

BC Branch CIPHI Executive Council Meeting
March 31, 2010 from 09:05 to 10:18

ITEM	DETAILS	ACTION (S)
	Location: Dial in: 1-866-613-5223 Passcode: 4535350#	
1.00	Roll Call	
	<p>Attendees: S MacDougall, J Cranch, P Markey, K Cordner, G Tam, J Egeler, I Deol, R Ansel, G Baytalan, G McIvor, S Hundal, S Sandhu, C Brown,</p> <p>Regrets: K Chattha, T Sandi, T Roark, C Diplock</p>	
2.00	Approval of Agenda	
	<p>Add – n/a Delete –n/a MOTION: Motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried.</i></p> <p>Moved to Item 5.01 as G Baytalan is leaving call early. Returned to item 3.00 once discussion on 5.01 completed.</p>	
3.00	Approval of Minutes	
	<p>Discussion Arising Before Motions Carried:</p> <p>November 3, 2009 Minutes:</p> <p>Christmas luncheon concerns. S Sandhu – Last luncheon attendees not happy with venue: too long and narrow difficult for networking, buffet created a line up and disorganized. No concerns about price. G Tam – Need to find a place early. Running short on time. Going back on a place that we have had success in the past. J Egeler – Ask the people that are unhappy to ask for their assistance for volunteering there expertise next year. S Sandhu – Future to look in September and price be cheaper. J Egeler – Probably can not find anything cheaper. We are all volunteers and busy with Olympics and SGM.</p> <p>Jan 13, 2010 Minutes:</p> <p>J Egeler – Change title from Agenda to Meeting Minutes</p> <p>Special General Meeting:</p> <p>R Ansel – Change title from Agenda to Meeting Minutes J Egeler – First initial last name rather than full name S Sandhu – Use of the canned comments for internal messaging at HA's for EPHW. But rather Nick had sent his own up to the Newsletter. K Cordner – Ok if others adapt it.</p>	

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	<p>MOTION: Motion to approve November 3, 2009; November 26, 2009; January 13, 2010 minutes as circulated. <i>Moved. Seconded. All in favour. Carried.</i></p>	
4.00	Email Motions/Old Business	
4.01	<p>Alex Kwan engraved mug – update I Deol – Provided the engraved mug and gift certificate (Starbucks \$25 value). K Cordner – Also have Thank You cards developed for CIPHI use.</p>	
4.02	<p>MOTION: Motion to approve expenditure for Free CIPHI Membership contest. <i>Moved. Seconded. All in favour. Carried.</i></p> <p>K Cordner – Approved. Today's last day. Put together messaging and entice people to join. P Markey – Have we had an increase in enrollment K Cordner – Too look into it. P Markey – Winner to have a photo op. S MacDougall – Photo in the BC Page for Spring Issue K Cordner – When is issue date for BC Page S MacDougall – End of April. K Cordner – Need all the submissions. Do we make a list and cut it up to draw the winner? J Egeler – Correct. Some people renew at the end of the year. Include up to today. Excel spreadsheet and cut names out and draw. K Cordner – to have done after the J Egeler – Can we ask Bonnie for membership list and forward to membership committee? K Cordner – Easy to get list from CIPHI list. C Brown and S MacDougall – Will do the draw.</p>	<p>K Cordner – Collect list from CIPHI office.</p> <p>C Brown & S MacDougall – Draw the winner.</p> <p>- Need CIPHI executive to take picture of winner if possible</p> <p>S MacDougall – Post winners picture in BC Page.</p>
4.03	<p>Constitution/Bylaws updates</p> <p>K Cordner - Need a volunteer to update our Bylaws to reflect changes for posting to website and notification to CIPHI Office. R Ansel – Volunteered to help.</p>	
5.00	Business Arising	
5.01	<p>Letter to HA from Ministries – Discussion + Response (letters circulated pre-meeting)</p> <p>K Cordner – Speaks to our Environmental Health Officers. J Egeler – FYI - response has been sent through P Daly. Ensure if it's for VCH or all HA's. P Daly wanted to provide her own thoughts. Know the response by P Daly. What do we want to do for responding to this letter? And support the</p>	<p>Defer to another day further discussion with K Cordner.</p>

