

BC Branch CIPHI Executive Council Meeting
July 22, 2010 from 09:40 to 10:30

ITEM	DETAILS	ACTION (S)
	Location: Dial in: 1-866-613-5223 Passcode: 4535350#	
1.00	Roll Call	
	Attendees: I Deol, K Cordner, G Baytalan, G Tam, S Sandhu, K Chattha, S Hundal, C Diplock, T Sandi, P Markey Guests: T Roark Regrets: S MacDougall, T Sandi, R Ansel, J Egeler, C Brown, G McIver, J Cranch	
2.00	Approval of Agenda	
	MOTION: Motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried.</i>	
3.00	Approval of Minutes	
	MOTION: Motion to approve May 19, 2010 minutes as circulated. G Baytalan - Amendment to discussion on Alex Nilsson – not familiar with activities of candidate <i>Moved. Seconded. All in favour. Carried.</i>	
4.00	Email Motions/Old Business	
4.01	MOTION: Motion to approve \$200 funding for IFEH Welcome Reception and \$200 funding towards a BC Branch silent auction item. <i>Moved. Seconded. All in favour. Carried.</i> Silent auction item ideas K Cordner to circulate e-mail for ideas, purchase item and then provide to IFEH/CIPHI.	ACTION: K Cordner to e-mail the branch executives of ideas.
4.02	MOTION: Motion to Approve expenditure for BC Branch Vice President to attend IFEH Conference and associated NEC meetings. Vote at end of call – G Tam to depart call during voting. S Sandhu – Are IFEH/CIPHI organizing volunteer's registration fees covered including G Tam. C Kurzac stated yes in an e-mail to all volunteers. K Cordner – Will speak to CIPHI and see what expenses will be incurred. To work on it.	ACTION: K Cordner to make sure members aware of funding available. Share with G Tam.
4.03	Constitution/Bylaws updates - pending action + completion	Defer to Fall.
4.04	Update - Bill Leith – provision of subscription to EHR + back issues K Cordner – J Egeler provided copies of back issues and a thank	

ITEM	DETAILS	ACTION (S)
	you card was sent card. Thanks to T Roark.	
4.05	<p>Continuing Professional Competency Program – Champions Update</p> <p>K Cordner - No further updates. Working with Northern/Interior HA's. Targeting Fall presentations for Northern and Vancouver. Spoke with Interior. Get permission to speak with management. Discussion regarding member familiarity with CPC.</p> <p>P Markey – Messaging is out, but not on deadlines.</p> <p>K Cordner – Fall issue with the BC page on positive spin of development of Canada. One venue to message for BC Branch.</p> <p>I Deol – Look forward to presentation for Vancouver.</p> <p>G Baytalan – Add info.</p> <p>K Cordner – Trying to utilize technology to inform members.</p> <p>G Baytalan – Are copies ready for conference?</p> <p>K Cordner – Member Service Centre data base - Not sure if full completion for September. Re-launch in Oct. Re-work interface and changes.</p> <p>G Baytalan – Is it to be totally web-based or also be paper copy.</p> <p>K Cordner - Will be fully web-based when complete</p> <p>G Baytalan – Will it be explained at conference – in a booth?</p> <p>K Cordner – I believe so and also on BC Page – looking at content for Fall edition.</p>	
5.00	New Business	
5.01	<p>Committee Updates</p> <p>> BC Page – Chair – S MacDougall, T Roark, I Deol - Exclusive web posting (only) – BC Page Update</p> <p>I Deol – upcoming issue to be released in August. No further comments.</p> <p>> Awards – Chair – J Cranch, C Brown, G Mclver – Update</p> <p>K Cordner – met deadline for Awards to National</p> <p>> Education – Chair - S Sandhu, C Diplock, G Mclver – Update</p> <p>S Sandhu – IFEH – send out e-mail to everyone – forward to e-mail recipients that were not on list. Still looking for Conference presenters - Please forward any potential speakers to organizing committee.</p>	

