

## BC Branch CIPHI Executive Council Meeting

**MINUTES**

July 16, 2013 from 08:38 to 09:40

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	<b>Location:</b> Teleconference		
<b>1.00</b>	<b>Roll Call</b>		
	<b>Attendees:</b> Crystal Brown, Gary Tam, Daniel Fong, Greg Baytalan, Rory Beise, Virginia Jorgensen, Keir Cordner, Jeremy Chow <b>Guests:</b> <b>Regrets:</b> John Pickles, Sabrina Sandhu, Kuljeet Rai, Isher Deol, Dale Chen		<b>All</b>
<b>2.00</b>	<b>Approval of Agenda</b>		
2.01	<b>Addition to Agenda</b> Added – N/A Deleted – N/A <i>Motion: motion to approve agenda as circulated. Moved. Seconded. All in favour. Carried</i>		<b>All</b>
<b>3.00</b>	<b>Approval of Minutes</b>		
3.01	<b>June 18, 2013</b> Added – N/A Deleted – N/A <i>Motion: motion to approve minutes as circulated. Moved. Seconded. All in favour. Carried</i>		<b>G. Tam</b>
<b>4.00</b>	<b>Old Business/Action Items – Status Update</b>		
4.01	<b>Draft email to former CIPHI Executives to recruit assistance for the Promotion &amp; Advocacy, Membership &amp; Website Committee.</b> <ul style="list-style-type: none"> <li>Item is currently outstanding.</li> </ul>		<b>G. Tam</b>
4.02	<b>Post on FaceBook to solicit volunteers for the Promotion &amp; Advocacy, Membership &amp; Website Committee.</b> <ul style="list-style-type: none"> <li>Item has been completed.</li> </ul>		<b>C. Brown</b>

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	<ul style="list-style-type: none"> <li>Received interest from 6 students. Next step is to hold a meeting to determine how to best use the volunteers.</li> </ul>		
4.03	<p><b>Letter to be drafted to inform stakeholders of the dissolution of the Sewerage Coalition.</b></p> <ul style="list-style-type: none"> <li>Letter has been drafted and was sent to T. Roark for comments – have not received feedback.</li> <li>G. Baytalan to email draft letter to G. Tam and C. Brown.</li> <li>Next step is to determine who the stakeholders are and to send the letter (CC to T. Lambert).</li> </ul>		<b>T. Roark/G. Baytalan</b>
<b>5.00</b>	<b>Standing Business</b>		
5.01	<p><b>Centennial Committee – Update on activities</b> <b>– Update on National celebration activities</b></p> <ul style="list-style-type: none"> <li>No meetings have been held since the Winnipeg NEC.</li> <li>Centennial celebration venue, date, and time required in order to develop promotional materials.</li> </ul>		<b>K. Cordner/ G. Tam</b>
5.02	<p><b>Centenary Award Project Update</b></p> <ul style="list-style-type: none"> <li>4 nominations have been received.</li> <li>Will hold a meeting to discuss the nominations.</li> <li>Once nominations have been reviewed, they will be forwarded to the Branch for approval.</li> </ul>		<b>J. Ip</b>
5.03	<p><b>Promotion &amp; Advocacy, Membership &amp; Website Committee</b> <b>- Website Harmonization Project Report</b></p> <ul style="list-style-type: none"> <li>Have not held a meeting since the Winnipeg NEC.</li> <li>If you have any ideas for EPHW, email C. Brown.</li> <li>There is National interest to develop a single CIPHI webpage with links to Branch pages – prevents duplication of information.</li> <li>Require volunteers to send proclamations to local Municipalities.</li> </ul>		<b>C. Brown</b>
5.04	<p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b></p>		<b>G. Tam</b>

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	<ul style="list-style-type: none"> <li>• Unions – letter has been drafted, but has not been sent.</li> <li>• Ministry – No updates at this time.</li> </ul>		
5.05	<p><b>Radon Updates</b></p> <ul style="list-style-type: none"> <li>• No updates at this time</li> </ul>		<b>G. Baytalan</b>
5.06	<p><b>Education Committee – Webinar Project</b></p> <ul style="list-style-type: none"> <li>• Meeting was held and duties/tasks for the Fall webinar series were assigned.</li> <li>• Will assign some of the tasks to the CIPHI Office. This will cost the Branch money but will allow for more exposure to the webinars.</li> <li>• Will invite people from outside the BC Branch to participate.</li> <li>• Sponsorship packages have been modified and expanded.</li> <li>• Speakers have been contacted – currently waiting for a response.</li> <li>• Regional Directors to discuss nominal fee structure and attendance.</li> </ul>		<b>I. Deol</b>
5.07	<p><b>BC Branch – Social Event/AGM</b></p> <ul style="list-style-type: none"> <li>• Thursday September 26, 2013 – Vancouver General Hospital.</li> <li>• Webinar will be moved to Thursday September 26, 2013 and will be streamed live. Tentative speakers will be Dr. John Blatherwick and members of VCH who assisted with the flood in Alberta.</li> <li>• AGM will be held at 16:30. Refreshments will be provided.</li> <li>• Social event is still in the planning stages.</li> <li>• Planning to hold a face-to-face meeting on Friday September 27, 2013, depending on finances.</li> </ul>		<b>K. Rai</b>
<b>6.00</b>	<b>New Business</b>		
6.01	<p><b>National Education Conference Bid 2016</b></p> <ul style="list-style-type: none"> <li>• Held meeting with Regional Directors regarding support for the 2016 NEC. Regional Directors need</li> </ul>		<b>G. Tam</b>

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	more discussions before commenting. Also proposed 2018 NEC. Eastern Provinces are interested in 2017 – BC will not entertain 2017 bid.		
6.02	<p><b>CIPHI BC Branch Nomination – Executives</b></p> <ul style="list-style-type: none"> <li>Executive positions open for nomination: President Elect, Treasurer, and Recording Secretary.</li> <li>If you are aware of any interested parties, send their names to K. Cordner and G. Tam.</li> <li>Counselor positions will also be opening up, with Counselors replacing Executive Officers.</li> <li>Ideally would like representation from all Health Authorities.</li> </ul>		<b>G. Tam</b>
6.03	<p><b>CIPHI BC Branch Awards Ad-hoc Committee</b></p> <ul style="list-style-type: none"> <li>Nominations for Branch awards are open – information to be sent to members.</li> <li>Total of 3 awards available.</li> <li>Nominations must be submitted prior to the September teleconference to allow for the approval of the recipients.</li> <li>C. Brown, G. Baytalan, and D. Fong have volunteered to be on the awards committee.</li> </ul>		<b>G. Tam</b>
	<b>Adjournment at 09:40 Hours</b>		
	<b>Next Meeting: August 20, 2013</b>		