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	<p>position of the regional response.</p> <p>K Cordner – Unsure how to validate it. Lines of communication are not were they should be. Re-connect with the ministry. And how hard we work to maintain a professional. CPC and standards of practice.</p> <p>R Ansel – Adversity with politicians. And point of use water systems. Have had direct contact with the ministry. Seems communicated with ministry that we do not have unified approach and discretionary and regulatory approach.</p> <p>J Egeler – Letter result of two related food inspections. One in Fraser and Island.</p> <p>P Markey – Relates to barristers to have taken FOODSAFE. One relates to a bake sale.</p> <p>R Ansel – The letter is wide sweeping and broad and can look at anything.</p> <p>P Markey – Is meaningless.</p> <p>J Egeler – Complaints to be dealt with at the local Health office and goes up to the top. Shows we are doing our jobs, may not be perfect. Kudos e-mails do not get all the time. Complaints require two ministries get together and need to write a letter.</p> <p>K Cordner – Fragmentation of model in ministry. Speak to ministry of our standards we provide. Should we respond?</p> <p>J Egeler – Take as opportunity. Response needed. See HAs response.</p> <p>P Markey – Did we get copied?</p> <p>K Cordner – Did not get copied to CIPHI. Speak to directors to get responses. Get going in April. Time is of the essence. Current.</p> <p>P Markey – Work closely with regional directors. Not the receiver not responding. Providing comments and feedback. Work closely with regional directors.</p> <p>J Egeler – Conversation with Nick. Nick asked if CIPHI will be sending response. CIPHI in a different position than directors and involve partnership with ministries.</p>	
5.02	<p>BOR member recognition – ideas + motion if supported</p> <p>K Cordner – Provide recognition not quite to completion. Finalize and make it happen. Jessica, David, Yvonne were replaced by new CoPE process and should receive recognition for their dedicated work. Tim inquired about the rest?</p> <p>J Egeler – Thank you note for all three. Provide recognition on BC Page.</p> <p>K Cordner - To wait till AGM and COPE is initiated.</p> <p>MOTION: Motion to approve expenditure of providing Thank You cards</p>	<p>J Egeler – to get gift cards. K Cordner to make up cards. J Egeler to mail it out.</p>

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	<p>and \$25 coffee cards for Jessica, David and Yvonne the recent BOR members that stepped down.</p> <p><i>Moved. Seconded. All in favour. Carried.</i></p>	
5.03	<p>Continuing Professional Competency Program – Launch, Promotion – Champions – FHA, IHA –interested members? Venues at H.A's.</p> <p>K Cordner – Participants: C Kurzac, K Cordner, S MacDougall C Nowakowski Standardized PowerPoint presentation to speak to our members and buy into program. Getting the presentation out to each of our HA. VIHA went well. VCHA – three venue locations and platform and local meetings. Work with managers at regional meeting.</p> <p>P Markey – Staff meetings anytime. Coast – easy to come to North Shore.</p> <p>K Cordner - Show is 1.5 – 2 hours meeting. Guest speaker. Next meeting?</p> <p>P Markey – Third Thursday of each month and work with Coast to organize it. Would Claudia do presentation?</p> <p>K Cordner – To have me present or someone in executive. What about Gary in Richmond?</p> <p>G Tam – Will work.</p> <p>K Cordner – To Speak to Managers - Steve / Paul / Angelo.</p> <p>S Sandhu – Not a full staff meeting, each supervisor meets with their group.</p> <p>K Cordner – Fraser Health?</p> <p>J Cranch – Twelve sites, in-service in a couple of months. Finding a venue where we don't have to pay. Approach Tim directly. Staff need to attend would be volunteer own time or vacation time. Two hours would be long.</p> <p>P Markey – Have Fraser attend to Richmond or North Shore.</p> <p>K Cordner – Deserve a presentation including question and answer time. Can do.</p> <p>Update from Champions meeting</p> <p>K Cordner - Opportunity – lobby to Dr. Emerson/Andy Hazelwood at Ministry to adopt CPC to meet Public Health Act requirement for ongoing education. Nick joined the call to discuss the opportunity to lobby Andy and ministry of new program and adopt this program to deem it meet the requirement.</p> <p>G Tam – Provide more opportunities to members and their PDHs increased.</p> <p>K Cordner – I have communication with Dr. Emerson and colleague. I can start the dialogue. And continue the discussion.</p>	<p>K Cordner – Speak to Managers or Directors of VCHA or FHA respectively to determine when/where CPC presentation can be presented.</p>

