

BC Branch CIPHI Executive Council Meeting

MINUTES

September 17, 2013 from 08:45 to 10:20

Dial in: 1-866-613-5223

Access code: 4535350

ITEM	DETAILS	TIME	NAME (S)
	Location: Teleconference		
1.00	Roll Call	08:45	
	Attendees: Gary Tam, Keir Cordner, Rory Beise, Isher Deol, Daniel Fong, Jeremy Chow, Juliana Gola, Greg Baytalan, Crystal Brown, Dale Chen, John Pickles, Kuljeet Rai, Virginia Jorgensen Guests: Tim Roark, Jessica Ip Regrets: Kelcey Watts		All
2.00	Approval of Agenda		
2.01	Addition to Agenda Added – N/A Deleted – N/A <i>Motion: motion to approve agenda as circulated. Moved. Seconded. All in favour. Carried.</i>	08:48	All
3.00	Approval of Minutes		
3.01	August 20, 2013 Added – N/A Deleted – N/A <i>Motion: motion to approve minutes as circulated. Moved. Seconded. All in favour. Carried.</i>	08:50	G. Tam
4.00	Old Business/Action Items – Status Update		
4.01	Electronic Motions August 22 – Centenary Awards Recipients - Motion carried August 23 – Purchase of 100 Members of Distinction Booklets - Motion carried September 12 – Face-to-Face Meeting • August 22, 2013 and August 23, 2013 motions	08:55	G. Tam

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	<p>were passed electronically.</p> <ul style="list-style-type: none"> September 12, 2013 motion will be postponed indefinitely. 		
5.00	Standing Business		
5.01	<p>Centennial Committee - Update on activities</p> <ul style="list-style-type: none"> Final promotion will be carried out to increase the exposure of the Centennial website on the BC Branch landing page. Currently only a weblink is posted. A picture will be added to the BC Branch page to draw attention to the Centennial website. <p>- Update on National celebration activities</p> <ul style="list-style-type: none"> Beaver mascot has left BC and is now in Ontario. Trying to retrieve the Mosaic Banner from Alberta to display during the live webinar on September 26, 2013. 	09:00	K. Corder/ G. Tam
5.02	<p>Centenary Award Project Update</p> <ul style="list-style-type: none"> Meeting minutes were sent to G Tam. Minister of Health will not be able to attend the awards presentation. Assistant Deputy Minister of Health will attend on behalf of the Ministry of Health. Program is being finalized and will be sent to recipients. Certificate of Appreciation will be presented to the presenters. Time allotted for the awards presentation: 45 minutes. 	09:10	J. Ip

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5.03	<p>Promotion & Advocacy, Membership & Website Committee</p> <p>- Environmental Public Health Week 2013</p> <ul style="list-style-type: none"> • Posters have been sent to the various Health Authorities. • Representatives have been selected to distribute the posters to the various offices in each Health Authority. • EPHW proclamations have been received from the Province and various municipalities. • NEC is working on obtaining a Federal Proclamation. • NEC is working on a news release for EPHW. 	09:15	C. Brown
5.04	<p>Liaising with Ministry & Unions – News & Updates</p> <p>- Tabled</p>		G. Tam
5.05	<p>Radon Updates</p> <p>- Tabled</p>		G. Baytalan
5.06	<p>Education Committee – Webinar Fall Series</p> <ul style="list-style-type: none"> • Fall webinar series has begun. Total of 72 attendees for the first webinar. • 2 sponsors have signed up for the Fall series. • Health Authorities will be billed at the end of the Fall series based on the number of attendees (\$10/attendee). • Live webinar will be hosted on September 26, 2013. <p>Action item: J Chow to send the list of attendees from the Surrey office to K Rai for the first webinar.</p>	09:20	I. Deol
5.07	<p>BC Branch – Social Event</p> <ul style="list-style-type: none"> • Expecting approximately 50 members to attend the AGM – refreshments will be provided for members. • Social event will be held at Speakeasy in Vancouver. Members who attend both the AGM and the Awards Presentation will be provided with a voucher for one free drink 	09:30	K. Rai

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	complimentary of the Branch. <ul style="list-style-type: none"> BCIT students are also expected to attend. 		
6.00	New Business		
6.01	<p>AGM Planning</p> <p>AGM Binder – Finance Report</p> <ul style="list-style-type: none"> Branch ran an operating deficit for the year ending 2012. Lower income resulted from the absence of an Educational Conference and fundraising activities. Question: Accounting statement has a category listed as “Other” with a deficit of nearly \$1,500.00. What items are included in this category? <ul style="list-style-type: none"> Items listed under “Other” were reviewed. Recommended to list large items separately to increase the transparency of Branch activities. Question: What happens when the Branch runs a deficit? <ul style="list-style-type: none"> Money is drawn from the reserve and contingency funds to cover losses. G Tam working with J Pickles and J Ip on the Auditor’s Report. J Pickles summarized the key points of the Society Act regarding financial statements and the AGM. <ul style="list-style-type: none"> Regarding the resolution to remove the requirement for the AGM to be held between March and September, this is permitted as long as there is compliance with the Act. <p>Proxy Ballots</p> <ul style="list-style-type: none"> Former CIPHI National President informed G Tam proxy ballots count towards quorum. Minimum of 20 members required for quorum. Counselors and Executives are requested to 	09:35	R. Beise

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	<p>submit their proxy ballots to K Cordner if they are unable to attend the AGM.</p> <ul style="list-style-type: none"> Councilors are encouraged to remind members who are unable to attend the AGM to submit a proxy ballot to K Cordner. A list of members will be provided to the Counselors. Membership list is to remain confidential. 		
6.02	<p>Tree Planting – Funding from CIPHI NEC</p> <ul style="list-style-type: none"> Received an email from the National Centennial Committee – \$2,000.00 will be provided to each Branch which participates in a tree planting ceremony at an educational institution. G Tam has received a cheque in the amount of \$2,000.00 BC Branch donated a plaque to BCIT for the tree planting ceremony but did not provide any monetary donations. Costs for the event were covered by BCIT. <p>Motion: motion to utilize a portion of the \$2,000.00 reimbursement provided by CIPHI National to cover 50% of the costs associated with the care and maintenance of the tree to BCIT.</p> <p>Discussion: Would the money be better spent promoting the Branch? Can the money be provided to BCIT to use as they see fit (eg bursaries)?</p> <p><i>Moved. Seconded. All in favour. Carried</i></p> <p>Tree Plant and BBQ fundraiser</p> <ul style="list-style-type: none"> Any profits realized from the BBQ were to be donated to the EHFC. The Branch had an operating loss from the BBQ. Does the Branch want to use the remainder of the \$2,000.00 to cover the losses from the BBQ, with the remaining funds being donated to the 	09:45	G. Tam

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	EHFC? <ul style="list-style-type: none"> • Question: Can the Branch hold off on making a decision regarding donations until the end of the fiscal year, when the financial picture becomes clearer? • The Branch only intended to donate profits from the BBQ to the EHFC. Since the event did not realize a profit, a donation will not be made at this time. 		
6.03	Branch Awards – Member of the Year & Alex Nilsson Awards <ul style="list-style-type: none"> • The motion will be sent electronically for voting. 	09:55	K. Cordner
6.04	BC Branch Representative at National CoPE <ul style="list-style-type: none"> • The motion will be sent electronically for voting. 	10:00	G. Tam
	Adjournment at 10:20 Hours		
	Next Meeting: October 15, 2013		

