

BC Branch CIPHI Executive Council Meeting

**MINUTES**

January 18, 2011 from 08:35 to 9:55

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, Grace MacIver, Sabrina Sandhu, Isher Deol, Cole Diplock, Paul Markey, Jeremy Chow, Crystal Brown, Rory Beise <b>Guests:</b> <b>Regrets:</b> Jasmina Egeler, Sarah MacDougall, Greg Baytalan, Juliana Gola		
<b>2.00</b>	<b>Approval of Agenda</b>		
	Add – Nomination for John A. Stringer Award Delete – N/A <b>MOTION:</b> motion to approve agenda with addition <i>Moved. Seconded. All in favour. Carried</i>		<b>All</b>
<b>3.00</b>	<b>Approval of Minutes – November 15, 2010 + December 1, 2010</b>		
	November 15, 2010 Add – N/A Delete – N/A December 1, 2010 Add – N/A Delete – N/A <b>MOTION:</b> motion to approve November 15, 2010 and December 1, 2010 agendas <i>Moved. Seconded. All in favour. Carried</i>		<b>All</b>
<b>4.00</b>	<b>New Business</b>		
4.01	<b>2011 Meeting Schedule</b> K Cordner: Need to establish regular monthly meetings to conduct Branch business. Third Tuesday of each month (8:30 –		<b>All</b>

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	<p>10:00) was selected by the majority of committee members            G MacIver: What will happen during the Summer?            K Cordner: Some of the summer meetings may be cancelled or re-scheduled, depending on the availability of members</p>		
4.02	<p><b>Review Strategic Planning Outcomes</b>            K Cordner: Focus will be placed on the Branch Priority Activities for 2011, as determined during the December 1, 2010 meeting</p> <p>Provide quality continuing education opportunities</p> <ul style="list-style-type: none"> <li>• Educational workshop is tentatively set for late September/early October (see 4.06)</li> </ul> <p>Promote our activities and our profession better</p> <ul style="list-style-type: none"> <li>• Actively promote to current members what the Branch is doing for them</li> <li>• Promote to non-members the benefits of joining CIPHI</li> </ul> <p>Liaise with Ministry of Health Services and our labour unions</p> <ul style="list-style-type: none"> <li>• Currently working to have our credentials recognized under the Public Health Act</li> <li>• Working to have the Continuing Professional Competencies recognition</li> <li>• G MacIver: Union contract for forestry allows for 10 days paid leave for education. Paramedical allows for 1 days paid, 1 day on your own time</li> <li>• K Cordner: Dialogue is needed regarding time for professional development in the next contract</li> <li>• G Tam: Contract is for 2 years, effective April 2010</li> </ul> <p>Continue and improve involvement in BCIT Program Advisory Committee</p> <ul style="list-style-type: none"> <li>• Ensure BC Branch is visible at BCIT</li> <li>• Tim Shum, Tim Lambert, and Keir Cordner are part of the curriculum review at BCIT</li> <li>• G Tam: Have BCIT students volunteer early and become</li> </ul>		<p><b>K Cordner / All</b></p>

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	<p>active within CIPHI</p> <p>Improve use of web technologies in promoting and advocating for our profession in BC</p> <ul style="list-style-type: none"> <li>Website has been improved from previous years</li> </ul>		
4.03	<p><b>Christmas Luncheons – Report and recommendations</b></p> <p>Luncheons held in the Lower Mainland and Victoria</p> <p>Lower Mainland</p> <p>S Sandu: Total of 71 attendees. Generally positive feedback regarding location and food.</p> <p>K Cordner: Will keep venue in mind for next Christmas luncheon</p> <p>K Cordner: In the past 50/50 proceeds have been donated. This year 50/50 will go towards general revenue to offset luncheons costs</p> <p>Victoria</p> <p>C Diplock: Total of 30 attendees</p> <p>K Cordner: Tim Roark started a 50/50 draw</p>		<b>S. Sandu / All</b>
4.04	<p><b>Environmental Public Health Week</b></p> <p>K Cordner: EPHW was proclaimed by the Provincial Government and the proclamation was emailed out. Proclamation was only sent to CIPHI members. Share the proclamation with as many non-members as possible</p> <p>G Tam: Proclamation will be posted on the BC Branch website this week</p> <p>K Cordner: Should we actively promote EPHW independently next year? (Outside of Internal Communications)</p> <p>G MacIver: Can we contact local media outlets regarding EPHW (CBC)?</p> <p>S Sandu: Contacted several media and newspaper outlets. Generally a nominal fee is required. Many did not reply, even though they were contacted in December</p>		<b>G. Tam / All</b>

