

BC Branch CIPHI Executive Committee Meeting
Tuesday April 25, 2006
Minutes

Present: Steve Chong, Nigel Headley, Tara Hluchy, Joanne Lum, Roopy Khatkar, Shawn Parhar, Gord Stewart, Keir Cordner, Lis Vallaster, Salima Kassam, Jas Egeler

Regrets: Lynn Richards

1. Approval of Minutes – March 28, 2006

- *Motion to approve minutes moved by Roopy Khatkar, seconded by Tara Hluchy.*

2. Committees

(a) Education

- **2006 Planning Update, Salima**
 - Committee working on the delegate package; deadlines are being met
 - Hotel is being finalized
 - Jas sent out a spreadsheet for all delegates. About 102 total.
 - Shawn: No deadline for transportation because it is running below capacity. Approximately 14 passengers out of 47 are going up in the bus, and about 12 passengers are coming down. CIPHI will come out of a loss (~\$500) with transportation.

(b) Membership, Lis

- Total of 238 members as of April 19, 2006; 184 are regular members; 31 students.
- Highly encourages doing a presentation for students to encourage membership.
- Retired membership last year at 9; this year at 15.
- Plan in place for membership committee this year to encourage registration.

(c) Social Committee

- No update – Softball Challenge to be announced for the summer.

3. Old Business

(a) Action Item – Conference Bursaries

- N/A

(b) Conference Attendance Policy

- Nigel and Kuljeet put together a package for review to make changes and to adopt.
- Guideline formulated into 3 documents (Branch member's ability to attend any Conference; Eligibility criteria of member to attend from the support of the Branch; and, the application form).
- Intent is to formalize the application for support from the Branch and to use continually.

- Guideline outlines what our process is for Branch members. The criteria specifies what the members should obtain upon application.
- Suggestion by Steve – to merge guideline and eligibility documents together to make more user friendly.
- **Action Item for all Executive members: All should review and comment back to Nigel and Kuljeet by end of May – at next Executive meeting.**

(c) Nominations Committee

- Sonia emailed Steve all the changes of nominations. All forms faxed this afternoon. Not all forms were signed. All should be finalized soon.

4. New Business

(a) PHABC Article Submission

- Tara Hluchy did the first article. Caroline Alexander is the next on the rotation. She will be stepping down, so she will not be able to write for the next article. Same with Lynn Richards.
- There won't be participation in the April submission, but we will partake in the July submission.
- Article should capture the theme that they will be publishing, but any article will suffice.

(b) Environmental Health Foundation of Canada Challenge

- Phi Phan (Alberta Branch) donates \$1000 annually to the foundation, and we are being challenged.

Action Item:

- **Table this until November to see how the financial breakdown is for this year.**
- **A budget should be developed so we can assist with financial planning and have a budget to work from. This can be the role for the President and Treasurer to draft a budget, and also for a conference budget.**

5. Roundtable

- Keir: Gathering in Richmond and Victoria for update on the Swimming Pool Regs. Regulations are getting more practical. The plan is to develop a two step process for constructing larger pools. More of an outcome based Regulation, and more of a guideline to support it. Completion aimed for May 3. Next meeting in Burnaby.

Motion to adjourn moved by Jas Egeler.