

**BC Branch CIPHI Executive Meeting**  
**Tuesday February 28, 2006**  
**Minutes**

**Present:** Tara Hluchy, Shawn Parhar, Lis Vallaster, Joanne Lum, Salima Kassam, Steve Chong, Brent Zaharia, Denis Semail, Gord Stewart, Nigel Headley; Lynn Richards, Roopy Khatkar

**Regrets:** Neil Nabata, Caroline Alexander

**1. Approval of Minutes**

- **Motion to approve minutes (January 24, 2006) moved by Nigel Headley. Seconded by Salima Kassam. Carried.**

**2. Committees**

**(a) Education**

- 2006 Planning Update, Brent
  - Exhibitors are going well. So far 4 confirmed exhibitors.
  - Delegate package details are still being worked on.
  - Looking for more speakers still. Waiting to hear back from Ray Copes as a speaker;
  - Rooms are getting booked – rooms have already been booked for VCH. Four confirmed exhibitors.
  
- 2007 AEC Planning Update and Volunteers, Steve
  - Roger Parsonage and Ken Christian are finalizing contract with the Grand Hotel in the Okanagan.
  - Theme: Visiting the core building the future.
  - So far, on time according to the timeline set out for the conference planning.
  - Looking for volunteers (including BC Branch Education Committee) to assist with planning.
  - Steve to circulate the list of committees available for the 2007 AEC to Executive. Those who are interested in volunteering are to reply to Steve, indicating the committee of interest.

**Action Item: Steve to forward list of committees requiring volunteer help for the 2007 AEC to the Education Committee and Executive**

**(b) Membership, Lis**

- Lis talked to Dr. B and will talk to Nick re: mandatory membership in VCH. She will put it in writing and forward to Steve.
- At the 2006 AEC AGM (in June), a motion is proposed that all PHIs be members. Must pass motion to have mandatory membership.

**(c) Social Committee, Joanne**

- President's Bowling Tournament on Sunday February 26: Most turn out from Richmond, and a few from Fraser and Vancouver. Good event overall with lots of door prizes. Richmond team won the cup.
- Next event to be discussed with committee when we review and revise the work plan for this coming year. Could be another baseball even in the summer.

**(d) Awards, Neil – n/a**

**(e) Swimming Pool Regulation Steering Committee, Keir – n/a**

**3. Old Business**

**(a) BCIT Credential Name Change, Steve**

- Great support for degree name change.
- Last meeting action item was for Jas to go back to the advisory group to provide feedback and put it as a position statement – best to put it in writing. We need to draft a position statement by April. Brent volunteered to write the position statement and will work with Denis to complete a draft.

**Action item: Brent and Denis to complete draft position statement re: BCIT Credential Name Change by April 1.**

**(b) Education Career Fair, Jas**

- No update really. Different from career fair in Victoria. People only grabbing pamphlets and only asking general admission questions – not in particular to the Environmental Health Program. Will need to review our participation for next year's event.

**4. New Business**

**(a) CIPHI Pamphlets**

- Pamphlet done by National;
- Good to use to promote profession and services.
- Let Steve know, if you need pamphlets for offices.

**Action item: Lynn wants 20 pamphlets in French version**

**(b) Public Health Workforce Development Committee**

- Steve received email from George Eisler re: participation from PHIs in an action plan for BC Health Academic Council
- No volunteers from the Executive showed interest to sit on committee at the time of conference call. If interested, respond to Steve.

**Action item: Steve to inform George that we are unable to participate at this time.**

**(c) PHABC**

- **Article**
  - Tara Hluchy submitted first ever article on behalf of BC Branch CIPHI. It was well received.
- **Action item: Caroline Alexander is the next person to write the article. Next article due by April 30<sup>th</sup>.**
- **Unified Voice**
  - Shannon Turner (President of PHABC) is trying to achieve a collaborative and unified voice for public health advocacy in this community. Offering all BC members to an online community website for free for 1 year. She would need to get a list of eligible members, which is a big list of participants. The concern is to ensure that the distribution list is not being abused to promote their profession because we need to benefit also. Suggestion is to forward a list of names but no contact information for the time being for the 1-year subscription and leave decision to membership whether to opt-in.

**(d) BOC Workshop – Toronto Update, Gord**

- February 10 & 11 – Reviewed the exam consistency process, standardization and what we need. Reviewed other agencies and looked at level of exam passing. Proposed the following: Increasing the passing percentage to 65% instead of 60%; standard exam questions (bank of questions); an expert panel; change process of exams; number of reports; and perhaps include a written exam component. Looked at the process as to what competencies to test on – a break down of different aspects (put a survey out to employers as to what PHIs do, etc.). Alternate panel with different questions. Exam questions will be ready by April, but process will be ready for October. Work in progress not 100% complete. Recommendations were made to the Board. The proposals were not approved yet.

**(e) NEC/BOC Joint Meeting, February 16 & 17**

- **Branch Corresponding Member and Exam Coordinator**
  - Shawn Mitton has stepped down from the position of Branch Corresponding Member due to work and personal commitments.
  - Discussion ensued for Gord Stewart to assume the role, as it would be a good fit as he is currently the Provincial Exam Coordinator.
  - **Motion to appoint Gord Stewart as BC Branch Exam Coordinator moved by Denis. Seconded by Jasmina. Carried.**
  - Further discussion for the need an alternate exam coordinator to attend meetings with Gord and assist with the workload.

Tara and Lis expressed interest in volunteering. Steve requested that anyone else interested to let him know.

- **National Committee Volunteers**
  - Need volunteers to also participate on NEC committees. Volunteering is open to members at large.
  - Steve will circulate NEC committees to executive. If interested, let him know, so he can forward it on to the NEC.
- **National President**
  - Claudia's term as National President is up this June – if anyone is interested to take it on this June, put your name in.

**(f) Conference Bursaries**

- IFEH/AEC/Branch: tabled to next meeting pending financial review to determine financial update.

**Action item: Salima to review the Branch's financial position and recommend a suitable amount for 2006 bursaries.**

**(g) Branch AGM**

- AGM planning to start very soon.
- Need reports for President, BOC, Registrar, Treasurers

**Action item: Roopy to confirm/email date and time of AGM to Steve.**

**(h) Succession Planning**

- **Nominations Committee**
  - Last year's nominations committee was Shawn, Lis, Alan Kerr. Steve asked if same committee would do it for 2006.
  - Need to solicit for Member of Year Award
  - Steve will be stepping down as Branch President
- **BOC Examiners**
  - Examiners will be determined by Gord and BOC Committee
  - BOC examiners for 2006 need to be approved

**5. Roundtable**

- Lis spoke with UBC student who is interested in joining the Branch. Advised that she can join as a student member but with no voting privileges.

**Motion to adjourn moved by Shawn Parhar.**