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	<p>G MacIver: Can we have contact people to talk to the media if space opens up? K Cordner will be the contact for the Island and G Tam will be the contact for the Lower Mainland</p> <p>S Sandu: BCIT did not receive their EPHW posters this year. Copies were immediately sent to BCIT upon notification</p> <p>S Sandu: There has been some negative feedback regarding this year's poster. The dates for EPHW are difficult to read and the image of the puzzle was not well received</p> <p>G Tam: Lorraine Woolsey sends requests for recent BCIT grads to talk to students. Should align that with EPHW and have committee members attend</p> <p>K Cordner: Can a section be included in the Orientation manual regarding EPHW duties? G Tam: Yes</p> <p>K Cordner: In past years National has done a better job promoting EPHW. Less has been done the last 2 years. Will bring this up with the NEC</p> <p>K Cordner: Keep in contact with internal communications for the remainder of the week to promote EPHW</p>		
4.05	<p><b>Membership Drive 2011</b></p> <p>K Cordner: Letter sent to Health Protection Directors regarding the benefits of CIPHI Membership. Was the letter shared in the various Health Authorities? J Chow: Did not see the letter G Tam: Did not see the letter</p>		<p><b>C. Brown, S. MacDougall, G. Baytalan, K. Cordner</b></p>

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	<p>K Cordner: Membership renewal function on Member Service Centre is functioning. Members renew online and confirmation of renewal payment is immediate. Share the site with non-members and encourage them to join. Also obtain any feedback regarding the new website</p> <p>K Cordner: Contest for free membership available through BC Branch and National.</p> <p>BC Branch – Renew membership by Jan 31, 2011</p> <p>National – 5 free memberships. Required to complete various tasks to qualify (contest closes Jan 31, 2011)</p>		
4.06	<p><b>Annual Education Conference Committee Formation – NCCED funding + workshop options</b></p> <p>K Cordner: Educational conference will likely occur in late September/early October. Considering providing workshops rather than traditional conference. Perhaps quality 1 day workshop to be held at three different locations to provide access to everyone (North, Interior, and the Island). Possible topics of interest include ethics and working cross culturally.</p> <p>K Cordner: The NCCEH has a funding grant of \$1500 available</p> <p>K Cordner: A committee is needed to put the workshop together. A committee chair and working group is required. Committee chair will oversee co-ordination of all three venues.</p> <p>P Markey: Willing to Co-chair with another committee member to provide transition of experience.</p> <p>S Sandu: Volunteers outside the committee have expressed some interest</p>		<b>K. Cordner/ All</b>
4.07	<p><b>Website Committee Update</b></p> <p>G Tam: Will continue to update the website as needed. Send any suggestions/comments regarding improvements</p>		<b>G. Tam / Website Committee</b>

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	K Cordner: View the National website and see what you like/dislike. BC Branch website should mirror National		
4.08	<p><b>Nomination for John A. Stringer Award</b></p> <p>K Cordner: Selection process is carried out by BCIT staff and Branch endorses nominee. Branch ensure selection process is fair</p> <p><i>MOTION: motion to approve John A. Stringer Award Nominee Moved. Seconded. All in favour. <b>Carried</b></i></p>		
5.00	<b>Roundtable:</b>		
6.00	<b>Adjournment at 9:55 Hours</b>		
	<b>Next Meeting February 2011</b>		

APPROVED 15 Feb 2011