

BC Branch CIPHI Executive Council Meeting

MINUTES

May 15, 2012 from 08:30 to 09:27

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call	08:30	
	Attendees: Gary Tam, Rory Beise, Kelcey Watts, Paula Tait, Keir Cordner, Jeremy Chow, Juliana Gola, Kuljeet Chattha, John Pickles, Paul Markey Guests: Regrets: Cole Diplock, Crystal Brown, Kuljeet Rai, Isher Deol, Grace MacIver, Greg Baytalan		All
2.00	Approval of Agenda		
2.01	Addition to Agenda Add – N/A Deleted – N/A MOTION: motion to approve agenda as circulated. <i>Moved. Seconded. All in favour. Carried</i>	08:33	All
3.00	Approval of Minutes		
3.01	Minutes from April 17, 2012 Add – Amendment of adjournment time from 10:00am to 09:15am Deleted – N/A MOTION: motion to approve agenda as amended. <i>Moved. Seconded. All in favour. Carried</i>	08:35	All
4.00	Old Business/Action Items – Status Update		
4.01	Electronic Motions <ul style="list-style-type: none"> No electronic motions in the previous month. 		G. Tam
4.02	Liaising with Ministry <ul style="list-style-type: none"> Emailed Tim Lambert regarding the inclusion of the CPHI(C) and CPC in the Public Health Act – Have not received a reply. Next step is to schedule an appointment with 	08:40	G. Tam

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	Tim Lambert to discuss progress.		
4.03	<p>Website Remodeling – Proposal from the webmaster</p> <ul style="list-style-type: none"> • Tabled for the next teleconference. 	08:43	C. Brown
5.00	Standing Business		
5.01	<p>Centennial Committee – Update on activities</p> <ul style="list-style-type: none"> • Historical research continues. • Will travel to the Lower Mainland to access a storage locker of historical information. • BCIT students have written a draft on the history of the BCIT Environmental Health program. • Draft website has been shared. Minor changes were made. • G. Tam will liaise with the Ministry regarding the Centenary Award. • Centennial Committee will work with Promotion & Advocacy Committee regarding the CIPHI Centennial Birthday. 	09:00	K. Cordner
5.02	<p>Promotion & Advocacy Committee – Ads on local newspapers & Environmental Public Health Week 2012</p> <ul style="list-style-type: none"> • Met with the EPHW National Committee. • Proclamation letter templates will be sent out. • Contact for local media required. • The 3rd day of EPHW coincides with World Health Day. • CIPHI logo has been placed on the BCWWA home page for Drinking Water Week. • P. Tait is interested in working on a FaceBook page. G. Tam will send CIPHI logo to P. Tait. 	09:05	P. Tait
5.03	<p>Award Committee – Update</p> <ul style="list-style-type: none"> • G. Tam will be temporary chair of the Awards Committee to work on the Centenary Award. 	09:10	G. MacIver
5.04	Sewerage & Radon Updates	09:15	G. Baytalan

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	<ul style="list-style-type: none"> • Tabled for next teleconference. 		
5.05	<p>Education Committee 2012 – Updates</p> <ul style="list-style-type: none"> • Budget is being developed and speakers are being selected (keynote speakers have been set for the first day). • Banner has been placed on the Branch webpage. • Hotel arrangements are on-going. • Registration form is being developed. Finalizing deadline for early bird registration and for final registration. • Sponsorship package is being developed. • Send K. Corder information so a promotional poster can be developed. 	09:20	C. Brown/J. Pickles
6.00	New Business		
6.01	<p>CIPHI Conference Bank Account</p> <ul style="list-style-type: none"> • BC Branch has a bank account setup specifically for financial transactions related to Conferences. • Account was last used for the IFEH. • Use of the conference bank account for all financial transactions related to conferences will enable us to keep better records of expenses and revenues. • Signing authority is currently granted to individuals who are no longer involved with CIPHI. • Current signing officers must be removed from the bank account and new members are to be added. The proposed members include: R Beise, I Deol, C Brown, and G Tam. <p>MOTION: motion to approve granting R Beise, I Deol, C Brown, and G Tam signing authority for the CIPHI Conference Bank Account. <i>Moved. Seconded. All in favour. Carried</i></p>	09:35	G. Tam
6.02	<p>CIPHI BC Branch Finance/Expense Reimbursement Policy</p>	09:40	G. Tam/K. Chattha

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	<ul style="list-style-type: none"> Draft was sent to Executives and comments/concerns have been incorporated into the spreadsheet. Review the document and send comments or concerns to G. Tam. Motion to approve policy will be carried out at the next teleconference. 		
6.03	<p>CIPHI BC Branch Executives – Temporary Positions</p> <ul style="list-style-type: none"> There will be 4 maternity leaves starting in July. We will need a minimum of 3 volunteers (1-year terms) who would like to contribute to the Branch. Executives to circulate information to colleagues. Forward names of interested parties to G. Tam. 	09:55	G. Tam
	Adjournment at 09:27 Hours		
	Next Meeting June 19, 2012		

