

Meeting Minutes

CIPHI Alberta Branch

[Join Skype Meeting](#)

Tuesday, April 21, 2020 (12:00PM – 1:00PM)

ITEM	NOTES	ACTION ITEMS
	Call to order: 12:05 pm	
1.0	Roll Call & Memoriam	
	1.1 Roll Call: M. Allen, D. Thepsouvanh, S. Grewal, K. Wonsiak, O. Motajo, C. LeTourneau, R. Thind 1.2 Regrets: G. Tomko, J. Schnider, M. Swystun, S. Budgell, M. Ahmad 1.3 Guests: None 1.4 In Memoriam: None	
2.0	Adoption of Agenda	
	Add: None <b>MOTION: Motion to approve the agenda</b> 1.5 NAME: R. Thind <i>Seconded by O. Motajo</i>	
3.0	Approval of Meeting Minutes & Action Items	
	Meeting minutes Feb 18, 2020 Tabled Review of Action Items	
4.0	Recording of E-mail Motions	
	NONE	
5.0	Standing Items: Operational Excellence	
5.1	<b><i>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</i></b> 5.1.1 2020 Fall Workshop – K.Wonsiak The 2020 workshop committee is waiting to see if they can go ahead with the fall 2020 conference. A committee meeting has been scheduled in two weeks to discuss the situation. The situation will be discussed with the sponsors as well. Currently, two payments have been made and two invoices are pending for the conference. The committee will touch-base with the venue to look at the options.	
5.2	<b><i>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</i></b> 5.2.1 Action Items Tabled  5.2.2 NEC update The AEC 2020 has been postponed. The venue has given the national committee credit until October 2021. There are two options being reviewed by NEC – either host just one conference in 2021 or there would be two, one in spring and another one in fall. The NEC will continue to meet monthly. The survey/marketing project has been put on hold for now, until further steps and direction can be determined. COVID-19 pandemic is an example that highlights the skillset PHIs and EHOs bring and the positive work they do. As a national effort to promote the role of CPHIs, please submit pictures and videos to showcase the work we do to Meaghen.	Tabled

Meeting Minutes

CIPHI Alberta Branch  
Join Skype Meeting  
Tuesday, April 21, 2020 (12:00PM – 1:00PM)

	<p><b>5.2.3 COPE update</b> The COPE committee had completed about 80% at their annual audits before the pandemic. They've done 4% of audits, while 5% is the minimum requirement each year. Considering the circumstances, the national has approved that 4% should be good enough. Individuals who failed were contacted, but some haven't replied back. The deadline has been extended to Aug 1<sup>st</sup> considering the circumstances.</p> <p><b>5.2.4 BOC updates</b> The April BOC exam has been postponed. The BOC committee is looking into the feasibility of alternate options like conducting the exams online, etc.</p>	
5.3	<p><b><u>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</u></b> Postponed until further notice</p>	
5.4	<p><b><u>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</u></b> Tabled</p>	Tabled
6.0	<b>Standing Items: Advocacy</b>	
6.1	<p><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 Awards update - Scott/Ravi They've received four nominations so far. They are considering to postpone the deadline until June 30<sup>th</sup> as awards aren't given out until AGM in October anyways.</p>	
6.2	<p><b><u>Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.</u></b> 6.2.1 Education sessions, website Tabled</p>	Tabled
6.3	<p><b><u>Annual General Meeting</u></b> 6.3.1 Discussion Postponing AGM The AGM is typically scheduled for last week of May. It has to be held at least once a year. For now, it's best to postpone it as members are busy with work and the pandemic. The AGM can be held virtually in September, or an in-person option can be considered for October 2020.</p>	
7.0	<b>Adjournment @ 12:30 pm</b>	

Meeting Minutes

CIPHI Alberta Branch

[Join Skype Meeting](#)

Tuesday, April 21, 2020 (12:00PM – 1:00PM)

	<b>MOTION: Motion to adjourn</b> <b>NAME:</b> R. Thind <i>Seconded by</i> D. Thepsouvanh	
	<b>Next Meeting: June 2020</b>	