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	J Egeler – Good.	
5.04	<p>Funding to Quebec Branch – Discussion + Motion if Supported</p> <p>K Cordner – Working with Quebec inspectors to re-establish a new Branch. It has occurred – President Omar Bah – young man with lots of energy. Getting started costs for association. Some branches have sent funding their way. ON \$1000. Another \$500. Would BC like to participate in helping the Quebec Branch? National association or \$500? Has Alberta sent any money over?</p> <p>J Egeler - Newfoundland has committed to \$1000 such large amount for small Branch. A lot of work, heart and soul went into it. Stephen Gravel and Jean Luc Archembeault were integral in this happening. Provide a financial contribution. Match whatever Alberta or Saskatchewan (\$500). We can do \$750.</p> <p>K Cordner - \$750 is good. What is the best way to proceed with it?</p> <p>G Tam – Prefer to have an e-mail motion and support by all Executive members.</p> <p>K Cordner – Send the e-mail and information together.</p> <p>P Markey – An e-mail to give where the money is to go and how it will be spent.</p> <p>K Cordner – Will package up.</p>	<p>K Cordner – send an e-mail with all information to Executive. E-mail motion for Quebec Branch Funding to receive support by all Executive.</p>
6.00	New Business	
6.01	<p>Committees – review membership, goal setting 2010, specific topics</p> <ul style="list-style-type: none"> > BC Page – Chair – S MacDougall, T Roark, I Deol Exclusive web posting (only) – BC Page > Awards – Chair – J Cranch, C Brown, G McIver Life Member Award – nominees etc., process > Education – Chair - S Sandhu, C Diplock, G McIver > Finance – Chair - K Chattha, I Deol, J Cranch > Membership – Chair - C Brown, G Baytalan, S MacDougall Membership Drive – free membership draw, messaging, encouraging electronic renewal – update > Nominations – Chair - J Egeler, S Hundal > Promotions and Advocacy – Chair - R Ansel, S Hundal, G Tam, K Chattha, S Sandhu > Social – Chair – T Sandi, K Chattha, S Sandhu > Website –Chair – Chair - G Tam, I Deol, C Diplock, D Butt 	<p>Defer to next meeting.</p>

ITEM	DETAILS	ACTION (S)
	<p>(webmaster)</p> <p style="text-align: center;">Update on activities</p> <p>>BOARD OF REGISTRATION – STANDING COMMITTEE – Chair – S MacDougall, J Egeler, P Markey, T Sandi</p> <p style="text-align: center;">Update on process and activities</p>	
6.02	Member Services Center – CIPHI Database – Update on Progress	Defer
6.03	Standardized BC Branch Communications Template	Defer
6.04	<p>Minutes – Recording, Approval, Posting to Web – T Roark – Historical Significance</p> <p>K Cordner – Had a website committee. Within 2 weeks following the meeting to issue minutes to K Cordner from I Deol. Adopt. Chanel through website committee to send it to David. Landing page needs to be current and minutes need time to attach. And does not speak to attention to detail. Better standard. J Egeler – Approval dates of minutes should be on bottom of the file K Cordner – Minutes are historical significance</p>	
6.05	BC Branch Historian re-appointment – Discuss with T Roark – Motion at End of Call – Ask T Roark to Depart Call before Motion	Defer
7.00	Roundtable	
7.01	No comments	
8.00	Adjournment at 10:18 Hours	
9.00	Next Meeting March 2010	