalan/S.MacDougall</b>

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	<p>survey.</p> <p>K Cordner: A letter was sent to the Regional Directors highlighting the successes of CIPHI and the benefits of joining CIPHI. To date only Ken Christian of IHA has forwarded the letter to staff. K Cordner will follow up with the Directors regarding the distribution of the letter.</p> <p>G Baytalan: Is it possible to enlist the support of Ken Christian to bring up the letter with the other Regional Directors and to bolster support for CIPHI in general? K Cordner and G Baytalan will contact Ken Christian.</p>		
4.00	<b>New Business</b>		
	<p><b>BC Page Policy and Procedure – review and comments</b></p> <p>Item deferred to next meeting. S MacDougall was not present</p>		<b>K.Cordner/S.MacDougall</b>
	<p><b>Committees</b></p> <p>G Tam: Updated orientation manual was circulated and has been uploaded to the BC Branch page.</p> <p>Branch executives have either volunteered for or have been appointed to various committees. The assignment of committee members was based on interest, experience, and the number of people required. If you believe your skills are more suited for another committee contact G Tam.</p>		<b>G.Tam/All</b>
4.02	<p><b>BC Annual Education workshops</b></p> <p>P Markey: Teleconference with Christina at the NCCEH. The NCCEH has funding available and is looking at organizing a joint workshop between the NCCEH and CIPHI on Ethics.</p> <p>Chris McDougall of the NCCEH will be presenting on Public Health Ethics at the CIPHI National Conference</p>		<b>P.Markey/K.Cordner</b>

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	<p>in Halifax. The presentation can be modified for the workshops. Workshops will be interactive, dealing with actual workplace scenarios.</p> <p>Locations for the workshops include Prince George, Kelowna, and the Lower Mainland or Vancouver Island. The workshops are tentatively scheduled for late September or early October. The Northern BC workshop will be held during a regional staff meeting.</p> <p>K Cordner: Discussions with Regional Directors have indicated interest in including Cultural Sensitivity in the workplace. If you have any workplace examples forward to K Cordner or P Markey.</p> <p>K Cordner: Bring awareness of the upcoming workshop to staff at your local offices.</p>		
4.03	<p><b>Membership Drive 2011 – what’s next – new initiatives teleconference</b></p> <p>G Baytalan: Evaluation of survey results to boost membership numbers. If only 21 responses were obtained, may consider re-circulating the survey.</p> <p>J Egeler: Always a challenge to increase membership numbers. Have one-on-one discussions with past members and non-members to encourage membership.</p> <p>K Cordner: Will follow up with the Regional Directors regarding the letter. May consider sending the letter directly to EHOs.</p> <p>G Tam: Promote membership at your local offices.</p> <p>K Cordner: Should we set any goals/targets for an increase in membership numbers this year?</p> <p>G Baytalan: Until membership is mandatory, any increase in overall numbers is positive.</p>		<b>G.Baytalan</b>
4.04	<b>Environmental Public Health Week – date</b>		<b>G.Tam</b>

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	<p><b>change proposal</b></p> <p>G Tam: NEC is proposing to move EPHW to April (week to be determined).</p> <p>K Cordner: EPHW was initially set at the beginning of January (based on the founding of CIPHI). However, due to the close proximity of the holidays, it was moved a few weeks later. Moving EPHW to April would align it more with Earth Day.</p> <p>G MacIver: Likes the idea of moving it to April            R Beise: Would it affect the Proclamation?            K Cordner: Would need to make a change to the proclamation.            J Chow: Difficult to set up activities in January due to the holidays.            J Egeler: With internal challenges, holidays, and scheduling, moving EPHW to April makes sense.            G Tam: Easier to promote awareness and tie in public health with spring activities.            J Gola: Deals with a large number of outbreaks during January, shifting focus away from EPHW.            K Corner: Will discuss at the NEC.</p> <p>G Tam: Correspondence from PICNet enquiring about CIPHI's interest in setting up a booth/exhibit. Unfortunately, they do not have any spaces remaining this year. May want to consider for future years.            Lorraine sent out an email requesting recent BCIT grads to speak about the public health profession.            K Cordner: Two recent grads from VCHA were able to attend.</p>		
4.05	<p><b>Standing BOR Committee – update +discussion of new certifications process</b></p> <p>K Cordner: Free CIPHI membership is given to newly certified EHOs in their first year. In the past they were required to complete and submit a form to receive their free membership. The new practice is to automatically enroll newly certified EHOs as members of CIPHI.</p>		<p><b>S.MacDougall/ J.Egeler/ K.Cordner</b></p>

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	<p>Branch By-Laws will need to be amended to reflect changes. Reminder to Standing BOR Committee to review BC applications in a timely manner so as not to hold up this new CIPHI process for new certifications.</p>		
4.06	<p><b>Letters to Retirees</b></p> <p>J Gola: Letters sent out to 8 retirees.</p> <p>K Cordner: If you are aware of practicing EHOs who have recently retired, send information to K Cordner or J Gola.</p>		<p><b>J.Gola/K.Cordner</b></p>
4.07	<p><b>Website Committee Update</b></p> <p>G Tam: Awards page contains too much information. Some of the awards are no longer active and the descriptions are too lengthy. C Diplock will edit the descriptions.</p> <p>C Diplock and J Chow will review the Branch website on a monthly basis for dated information, and will send recommendations to the website committee. David Butt will adjust/update the website accordingly.</p>		<p><b>G.Tam / Website Committee</b></p>
	<p><b>Sierra Leone Project</b></p> <p>K Cordner: CIPHI Ontario is working with Plan Canada to raise \$10,000 for a drinking water well in Sierra Leone. To date they have received just over \$3,000 in donations. A request was sent from the Ontario Branch to help achieve their goal. They would like other Branches to assist through promotion of this project on Branch websites, fundraising during workshops or having side promotions.</p> <p>K Cordner: Can we promote this project on our website?</p> <p>G Tam: Would like to mirror the information on the National Website.</p> <p>P Markey: Would like to know more details about the project. Is it possible for the BC Branch to work on our own projects, rather than supporting other Branches?</p>		<p><b>K.Cordner/G.Tam</b></p>

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	This would also bring greater awareness of the BC Branch.		
	<p><b>Promotions/Advocacy – promotion of BC Branch activities – Liason with Ministiries, strengthening ties with BCIT program/students</b></p> <p>K Cordner: Promote the tangibles of the Branch to members to bring awareness of what we do. Held discussions with the Ministry regarding the CPC program. The next meeting is scheduled for April. Need to strengthen ties with BCIT students and promote CIPHI. K Cordner is part of the BCIT curriculum review.</p>		<p><b>K.Cordner/G.Tam</b></p>
	<p><b>Environmental Health Foundation of Canada – request for financial contributions / BC Branch &amp; CIPHI National finance</b></p> <p>K Cordner: Received letter from the EHFC soliciting donations. The EHFC has not received recent funding from the BC Branch. Since the BC Branch has run a deficit for the last 2 year, we are not in a position to donate this year. K Cordner will provide a formal response.</p>		<p><b>K.Cordner</b></p>
	<p><b>Sewerage Updates</b></p> <p>G Baytalan: Ministry of Finance audit of BCOSSA has been transferred to the RCMP Criminal Investigations Branch. RCMP is currently interviewing individuals across BC.</p>		
6.00	<b>Adjournment at 09:45 Hours</b>		
	<b>Next Meeting Mar 15 2010</b>		

Approved April 19, 2011