ITEM	DETAILS	ACTION (S)
	<p>> Finance – Chair - K Chattha, I Deol, J Cranch – Update</p> <p>K Chattha – all financial summaries are completed. Moving it on to I Deol.</p> <p>K Cordner – How did the reports look?</p> <p>K Chattha – We used up more than we brought in which will be reported at AGM. Do we want to circulate to Branch executive? Total revenue of ~\$15 000. Total expenses ~\$20 000. We have money in account but this is the budget for this year. Net loss of \$7500. Membership dues are down for that year.</p> <p>K Cordner – Next year will be different with a Branch Education Conference. Potential for different venue for Conference.</p> <p>> Membership – Chair - C Brown, G Baytalan, S MacDougall - Membership Drive – mid season strategies + update</p> <p>G Baytalan – Noticed a membership rise to sign up for conference. Some HA's are low which is consistent from years prior. Brainstorm in how to increase. Questionnaire on why you are not a member. E-mails going to members and not non-members.</p> <p>K Cordner – Non-members do not see the benefits. Try to contact non-members as well. Messaging to them. C Brown and S MacDougall will put together a letter to non-members and survey.</p> <p>Please forward together an up to date list of EHO's. Look at the numbers and generate more involvement.</p> <p>G Tam – Another way to attract members is to message out on what we are doing for the next year (Schedule – educational conference/x-mas lunch/early-bird registration fee).</p> <p>K Cordner – Attracting members is an ongoing challenge. Expect a surge on member sign up with this conference.</p> <p>> Nominations – Chair - J Egeler, S Hundal</p> <p>S Hundal – Nothing to report</p> <p>K Cordner – Expect nominations activity to occur for BC Branch AGM</p> <p>> Promotions and Advocacy – Chair - R Ansel, S Hundal, G Tam, K Chattha, S Sandhu – Update</p> <p>K Cordner – Made attempts to partner up with HA's on inspector scam. HA's went ahead without CIPHI. Did manage to take CIPHI national advocacy statement on scam and distributed it to BC Restaurant and Food Services</p>	

ITEM	DETAILS	ACTION (S)
	<p>Association They were happy to receive the communication.</p> <p>> Social – Chair – T Sandi, K Chattha, S Sandhu – Update</p> <p>T Sandi – No Update. When to plan to locate a venue for x-mas luncheon.</p> <p>K Cordner – September is good timeline to begin location and event planning.</p> <p>> Website– Chair – G Tam, I Deol, C Diplock, D Butt (webmaster) - Update on BC Branch Website Communications procedure</p> <p>K Cordner - Reviewed it and give it to executive</p> <p>G Tam – To circulate to executive.</p> <p>>BOARD OF REGISTRATION – STANDING COMMITTEE – Chair – S MacDougall, J Egeler, P Markey, T Sandi - Update on process and activities</p> <p>P Markey – Working really well. Hand full of applications to review. Process has been smooth. Sarah is doing a good job.</p> <p>K Cordner – One of reports at AGM is the BOR. Not sure when they took over. Will there be sharing of information to create a report for last year.</p> <p>P Markey – I think it is the calendar year.</p> <p>K Cordner – To look back on minutes.</p>	
5.02	<p>National Executive Council – Strategic Planning Session update + Member Survey Results</p> <p>K Cordner – Not finalized. Will speak on it once completed. Strategic plan took a close look at the member survey. Where are the members having dissatisfaction and how to create satisfaction? Would the Executive find it worthwhile to have BC Branch Executive meet face to face to develop a 3 - year plan? Looking at early part of calendar year.</p> <p>C Diplock – Good idea.</p> <p>P Markey – Support this.</p> <p>K Cordner – Challenge with day to day. No way to measure the accomplishments.</p> <p>G Baytalan – 3 year planning.</p> <p>K Chattha – expenses must be taken into when we plan these things and not put us in deficit. Great ideas but consider the Branch budget.</p>	

ITEM	DETAILS	ACTION (S)
	K Cordner – Must be fiscally responsible to membership.	
5.03	<p>2010 Annual General Meeting – date/time/place, reports, Notice of Motions, Election of Officers</p> <p>K Cordner - Schedule during IFEH. G Tam have you received any confirmation?</p> <p>G Tam – Do not have room confirmation. Requested and they agreed.</p> <p>K Cordner – Go ahead and confirm. Reports: Treasurer – K Chattha. Presidents report – K Cordner, BOR – D Butt/J Ip, BOC – G Stewart. Election of Officers intent to continue or aspiration for higher executive. Notice to members of 14 days prior. Rest of group to assist.</p>	
5.04	<p>BOC BC Exam Coordinator position posting</p> <p>K Cordner - G Stewart is ready to step down. Phase out with posting for position, transition period. Acting as lead of examination. Forward interest to K Cordner. Including a deputy position to help with future phase in position.</p>	
5.05	<p>BC Branch Historian re-appointment – Motion to re-appoint – Tim to depart call.</p> <p>MOTION: Motion to re-appoint T Roark as Historian. <i>Moved. Seconded. All in favour. Carried.</i></p>	
5.06	<p>Motion to approve Vice Presidents expenses to attend NEC meetings + IFEH Conference. May not have to utilize all funding. Expenditure for registration and associated expenses NEC Meetings + IFEH Conference.</p> <p>K Chattha – Check with IFEH and allow them to cover expenses they allocated to organizing committee. K Cordner - To alter motions. Amendment.</p> <p>MOTION : Motion to approve Vice Presidents expenses beyond the IFEH funding Conference coverage to attend the NEC Meetings and IFEH conference. <i>Moved. Seconded. All in favour. Carried.</i></p>	
6.00	Roundtable	
6.01	No comments arose.	
7.00	Adjournment at 10:37 Hours	
8.00	Next Meeting Aug 2010	

Approved