

BC Branch CIPHI Executive Council Meeting

Minutes

October 25, 2011 from 08:30 to 10:00

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call	08:30	
	<p>Attendees: Gary Tam, Keir Cordner, Sabrina Sandhu, Isher Deol, Paul Markey, Jeremy Chow, Greg Baytalan, Juliana Gola, Kelcey Watts, Kuljeet Chattha, Kuljeet Rai, John Pickles, Crystal Brown</p> <p>Guests: Tim Roark</p> <p>Regrets: Rory Beise, Cole Diplock, Grace MacIver</p>		All
1.01	<p>Welcome New Councilors – K. Watts, K. Rai, J. Pickles</p> <ul style="list-style-type: none"> Welcome new Councilors to the BC Branch. It is great to bring new energy to the group through the addition of new members. S MacDougall is on maternity leave, but will remain as Editor of the BC Page. 		G. Tam
2.00	Approval of Agenda		
2.01	<p>Add – Addition of NEC Updates to Standing Business 5.06. – Amendment of agenda item 4.03 from “BC Member to the Board of Certification – To Be Discussed in 5.03” to “BC Member to the Board of Certification – To Be Discussed in 6.03”.</p> <p>Delete – N/A</p> <p>MOTION: motion to approve agenda as amended. Moved. Seconded. All in favour. Carried</p>	08:35	All
3.00	Approval of Minutes		
3.01	<p>Add – Addition of Keir Cordner and Jeremy Chow to Attendees and Regrets list, respectively.</p> <p>Delete – N/A</p> <p>MOTION: motion to approve minutes from</p>	08:37	All

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	September 20, 2011 as amended. <i>Moved. Seconded. All in favour. Carried</i>		
4.00	Old Business/Action Items – Status Update		
4.01	<p>Motions – Motion to appoint Kuljeet Rai as a Councillor</p> <ul style="list-style-type: none"> G Tam – K Rai was added as a new Councillor. Electronic motion went very smoothly. <p>Motion to approve Ann Chan – BCIT Student for Bob Herbison Award</p> <ul style="list-style-type: none"> K Cordner – Motion was passed and K Cordner reported back to L Woolsey. Letter was received from L Woolsey regarding the awards presentation ceremony. 	08:40	G. Tam
4.02	<p>EPHW – update – survey of membership – Finalized</p> <ul style="list-style-type: none"> EPHW will be moved to the fourth week in September for 2012 to coincide with World Environmental Health Week. 	08:42	G. Tam
4.03	BC Member to the Board of Certification – To Be Discussed in 6.03	08:45	G. Tam
4.04	<p>AGM 2011 – Conclusion</p> <ul style="list-style-type: none"> K Cordner – received a strong quorum at the AGM. Took on new Councillors. Alex Nilsson Award was presented to J Ip. D Butt announced as Member of the Year. Award was presented in the Interior. Resolution to rescind By-Law#2 passed with a majority. Paper work will be completed with the BC Ministry of Finance and By-Law #2 will officially be rescinded. BC will no longer have a registration component. 	08:45	K. Cordner/G. Tam
5.00	Standing Business		

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5.01	<p>Promotions/Advocacy – Liaison with Ministry – update</p> <ul style="list-style-type: none"> • K Cordner – Sent a letter to the Ministry regarding the CIPHI credential and the CPC. CIPHI National also sent a letter of support endorsed by the National President. Sent an email to the Ministry and placed a phone call. Received an email reply and the Ministry appears to be in support of the credential. A formal response will be provided by the Ministry. There was no mention of the CPC in the email. K Cordner will try to set up a face-to-face meeting with the Ministry. 	08:50	K. Cordner
5.02	<p>Centennial Committee – Update on activities – membership</p> <ul style="list-style-type: none"> • Centennial Committee currently consists of four members and they are presently in the brainstorming stages. • For the 2013 centennial year, the plan is to have Province-Wide events to recognize the achievements of EHOs. • Two students from BCIT will join the committee. • If any Counselors are interest or if you know of any volunteers who are interested in being part of the committee, contact K Cordner. • K Cordner – do we have a budget for 2012 Centennial Activities? • K Chattha – Currently we do not. We will develop a budget for 2012 and the first half of 2013. 	08:55	G. Tam/K. Cordner
5.03	<p>Christmas Luncheons – Committee Recruitment & Update</p> <ul style="list-style-type: none"> • Grand Villa Hotel (Burnaby) has been confirmed for Tuesday October 6, 2011. <p>MOTION: motion to approve Christmas Luncheon fees of \$25, \$20, and \$28 for members,</p>	09:00	S. Sandhu/G. Tam

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	<p>students/retirees, and non-members, respectively. <i>Moved. Seconded.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • Generally students and retirees pay a lower rate, non-members pay a higher rate, and the Branch absorbs the remaining costs. • Keeping the same menu as the previous year, the cost per person is \$25.95 + taxes (\$29.06). • A cost of \$300-\$375 would be absorbed by the Branch, depending on attendance. • In the previous year, half of the 50/50 earnings were used to partially cover expenses. • Representatives from each Health Authority will be designated as the contact person. Deadline to determine contact person(s) for each HA is the end of the week. • Due date for payment by attendees is November 25, 2011. <p><i>All in favour. Carried</i></p>		

