

## **BC BRANCH CIPHI EXECUTIVE COMMITTEE MEETING**

**July 18, 2007**

**Present:** Jasmina Egeler, Steve Chong, Kuljeet Chattha, Nigel Headley, Gary Tam, Jennifer Flaten, Ashleen Nadan, Ingo Frankfurt, Shannon Roberts, Lis Vallaster, Keir Cordner, Tim Roark

**Regrets:** Shawn Parhar, Sonia Hundal, Barbara Haworth, Paul Markey, Trevor Getty, Jeff Kresowaty

**A. Approval of Minutes - Motion to approve minutes**

**Moved & Seconded. Motion Carried**

**B. Welcome to new members**

- Jas welcome all new members to the CIPHI Executive committee.

**C. Old Business**

**1. Sewerage Systems Leadership Council Committee**

- Jasmina attended the last meeting in person as the industrial representative of CIPHI BC Branch for the committee.
- National CIPHI representative is Tim Roark
- The meeting is usually held through teleconferencing.
- Jasmina clarified that CIPHI BC Branch is part of the quorum in the committee.
- Tim Roark has provided valuable input and contribution to the committee.
- **Action Item: Jasmina will circulate the minutes to the BC Branch executives for their reference.**

**2. 2007 CIPHI AEC**

- A post-conference evaluation meeting was held on July 16, 2007.
- Things went well:
  - Finance: A \$100,000 Profit is expected, 50% of the profit will be given to BC Branch. Audio & Video equipment was over-budget. Some items were under-budget.
  - Education: All speakers were present in the conference
  - Social Event: Wine tours had tremendous positive feedbacks.
  - Binder/Delegate bags: Positive feedbacks from delegates
  - Overall: Delegates, exhibitors, speakers, and guests are satisfied with the conference.
  - Registration: 356 people registered and came to the conference, 120 people used online registration
- Areas of improvement

- Suggested to schedule the pre-conference meeting in the morning so that the registration desk can be set up and be ready in the stated time.
- Suggested the volunteers to attend the pre-conference meeting.
- **Action Item: Jasmina to send thank you notes to the organizers, Ken Christian, Roger Parsonage, and Domenic Losito.**

#### **D. Committees**

##### **1. Membership committee**

- Lis Vallaster reported that there were 254 members in 2006. There are 242 people registered as BC Branch members as of July 17. She suggested that the best way to encourage more people registered is to reach out and talk to people. Then, registration forms are given to them.
- The notification of registration has been sent to members using different approaches: by e-mail, by online registration with emergency backpack prize draw (Started in 2007), by phone, or by person to person.
- In Ontario, a Communicable Disease conference will be held in fall. Ontario Branch has used the conference as an initiative to attract people to become registered members, so that these members can pay a discounted fee for the conference.

##### **2. Social Committee**

- Deferred to executive meeting in September
- Need to recruit more members for social event organization

##### **3. Website Committee**

- Nomination news posted on the web currently
- Suggested to add Highlights/Summary of the 2007 CIPHI AEC, acknowledgement on new councilors.
- Issue identified: committee members have not been able to meet for website update and ideas

#### **E. New Business**

##### **1. Dr. Blatherwick's Books**

- Jasmina asked if BC Branch would like to purchase the rest of the stock of Dr. Blatherwick's Book Vol.2. Amount is determined to be 20 books.
- Committee suggested to purchase in a volume discount rate
- The book can be used as giveaway in Christmas luncheons, Environmental Public Health Week, and other promotional events.
- Jas will negotiate for the lowest price of purchasing these books with a maximum amount of no more than \$400.00

- **Motion to purchase Dr. John Blatherwick's Book Volume 2 not exceeding a maximum of \$400.00. Motioned and seconded. Motion carried.**

## **2. Potential Bursary in Dr. Blatherwick's Name**

- Jasmina was approached by the medical health officers to have a bursary for Environmental Health students in Dr. John Blatherwick's name
- Domenic Losito suggested to donate \$10,000 from the BC Branch
- The bursary is only beneficial to the BCIT students, therefore, National CIPHI is not supportive to donate money to the bursary
- More details are required on the qualification
- Branch executives will discuss further after more information is received.
- BC Branch shows interest because this bursary is a way to give back to the student as we have good financial status after gotten profits in two successful conferences
- Steve Chong suggested we should establish a financial bottom line for the Branch.
- ***Action Item: Jasmina Egeler will discuss with the Finance Committee to review how much we should put into the bursary.***

