

BC Branch CIPHI Executive Council Meeting

Minutes

June 18, 2013 from 08:35 to 09:35

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call		
	Attendees: Gary Tam, Jeremy Chow, Rory Beise, Greg Baytalan, Crystal Brown, Daniel Fong, Kuljeet Rai, Virginia Jorgensen, Isher Deol, Dale Chen Guests: Keir Cordner, John Pickles, Sabrina Sandhu Regrets:		All
2.00	Approval of Agenda		
2.01	Addition to Agenda Added – N/A Deleted – N/A Motion: motion to approve agenda as circulated. <i>Moved. Seconded. All in favour. Carried</i>		All
3.00	Approval of Minutes		
3.01	April 16, 2013 Added – N/A Deleted – N/A Motion: motion to approve minutes as circulated. <i>Moved. Seconded. All in favour. Carried</i>		G. Tam
4.00	Old Business/Action Items – Status Update		
4.01	Electronic Motion: June 6, 2013 Welcome Reception Donation <ul style="list-style-type: none"> Electronic motion was approved. Cheque will be sent directly to Manitoba. 		G. Tam
4.02	Draft email to former CIPHI Executives to recruit assistance for the Promotion & Advocacy, Membership & Website Committee. <ul style="list-style-type: none"> Item is currently outstanding – email will be drafted by next week. 		G. Tam

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4.03	<p>Post on FaceBook to solicit volunteers for the Promotion & Advocacy, Membership & Website Committee.</p> <ul style="list-style-type: none"> Item is currently outstanding – C. Brown to post on FaceBook regarding the solicitation of volunteers for the Promotion & Advocacy, Membership, & Website Committee. 		C. Brown
4.04	<p>Letter to be drafted to inform stakeholders of the dissolution of the Sewerage Coalition.</p> <ul style="list-style-type: none"> Item is currently outstanding – letter will be drafted. 		T. Roark/G. Baytalan
4.05	<p>BC Branch Education Subsidy</p> <ul style="list-style-type: none"> Subsidy cheques have been sent to the two successful applicants. One member has elected not to attend the conference and has returned the cheque. 		R. Beise/G. Tam
4.06	<p>AEC 2013 Silent Auction Item</p> <ul style="list-style-type: none"> \$150.00 RONA gift card has been purchased. C Brown will transport the item to Manitoba. 		G. Tam
5.00	Standing Business		
5.01	<p>Centennial Committee – Update on activities</p> <ul style="list-style-type: none"> Last meeting was cancelled. No updates at this time. <p>- Update on National celebration activities</p> <ul style="list-style-type: none"> Last week before the National Educational Conference. Commemorative coin has been minted and is available for ordering (price will range from \$5 to \$10). If you would like to order a coin, contact G Tam, C Brown, or G Baytalan. Awards will be presented during the President's Banquet. Some BC Branch members will be attending the conference. 		K. Cordner/ G. Tam
5.02	<p>Centenary Award Project Update</p> <ul style="list-style-type: none"> No update at this time – awards package is 		J. Ip

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	<p>being finalized.</p> <ul style="list-style-type: none"> • Currently collaborating with the Ministry regarding the awards presentation. • Nomination forms must be submitted to J Ip by July 31, 2013 if you would like to nominate an individual. Nomination package can be found on the Branch Website. • C Brown to post an award reminder on the FaceBook page. 		
5.03	<p>Promotion & Advocacy, Membership & Website Committee</p> <ul style="list-style-type: none"> - Website Harmonization Project Report <ul style="list-style-type: none"> • No further progress with the harmonization project since the last meeting. - BCWWA Drinking Water Week Promotion <ul style="list-style-type: none"> • Cross-sponsorship between CIPHI and the BCWWA was successful. 		C. Brown
5.04	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • Last met with the Ministry regarding the Centennial Award. • Will attempt to schedule a meeting with the Regional Directors regarding a July webinar series. • No updates from the Union – contact G Tam if you are aware of any updates. <ul style="list-style-type: none"> ○ Will contact the Union to request for clarification/information regarding the hours of work agreement and potential impacts for part-time employees. 		G. Tam
5.05	<p>Radon Updates</p> <ul style="list-style-type: none"> • G Baytalan's abstract on Radon has been accepted and he will present at the National Educational Conference on Monday at 15:30. 		G. Baytalan
5.06	<p>Education Committee – Webinar Project</p> <ul style="list-style-type: none"> • Final webinar series will be held on June 20, 2013 – BCIT student presentation. • General feedback from presenters has been 		I. Deol

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	<p>positive – presenters like the ability to be in control of the presentation.</p> <ul style="list-style-type: none"> • Survey will be sent to attendees after the final webinar for feedback. • Presentations are not working on some new NHA IBM computers. Contact C Brown or D Chen if you have issues. <ul style="list-style-type: none"> ○ New computers will need to be tested to check for compatibility with Go2Webinar. • Webinars have been financially successful for the Branch. 		
5.07	<p>BC Branch – Social Event/AGM</p> <ul style="list-style-type: none"> • Duties have been divided amongst committee members and preliminary planning has begun. • The AGM will be tied in with a social event and Centennial celebrations. Tentative date for the AGM: September 29, 2013. • All officers are expected to attend the AGM. • Social event/AGM will likely be held in the Vancouver Coastal Health region. • Educational session will be in the morning – 1 to 2 speakers – speakers and topics to be determined. • AGM will take place from 16:30 to 17:00. • Centennial Award(s) will be presented during the AGM. • Day will conclude with a social event. • C Brown and G Tam will work on the AGM and K Cordner will work on the Centennial portion. • Depending on the financial situation of the Branch, a Strategic Face-To-Face meeting will be held to discuss the future goals of the incoming BC Branch President. 		K. Rai
6.00	New Business		
6.01	<p>National Education Conference Bid 2016</p> <ul style="list-style-type: none"> • Decision can be made next month whether or not to submit a formal bid for the 2016 National Education Conference. 		G. Tam

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6.02	<p>Out of Province FoodSafe Processor Terms of Reference</p> <ul style="list-style-type: none"> • Position commenced on January 29, 2013. • Term of position is for one-year, with a maximum of 2 consecutive terms. By November 2013 the incumbent will determine whether or not to continue a second term. <p>Motion: motion to approve Out of Province FoodSafe Processor Terms of Reference as circulated. <i>Moved. Seconded. All in favour. Carried</i></p>		G. Tam/J. Chow
	Adjournment at 09:35 Hours		
	Next Meeting: July 16, 2013		