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5.04	<p>BC Annual Education workshops – Update/Conclusion</p> <ul style="list-style-type: none"> • P Markey – debriefing meeting has not been held. Finalization of the budget and collection of the evaluation forms has not been completed. General comments from attendees were positive. • I Deol – Expecting a positive return on the Conference. Branch is not expected to run a deficit in the current year. • K Cordner – Do we need to send anything to our sponsors to show our appreciation? • I Deol – In the past we have sent a CIPHI thank you card to our sponsors to show our appreciation. • K Cordner to send appreciation cards to sponsors. 	09:10	P.Markey/C. Brown
5.05	<p>Sewerage & Radon Updates</p> <ul style="list-style-type: none"> • G Baytalan – CIPHI plays a main role on the Sewerage System Coalition. The Coalition is pleased to see amendments advocated for, but there has not been much activity lately. A sub-committee may be created under CIPHI. • T Roark – Must determine the potential of the Coalition to complete work in the future. Will provide suggestions and send to the Executives. • G Baytalan – RCMP investigation of BCOSSA has been completed. • G Baytalan – Contract to re-write Version 3 of the Standard Practice Manual has been awarded. Concerns over the inclusion of Appendix F – Off-site Leakage Tables. Contact G Baytalan if you would like more information. • G Baytalan – IHA and NHA have teamed up with BC Lung Health to provide information and education in regards to radon. 	09:15	G. Baytalan

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5.06	<p>NEC Updates</p> <ul style="list-style-type: none"> No new updates. 	09:20	G. Tam
6.00	New Business		
6.01	<p>Face to Face meeting 2011 Strategic Planning</p> <ul style="list-style-type: none"> Face-to-face meeting will be held on the same day as the Christmas Luncheon. Will try to complete the meeting prior to the Luncheon. If we require more time we can meet afterwards. Lounge opens to the general public at 3:00pm. Good opportunity for the Branch to discuss future Branch direction and to plan for the up-coming year. For councilors not located in the Lower Mainland and who wish to attend the meeting, the deadline to inform G Tam of your attendance is Nov 15, 2011. 	09:20	K. Cordner/G. Tam
6.02	<p>BC Branch BOC Exam Coordinator – inquiry for discussion</p> <ul style="list-style-type: none"> K Cordner – Question arose of whether or not a conflict of interest would exist if a practicum supervisor, who was not directly involved with the practicum, were to be appointed the BOC Exam Co-ordinator. Upon discussion with the BOC Chair and review of the Regulations, an individual may be appointed the BOC Exam Co-ordinator, as long as they are not directly involved with the practicum and do not administer exams. Based on this information, there does not appear to be a conflict of interest. G Tam – There are many avenues to prevent conflicts of interest. We must trust the BOC review process. 	09:25	G.Tam/K. Cordner
6.03	<p>BC Member to the Board of Certification</p> <ul style="list-style-type: none"> G Tam – Two individuals have expressed 	09:35	G.Tam/K. Cordner

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	<p>interest for the position of BC Member to the BOC. We must formulate a process to review the candidates.</p> <ul style="list-style-type: none"> • K Cordner – Every Province has a representative to the BOC. An individual serving as the BOC exam Co-ordinator may also serve as the BC Member to the BOC. We need to strike up a review panel (3 or more Councilors) to review both applicants and to appoint the BC Member to the BOC. • G Tam – The decision by the review panel will need to be brought to the Branch for approval. 		
6.04	<p>Membership Drive 2011 – survey results, promotion to affiliated organizations, what's next</p> <ul style="list-style-type: none"> • Important to maintain strong membership. • Goal is to increase membership by 5% annually. • If you would like to join the membership committee contact C Brown, G Tam, or K Cordner. • Concern with membership numbers for the up-coming year due to membership fees increasing to \$200. G Tam will contact National to determine if there are any incentives available. 	09:45	C. Brown/G.Baytalan
6.05	<p>New Branch Laptop Purchase – Motion</p> <ul style="list-style-type: none"> • G Tam – New laptop is required for Branch activities. • K Cordner – Current laptop has died and would cost more to repair than it is worth. <p>MOTION: motion to approve the purchase of a new laptop for the Branch, with the amount not to exceed \$900. <i>Moved. Seconded.</i></p> <p>Discussion</p> <ul style="list-style-type: none"> • G Tam – When deciding on the laptop purchase, we need to factor in the future 	09:50	G. Tam

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	<p>use of the computer, and not just the current needs.</p> <ul style="list-style-type: none"> • I Deol – Can the hard drive be salvaged from the old laptop? • K Cordner – Hard drive can be salvaged, but the information has been saved to a memory stick. <p><i>All in favour. Carried</i></p>		
	Adjournment at 10:05 Hours		
	Next Meeting Nov. 15, 2011		