

BC Branch CIPHI Executive Council Meeting

MINUTES

April 17, 2018, from 08:45 to 10:00 PST
Via Teleconference

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> Dale Chen</p> <p><input checked="" type="checkbox"/> Tiffany Chu</p> <p><input checked="" type="checkbox"/> John Pickles</p> <p><input type="checkbox"/> Catherine Sun*</p> <p><input checked="" type="checkbox"/> Emily Woodrow</p> <p><input type="checkbox"/> Paul Cseke</p> <p><input checked="" type="checkbox"/> Janelle Rimell</p> <p><input type="checkbox"/> VACANT</p> </div> <div style="width: 45%;"> <p><input checked="" type="checkbox"/> Gordon Moseley</p> <p><input checked="" type="checkbox"/> Jessica Ip</p> <p><input type="checkbox"/> Daniel Fong</p> <p><input checked="" type="checkbox"/> Stacey Sowa</p> <p><input type="checkbox"/> Christine Chen</p> <p><input type="checkbox"/> Casey Neathway</p> <p><input type="checkbox"/> Michael Wu</p> <p><input type="checkbox"/> Gethsemane Luttrell</p> </div> </div> <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p><i>Guests: N/A</i></p>	All
2.00	Approval of Agenda	All
2.01	<p>Addition to Agenda:</p> <p>Motion from previous meeting to approve February minutes will be added to Approval of Minutes</p> <p>Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on April 17, 2018. Jessica motioned. John seconded. Motion carried.</p>	All
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on March 27, 2018 as circulated via email April 17, 2018. Jessica motioned. Janelle motioned. Motion carried.</p>	All

ITEM	DETAILS	NAME (S)
	<p>To approve the drafted minutes from the BC Branch Executive Council Meeting held on February 20, 2018 as circulated via email on (by Paul) on March 27, 2018.</p> <p>TABLED</p>	
<p>4.00</p>	<p>Electronic Motions NONE</p>	
<p>5.00</p>	<p>Standing Business</p>	
<p>5.01</p>	<p>CoPE Update:</p> <ul style="list-style-type: none"> BC Rep still vacant, still actively searching <p>ACTION ITEM: IN PROGRESS</p> <p>Casey to speak with Keir to get additional information on position (e.g. scope of work, how much is involved). Email will then be sent out to general membership for expression of interest.</p>	<p>Gordon</p>
<p>5.02</p>	<p>BOC Update:</p> <ul style="list-style-type: none"> Approaching employers nationally about mandatory membership and how the employer can gain access to a members standing, employer can ask for proof of receipt or suspended certificates could be posted online (potentially certificate number and not name) 	<p>Gary</p>
<p>5.03</p>	<p>BC Branch Education Committee Update</p> <ul style="list-style-type: none"> Meeting held on April 5, 2018 Discussed types of educational opportunities, engaging with Health Authorities for education at staff meetings 5 action items: 1) identifying what opportunities are already happening within the HAs – looking for contact with Northern and Fraser health – intent is to create a letter to send out to the directors to see what kind of support the branch can provide with training. 2) What can branch provide to partner with Has, 3) Survey to be created to send out to branch members Emily booked another education committee meeting for May 3rd. Chair and co-chair for committee positions are still vacant Forward ideas to Emily for training/webinar 	<p>Emily</p>

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	<p>opportunities – VCH & Fraser Health are having a joint education session in November, Interior Health is doing their 2 day education series May 2 & 3, 2018</p> <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Janelle will revise survey and circulate for final review by executive. 	
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> Committee membership & leadership needs to be confirmed – Gordon is wanting to step down from the chair role, he will stay along to provide support VCH is paying for the EHOs CIPHI memberships for the 2018 year. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Gordon will looking into having branch email addresses for certain roles within the Executive (i.e. president elect, general email, BC Page Editor, BOC Rep.) <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Further develop a membership recognition program by committee. <p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body. → ongoing discussion <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Janelle to order pens and golf shirts <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Gordon to provide Stacey with the membership list to conduct the draw and then the branch will announce out the winner. 	Casey
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> Salaries survey update should be coming out in May <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Gordon to touch base with the Ministry to get updates 	Gordon
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Newsletter in progress, content being actively submitted, Casey will do Branch update, still on target for April 30, 2018 release 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> TABLED 	Tim
5.08	<p>Finance Update</p>	John

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	<ul style="list-style-type: none"> On track with finances from previous years 2016-2017 – Webinar series finances – \$920 outstanding revenue, potential to write-off the funds within this year’s budget, <p>Motion: John motioned to add a line within the 2018 budget to write-off the outstanding 2016-2017 webinar income that has not yet been collected. Stacey seconded. Motion carried.</p>	
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> Looking to have the branch website spruced up and finalized – Casey and Elden working on this Casey and Elden will head Website and Social Media committee <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Gordon to reach out to group to try and find an individual or two to manage the social media platforms that CIPHI BC Branch is a part of (Facebook, Twitter). To ensure these sites stay active and useful for the membership. 	Gordon
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> Jessica is working on getting a first year rep with BCIT and to confirm that Dwargin will move on as second year rep 	Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> Vacancy for recording secretary remains. Need to discuss options for progressing forward. <ul style="list-style-type: none"> Option 1 - Continue search and in the interim rotate volunteers to take minutes each meeting Option 2 – Amalgamate positions of Recording and Corresponding Secretary and rotate volunteers as needed 	
6.3	<p>New Societies Act - Compliance Strategy</p> <ul style="list-style-type: none"> George Bryce would review our bylaws and constitutions, fees include \$250 + GST and PST per hour (\$280/hour) 	Gordon/ Dale/ John

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	<p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> Dale and Gordon to circulate info sheet to membership at large after collecting input from Executive Council and then consult with lawyer <p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> Jessica to coordinate with Kuljeet to see if AGM can be held on October 25th, 2018 to coincide with the BOC examinations 	
7.0	New Business	
	Adjournment at <u> 9 </u> : <u> 53 </u> Hours Tiffany motions. John seconded. Motion carried.	
	Next Meeting: May 15th, 2018	

Calendar of Events 2018	
January	<ul style="list-style-type: none"> CIPHI CPC - PDHs due January 31st
February	<ul style="list-style-type: none"> Deadline 2018 Membership Renewal Drive Feb 28, 2018
March	
April	<ul style="list-style-type: none"> CIPHI's Birthday NEC F2F Meeting in Toronto – April 14&15, 2018 BOC's – April 25th, 2018
May	<ul style="list-style-type: none"> Drinking Water Week - May 6-12th, 2018
June	
July	
August	
September	<ul style="list-style-type: none"> EPHW Sept. 25-29th World Environmental Health Day: Thursday September 28th
October	<ul style="list-style-type: none"> BOC's – Oct. 24th, 2018 BC Branch AGM – Tentatively Oct. 25th, 2018
November	<ul style="list-style-type: none"> Deadline for Updated Constitution and By-laws under the BC Societies Act – Nov. 28th, 2018
December	<ul style="list-style-type: none"> Christmas Luncheon – TBA