

BC Branch CIPHI Executive Council Meeting

Minutes

January 24, 2012 from 08:30 to 9:35

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
	<p>Attendees: Rory Beise, Cole Diplock, Keir Cordner, Kuljeet Chattha, Kuljeet Rai, Isher Deol, Paul Markey, Kelcey Watts, Gary Tam, Jeremy Chow, Juliana Gola, Paula Tait</p> <p>Guests:</p> <p>Regrets: John Pickles, Grace McIver, Greg Baytalan, Crystal Brown</p>		All
1.01	<p>Welcome New Councilor – Paula Tait</p> <ul style="list-style-type: none"> We would like to welcome Paula Tait to the BC Branch. Paula works for Northern Health Authority and will be taking over for Sabrina Sandhu while she is on maternity leave. 		G. Tam
2.00	Approval of Agenda		
2.01	<p>Addition to Agenda</p> <p>Add – N/A Delete – N/A</p> <p>MOTION: motion to approve agenda as circulated. <i>Moved. Seconded. All in favour. Carried</i></p>		All
3.00	Approval of Minutes		
3.01	<p>Minutes from December 6, 2011</p> <p>Add – N/A Delete – N/A</p> <p>MOTION: motion to approve December 6, 2011 minutes as circulated. <i>Moved. Seconded. All in favour. Carried</i></p>		All
4.00	Old Business/Action Items – Status Update		

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4.01	<p>Motions</p> <ol style="list-style-type: none"> 1. Motion to donate 50/50 ticket proceeds to Greater Vancouver Food Bank Society at the Christmas Luncheon 2011 2. Motion to approve Marion Masson as the BCIT John A. Stringer Award 2012 3. Motion to approve Ms. Paula Tait as the BC Branch Councilor <ul style="list-style-type: none"> • All three motions were approved via online voting. 		G. Tam
4.02	<p>BC Branch Gantt Chart Development</p> <ul style="list-style-type: none"> • G Tam has been working on a Gantt chart to outline the work of the various committees and projects planned for 2012. The chart will be used to help committee members manage their time and to predict when work load is expected to be the heaviest. A draft has been completed, and G Tam will send to members once it has been finalized. 		G.Tam/C. Brown
5.00	Standing Business		
5.01	<p>Centennial Committee – Update on activities – membership</p> <ul style="list-style-type: none"> • The Centennial Committee is currently made up of 8 members. List of volunteers can be found in the Centennial Committee minutes. Meetings are held monthly. • There is fairly good representation from the Health Authorities. Committee will solicit for more volunteers throughout the Province. • BC Branch activities will coincide with National activities. • Committee will liaise with BCIT, the City of Vancouver, and the Ministry to find historical archived information pertaining to milestones in public health. 		K. Cordner
5.02	<p>Christmas Luncheons – Conclusion</p> <ul style="list-style-type: none"> • The total cost of the BC Branch Christmas 		G. Tam/K. Chattha

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	Luncheon was approximately \$400.		
5.03	<p>BC Annual Education workshops – Update/Conclusion</p> <ul style="list-style-type: none"> • NCCEH compiled a summary of the evaluations. <ul style="list-style-type: none"> ○ Generally a great experience. ○ Most attendees liked the focused topic, but some still prefer multi presentation conferences. There were slightly more attendees who preferred a workshop over a conference. ○ Attendees felt they came away with a good understanding of ethics. ○ K Cordner to circulate the comments compiled by the NCCEH to executive members. • Regional Directors have invited us to their meeting to provide a summary of the workshop and to share information on future planning. • Planning for the 2012 workshop is beginning. 		K. Cordner/P.Markey
5.04	<p>Membership Drive 2012 – Updates</p> <ul style="list-style-type: none"> • Deadline for 2012 free membership draw is February 15, 2012. Members must have paid membership dues by that date in order to qualify for the draw. • Poster was circulated to members and will be placed on the Branch website. 		C. Brown
5.05	<p>Sewerage & Radon Updates</p> <ul style="list-style-type: none"> • Tabled item for next teleconference. 		G. Baytalan
6.00	New Business		
6.01	<p>Finance Committee – Update and Year End Summary</p> <ul style="list-style-type: none"> • Reviewed finances for 2011. Including revenue from the workshop, the Branch had a net operating loss of approximately \$5000 		K. Chattha

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	for 2011.		
6.02	<p>National Centenary Celebration Committee – Grant Request</p> <ul style="list-style-type: none"> • National has requested \$5000 from each Branch to support Centennial celebrations. It is up to each Branch to decide if and how much they want to donate. • The Centennial Celebration is a once in a lifetime chance to promote our profession. • We must keep in mind that the Branch will also carry out our own Centennial activities, which have an associated monetary cost, when deciding whether or not to donate. • Donations can be provided to National in two installments, rather than a lump sum. • Based on the current year end balance, we may be able to donate \$2500. However, we must review the balance at the end of next year to determine if we can donate an additional \$2500. • Can we carryout fundraising activities to support National? • K Chattha to send a draft of the 2011 balance sheet to committee members. All members should review the balance sheet when deciding whether or not to support a donation. • Agenda item tabled to February 2012. 		<p>G. Tam/K. Chattha</p>
6.03	<p>BC Branch Internal Improvement Brainstorming Session</p> <ul style="list-style-type: none"> • Discussion item tabled from the face-to-face meeting. • Based on the membership survey: provide members with services they would like to see. • Be respectful of each other’s time, understanding that we are volunteers. Follow through on your commitments and work as a team to complete tasks. • Do we need a policy guide for procedural 		<p>G. Tam</p>

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	items? <ul style="list-style-type: none"> ○ May be valuable for new members and for the transfer of knowledge. ○ Would like to see a policy for reimbursement of expenses. There is often a lot of confusion over what is and is not covered. • Take the opportunity to conduct as many face-to-face meetings as possible, in addition to the strategic planning session. This can even be done informally during conferences and meetings, when a few executive members are present. 		
	Adjournment at 09:35 Hours		
	Next Meeting February 21, 2012		