

BC Branch CIPHI Executive Meeting

Minutes

February 17, 2005

Teleconference Attendance:

Steve Chong, Lis Vallaster, Joanne Lum, Roopy Khatkar, Brent Zaharia, Jasmina Egeler, Alan Kerr, Nigel Headley, Neil Nabata, Gord Stewart

Regrets:

Salima Kassam, Lynn Brewer, Roger Parsonage

1. Approval of Minutes – January 27, 2005, Steve

- Motion to approve minutes moved by Jasmina. Seconded by Brent.
Motion carried

2. Old Business

(a) Branch Website Redesign, Steve

- Lis and Jo referred web designers. Steve talked to Estella to get quote.
- Steve sent out a summary for us to review
- Designer indicated that a simple map would cost ~500 dollars, but if more elaborate with more pages, then it will be over budget
- For now – get quote and then discuss with executive; hope before the summer
- Steve asked for a domain name change – want www.ciphi.bc.ca for the new redesigned website

(b) Food Security and Public Health, Alan

- no specifics
- more money and staff coming into food security
- Their complaint: EH isn't contributing enough
- Discussed on Island as to what to do next - form committee from Island to work with the Food Security Committee – a Provincial initiative
- Bill McIntyre is on it, Interior also has hired Food Security full time position e.g. healthy eating programs – gov't has budget

(c) CIPHI Display Booth, Steve

- Set aside 500 dollars
- At last NEC conference call: going forward with development graphics, but will be more of a two banner-like designs with the messaging going across both – so would need to buy two of the items. We will go ahead with purchase because we need it to advertise at the conferences. National will pick up the development cost of banner graphic – we will pay for the banner, and cost of printing.
- No objections to going ahead with order prior to next NEC meeting without motion to pass.

(d) Environmental Public Health Week, Steve

- Phi Fan – Branch President from Alberta – NEC representative will be coordinating National EPHW. A conference call between all provincial coordinators will be arranged on Feb 25. Gord will hopefully participate on call – anyone else interested on call? Need more coordination for this event next year, that way activities can be planned to gain consistency amongst all regions.
- Need to get everything in place in advance because timing is bad (beginning of year) – need team involvement, need support of National to get event
- Hope to proclaim it as an event by gov't
- Week decided by National, as incorporation of our institute
- Lis suggested to promote event a few weeks in advance
- Get volunteers not on Executive to promote, and get MHO to step up and identify what PHI's do
- Form new committee

(e) Health Act Renewal, Gord

- Larry, David Fishwick, and Tim Roark responded to first draft
- Objectives need to be clear and concise. Preamble need to be in appendix (back of document). Go through Health Act section by section. When near final version, a conference call will be held to go over everything

3. Committees

(a) Education, Roopy

- Need to advertise BC Branch Education Conference more
- Registration coming in slowly
- Steve –to send out reminder email, Committee will send out our own email
- Roopy will draft something to Steve to forward
- Receiving presentation from speakers
- Need to put together packages, looking into costs for that and figure out how to do that - committee may be required
- Details on hotel just being finalized; there are a few students to participate, 4 exhibitors so far, there are some good door prizes, Ann Thoma, VIHA will do regional update, NHA to do an update also, Fraser Health not able to make it , Interior can't do it, but will be sending people
- Received sponsorship, details to be sorted out
- Jas – so far no registration from Fraser Health; 5 from Interior; at least 30 from VCH – Nick provided sponsorship money
- Exhibitors: Virox, PCO, ECO Lab, Thermor Ltd.; Food Safe sponsoring coffee and prizes; ECO Lab donating 2 computer bags; Thermor Ltd will be sending representative and donating 4 thermometers; Received \$1000 cheque from Fraser Health
- Reminder to be sent out next week and again 1 week prior to conference

(c) Membership Committee, Lis

- **Merchandising Update**

- travel alarm clocks, as an option
- 3 different companies sell them - pick cheapest company
- 300 silver clocks with blue logo for \$1162.80 including shipping cost and set up cost and units – similar to Alberta’s clocks – not fancy
- more costly with chrome edges, 300 for \$1400
- Lis – to send a picture around for us to view – email link for both to Exec.
- No objection to an Email vote. Answer by next week.
- Steve –we do have good budget, extra \$10,000 from VCH and \$1000 from Fraser; objective is to have quality items
- BOR allocated \$750, Executive allocated \$750 for merchandising
- Steve to ask Salima to make sure the budget is there

- **Membership Update**

- 5 new registration - more coming in (about 135 for this year)
- set up booth at BCIT
- Lis – to talk to Lorraine about getting a couple of recent graduate volunteers to promote membership - do it at the open house, perhaps get a student member on Executive
- need display booth; maybe do a small presentation for the students to incorporate in the program
- Steve: Powerpoint coming from National for this event.
- Payroll deduction is important to people – talk to director of VCH to get it back. Not up to director – it’s part of the payroll staff. Payroll is offered for charity.
- Each Executive from Region to represent our entire group to get each person registered. Set goal for 2005 to get 10 new members (2 from each region) – achievable

(d) Social, Joanne

- Nothing to report on so far, as we just had the Christmas Luncheon
- Requests that if anybody has a good venue or theme in mind for this year’s Christmas Luncheon, please contact Joanne
- Summer event to be organized – perhaps a tennis or baseball tournament
- We must locate the old trophy – may be in Fraser Health

(e) Constitution Review, Lynn

- Deferred

4. New Business

(a) Conference Sponsorship, Steve

- Roopy and Jas gave update;
- Steve received email from member (Shelley) asking about bursaries – we have a policy in place for National

- National sponsors for full registration; for others it is only half registration; members must request formally
- Will be decided on a case by case basis, using the decision framework that is in place with the policy.

(b) Board of Registration Vacancies, Steve

- Maximum terms are coming up - currently 2 vacancies on BOR
- Emailed to Executive – did anyone find volunteers to sit in on BOR? Ask everyone in office to see if anyone interested by next conference call or email Steve

(c) Board of Certification, Steve

- Need panel organizer – received email from Richard
- Richard was appointed as National representative for Board of Certification to coordinate BC exams. He suggested Gord to be the panel organizer. Gord to touch base with Richard. No one else interested on Executive.
- Duties – to be passed from BCCDC to BC Branch; BCCDC is only sending out letters to confirm date and time of exams, we do 90% of the work. BCCDC only do the paper work. Gord to co-ordinate how to do the examinations.

5. Roundtable, Steve

- Lis: Education Conference membership drive – She will make up an announcement for those who are not registered. Branch should have own registration table available, touch base with Roopy.
- Brent/Steve: No official designation for PHI's – It was put forth at the National at the PEI Conference at AGM re: getting new title (EHO or PHI). May put the two together as Environmental Public Health (EPH) professional. CDC in States needed branding to get profession out there with a name to be recognized. Some regions have taken off with it and adopted it as EPH officer for PHI's. BC is only EHO or PHI. EPH is too long. Health Protection is being put on badges. PHI is in Health Act. Ask Exec to put some thought and come to a vote to see if we want to put it out to membership, even though it we will never get consensus on it. It's up to the Directors to adopt the titles if they want to, we can only put forth recommendations. We would have to co-ordinate it with the College.

6. Motion to adjourn meeting, Steve

- Motion to adjourn meeting moved by Jas.

Next meeting: Thursday April 21, 2005