## **3. BC Food Protection Association Conference**

- Nigel Headley stated that the conference is usually held in October.
- It will be held in River Rock Casino and Resort – Richmond this year.
- The Association wants to know if we want to sponsor the conference
- Branch executives are supportive in sponsoring \$500 to the conference, as it is a good opportunity to promote CIPHI and the profession.
- **Motion to contribute \$500 to the BC Food Protection Association Conference. Moved and seconded. Motion carried.**

## **4. Communicable Disease Follow-ups (Campylobacter)**

- Ingo Frankfurt questioned if health inspectors have been following up on *Campylobacter* cases as Interior Health has just recently stopped following up on these cases
- Vancouver Island Health Authority has been following up *Campylobacter* cases by Senior EHO's. Other Health Authorities do not follow up on these cases.
- Lis Vallaster attended a *Campylobacter* conference last November. She stated that researchers have challenges to identify the serotypes of *Campylobacter* due to their ability to change their genetic codes.

Therefore, many outbreaks cannot be associated with this microorganism.

- ***Action Item: Lis Vallaster will send the research paper to Ingo Frankfurt after she receives the document.***

#### **5. Signing Authority**

- The signing authority has to be changed as Roopy Khatkar and Salima Kassam have left the Executive committees.
- Kuljeet Chattha, the new Treasurer, and Jennifer Flaten, Finance Committee member, need to update the signatures in Royal Bank – Broadway
- **Motion to remove Roopy Khatkar and Salima Kassam as signing officers and to add Kuljeet Chattha and Jennifer Flaten to the RBC accounts to obtain signing authority. Moved and seconded. Motion carried.**

#### **6. NEC Meetings in Kelowna**

- National CIPHI committee meetings were held on June 15 & 16, 2007 in Kelowna.
- Joint meeting with BOC was held on June 17, 2007.
- Another National CIPHI committee meeting was held after the conference on June 20, 2007
- CIPHI hired a communication consultant to provide workshop for increasing the core competency of the profession. Workshop was held on Tuesday June 19/07. Web based survey idea was discussed.
- CIPHI trademarking is done for both English and French.
- CIPHI database project is deferred until the funding is approved.
- Environmental Health Technician Survey was discussed. Survey would be done by using SurveyMonkey. Jasmina stated that over 200 responses were received nationally.
- CIPHI pursued to obtain Thank You cards with CIPHI logo so that they can be sent to BOC panels. The cost is \$800/1000 cards.
- Claudia will be attending the International Foundation of Environmental Health Conference in Kenya.
- Life Time Membership Award went to Charlie Young.
- Jasmina suggested having a policy stating how honorable members are being treated in the conference.
- National CIPHI agreed to pay 50% of Charlie's expense. BC Branch paid the other 50% of the expense.

- **Action Item: Jasmina is to circulate the minutes to all Branch executives**

## **7. NOM**

- National Officer Manager has been created on June 21, 2007.
- Debra Losito will continue to fulfill her role as the Branch Registrar on the Board of Registrar.
- All mail, including membership renewals, will go to the new association management office (999 Broadway, Vancouver). This is where all payments are processed.
- All mail going to the PO BOX in White Rock is being forwarded to this location.
- Debra and the BOR will continue reviewing the membership renewals as needed, tracking continuing education credits etc.

## **F. Roundtable**

### **1. Public Health Act Consultation Committee**

- Ingo Frankfurt asked how the BC Branch approaches the consultation process
- Jasmina stated that a committee is needed to review and comment on the legislation.
- Ingo has volunteered to take on the coordination role in this committee.
- Tim Roark and Steve Chong are willing to assist on questions and to provide information.

### **2. BC Branch Education Conference 2008**

- To be discussed in the September meeting

**Motion to adjourn. Moved and seconded. Motion carried.**