

**BC Branch CIPHI Executive Meeting  
Tuesday May 17, 2005**

**Minutes**

**Present:**

Caroline Alexander, Steve Chong, Jasmina Egeler, Tara Hluchy, Salima Kassam, Joanne Lum, Neil Nabata, Shawn Parhar, Gord Stewart, Denis Semail,

**Regrets:** Kuljeet Chattha, Roopy Khatkar, Lis Vallaster, Brent Zaharia

**1. Approval of Minutes – April 21, 2005**

- *Motion to approve minutes moved by Denis Semail. Seconded by Jas Egeler.*

**2. Old Business**

(a) Action Items:

- Update from last minutes:
- **3(d)** Health Act Renewal Project – final changes must be made. Please get back to Gord by next Tuesday June 24, 2005.
- **4(a)** Education Committee – Roopy to forward conference attendance numbers to Steve.

Planning Update for Education Conference:

- Contract revisions completed.
- **4(b)** Membership:
  - Clocks will be on hold until final membership list for 2005 is confirmed.
  - Mailout of renewal reminder is critical, so committee to draft reminder letter for membership renewal.

(b) Branch Website Redesign

- Designer did not receive first installment cheque before release; project going along;
- Need volunteers to develop written content for pages
- Volunteers: Tara, Gord, and Shawn

(c) CIPHI Display Booth

- Two portable display units have arrived
- Request from Yukon already for Career Fair
- Contact Steve if there is interest in using it. Stipulation is that users must be members.

**3. Committees**

(a) Education

2006 Planning Update

- Salima will co-chair with Brent for the 2006 Education Conference planning
- Salima, Roopy, Brent and Steve will go over timeline and the deliverables;

- A firm document must be in place for expectation and timelines. Chairs will take back to committee and delegate

(b) Membership

Membership Update

- Renewal reminders must be sent out soon
- Tim Roark sent email to Steve re: retired members
  - Tim suggests we should bring them back by promoting a 2 for 1 deal to be a member (pay one fee for two years).
  - As the Branch does not receive a portion of the retired membership fee, this proposal could not be decided on. Interest by executive was to explore other options.
  - Membership Committee to develop strategies to engage retired PHI's. Will need to co-ordinate with Tim as he is the keeper of information on retired members.

(c) Constitution Review – Lynn not available to comment

(d) Awards Committee:

- 2004-2005 BCIT bursaries forwarded to Neil for archiving
- Recipients are Jennifer Aeyes and Bryn Lord
- (Endorsement) Funds may need to be increased; Neil to draft up letter to Tim to do some fund raising
- To be reviewed at next conference call

(e) Sewerage Regulation

- Keir is chair
- Email received from contractor (John Hillis, CPHI(C)) from Northern Island outlining his concern with the implementation of the new regulation.
- Sewerage committee needs to get going on this to start curriculum equivalency review and determine what other strategies there might be to further the interest of the Branch's members.

(f) Health Act Renewal Project

- No update
- Steve to forward CIPHI image/logo and letterhead to be used in the document.

**4. New Business**

(a) Public Health Agency of Canada

- Steve made a CIPHI presentation to their transformation committee, which are bringing in all the different health disciplines to get an awareness of the different fields and concerns.
- A 10-15 minute power point presentation was done and is available if anyone else needs it.

(b) Dr. Perry Kendall

- Provincial Health Officer, Dr. Perry Kendall, was awarded the Order of BC for his work in Public Health.
- Tim Roark has suggested the BC Branch send him a letter of congratulations; the Executive also discussed the possibility of making him an honorary member.
- Steve will look into whether NEC input is required to make this happen.
- *Motion to approve Dr. Perry Kendall an honorary member of BC Branch for his Public Health work in recognition of his Order of BC award for Public Health moved by Gord. Seconded by Denis. All in favor. Motion carried.*

(c) BC Page

- Tim back-dated and printed off all people missed and made arrangements to send them registration, along with letter to BC Page to apologize that we missed them on mail-out via electronic version
- Importance of keeping retirees in the loop because of their donation of money to bursaries and to the profession is valuable.

**5. Rountable**

- *Motion to adjourn moved by Gord. All in favour. Motion carried.*