

## Minutes

ITEM	NOTES	ACTION ITEMS
	Call to order:	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Meaghen Allen, Paul Kascak, Daria Romanish, Amanda Hepp, Leah Danyluk, Manny Ahmad, Jacqueline Schneider, Scott Budgell, Olu Motajo, Ashley Yu</p> <p>1.2 Regrets: Ryan Boyd</p> <p>1.3 Guests: Garth Gosselin, Karah Harvey, Anca Nastase</p> <p>1.4 <i>In Memoriam:</i></p>	
2.0	Adoption of Agenda	
	<p>Add: None to add.</p> <p><b>MOTION:</b> <b>NAME:</b> P. Kascak seconded by Scott Budgell</p>	
3.0	Approval of Meeting Minutes	
	TABLED	
4.0	Recording of E-mail Motions	
	TABLED	
5.0	Standing Items: Operational Excellence	
5.1	<p><b><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</b></p> <p>5.1.1. Financial Update - TABLED</p> <p>5.1.2 Special Budget Meeting Summary - Tabled</p>	
5.2	<p><b><u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</b></p> <p>5.2.1 2022 AB Fall Workshop</p> <p>Paul: Members are asking when the workshop is going to be. What are the dates, and could we work on a save-the-date email to send out?</p> <p>Meaghen: Oct 23<sup>rd</sup> to 25<sup>th</sup> 2022 at JW Marriott in Edmonton s</p>	Meaghen: To reach out to the Workshop Committee to begin drafting an email to send to members
5.3	<p><b><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance at meetings.</b></p> <p>5.3.1 Zone Councillor updates - TABLED</p>	
5.4	<p><b><u>CoPE: Update from Alberta Representative:</u></b></p> <p>5.4.1 Update- J. Guth</p> <p>COPE had it's big changes last month. New MSC website is up and PD model/entry tool is now online. Any questions feel free to direct them to me. Anticipate members will really look at entering hours in the fall. Did touch base with someone from AHS Sharepoint to update links and information.</p>	

	<p>Garth: Does everyone need a new username and password for the new MSC?</p> <p>Jennifer: Yes that will be required for all members. You will need to carefully look through the email sent by National a month ago, and if there are any problems to reach out.</p>	
5.5	<p><b><u>BOC: Update from Alberta Representative</u></b> 5.5.1 Update – D. Romanish</p> <p>Just had our board meeting last week – few updates.</p> <p>Overall, the committee still continuing to amend some policies and forms. Form C's are not being submitted correctly as the hours submitted don't match what is required (miscalculated). Discussing a possible fee for inaccurate application; student must tabulate hours correctly.</p> <p>There is a policy for accommodation for students that need more time for the BOC. That may include severe anxiety, incontinence, or brain injury etc. Students are required to submit a doctors note. Originally there was nothing in formal for an application; now we have a formal policy for the Oct 2022 exam.</p> <p>We are still on schedule timeline the 2 written reports for BOC Exam and replace them with an in-person one page 1 hour written component. April 2024 is the timeline for that. Moving onto discussing the logistics of the written exam.</p> <p>The upcoming April exam has 12 foreign-trained candidates that are challenging exam, 3 are alberta practicum candidates. There were 5 appeals and none were successful.</p> <p>Meaghen: 12 foregin candidates. How many are sitting regular BOC at the end of the month?</p> <p>Daria: 16 candidates are sitting for the exam this month.</p> <p>Concordia is due for their 5 year audit. Will provide more updates closer to the end of the year. Hasn't had one since the all the changes.</p>	
5.6	<p><b><u>NEC: President to Update on National Initiatives.</u></b> 5.6.1 National Executive Committee Update - TABLED</p>	
5.7	<p><b><u>Monthly AB Branch CIPHI Sessions</u></b> 5.7.1 Upcoming sessions - TABLED</p>	
5.8	<p><b><u>AB Branch Documents</u></b> 5.8.1 By-law Review - TABLED 5.8.2 Educational Sponsorship Policy - TABLED</p>	
5.9	<p><b><u>Board Accountability Project:</u></b> 5.9.1 Update Board Accountability Project – Garth, Anca, Karah</p> <p>Provided as a separate document. Reviewed the document during the meeting. Questions &amp; Comments were discussed during the meeting, which was recorded.</p>	<p>Board: Send to the executive and</p>

		board members that receive benefits to receive feedback  May 06 deadline
<b>6.0</b>	<b>Standing Items: Advocacy</b>	
<b>6.1</b>	<b><u>Awards: We will continue to use our awards as a way to engage &amp; support our members and partners.</u></b> 6.1.1 Award updates- A. Yu - TABLED	
<b>6.2</b>	<b><u>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</u></b> 6.2.1	
<b>6.3</b>	<b><u>Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.</u></b> 6.3.1 Social Events – Zone activities? - TABLED	
<b>6.4</b>	<b><u>Website &amp; Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</u></b> 6.4.2 Website Update- M.Allen and M. Ahmed - TABLED	
<b>6.5</b>	<b><u>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</u></b> 6.5.1 Non-voting student rep on Executive - TABLED	
<b>7.0</b>	<b>New Business/Updates</b>	
<b>7.1</b>	<b><u>Membership Committee</u></b> 7.1.1 Update Karah Harvey  Where do you want the membership committee to go? Looked closely at the ToR – membership committee can be reg, retired, student members. Do we want this to be a committee? Do we need an invite or a committee of one?  Meaghen: Don't know if there was more than one member. Uncertain if a call went out. Would be great to get more members. Getting better engagement with our members.  Do you have any ideas on items or things you envision?  Through my alumni association, involved with 10,000 coffees. Paired up with people and have a coffee chat. Branch or national level, might be good to connect with people in the field. 1 on 1 chat. No expectations of any further relationship. Grabbing students a little more, and membership committee might be a better way to do that.	Karah: Work with Paul to send something on Karah's behalf.
<b>7.2</b>	<b><u>Sucession Planning - TABLED</u></b>	

8.0	<b>Adjournment @ 1:01 PM</b>	
	<b>MOTION: Motion to adjourn</b> <b>NAME:</b>	
	<b>Next Meeting: May 17, 2022 at 12PM</b>	