

BC Branch CIPHI Executive Council Meeting

MINUTES

February 20 2018, from 08:45 to 10:00 PST
Via Teleconference

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	Roll Call	
Members	<input type="checkbox"/> Dale Chen <input type="checkbox"/> Tiffany Chu <input type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun* <input checked="" type="checkbox"/> Emily Woodrow <input checked="" type="checkbox"/> Paul Cseke <input checked="" type="checkbox"/> Janelle Rimell <input type="checkbox"/> VACANT <input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Christine Chen <input checked="" type="checkbox"/> Casey Neathway <input type="checkbox"/> VACANT <input type="checkbox"/> VACANT Those highlighted in yellow are absent *indicates mat leave <i>Guests: None</i>	All
2.00	Approval of Agenda	
2.01	Addition to Agenda: <i>None</i> Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on February 16 th 2018. Casey motioned. Stacey seconded. Motion carried.	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on December 18, 2017 as first circulated via email on January 15, 2018. Janelle motioned. Stacey seconded. Motion carried. Motion:	All

ITEM	DETAILS	NAME (S)
	<p>To approve the drafted minutes from the BC Branch Executive Council Meeting held on January 16, 2018 as first circulated via email on February 16, 2018.</p> <p>Stacey motioned. Emily seconded. Motion carried.</p>	
4.00	Electronic Motions	
4.01	<p>January 23, 2018 Motion: To approve the nomination of Mr. Jeffery Ma, for the 2017 John A, Stringer BCIT Student Award as presented by the BCIT ENVH Faculty. Seconded. Carried.</p> <p>January 26, 2018 Motion: To host the 2018 Membership Renewal Drive contest requiring contestants to renew their membership before February 28, 2018 with a contest prize of one of two free membership renewals for the 2018 calendar year along with a prize of CIPHI BC swag package. Seconded. Carried.</p>	Gordon
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • Vacancy for BC Branch rep remains as no interest was received to date following expression of interests relayed to current membership. • Gordon sent out expression of interest to membership at large 	Gordon
5.02	<p>BOC Update</p> <ul style="list-style-type: none"> • BC Branch Mentorship program update. A few comments were received and will be captured or addressed within a revised program structure which will be shared with BCIT Faculty and BC Branch Membership at large for their collective input. • BC BOC Assistant Coordinator Recruitment update • Gordon forwarded draft mentorship program to Executive Council for review and comment towards its development. 	Gary

ITEM	DETAILS	NAME (S)
5.03	<p>BC Branch Education Committee –</p> <ul style="list-style-type: none"> • Cost benefit analysis between rotating travelling (in-person) sessions and webinar based educational session. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Emily to draft an expression of interest for individual to chair or co-chair the education committee <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Emily to schedule an education committee meeting <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Janelle to develop on-line survey to find out what education format members prefer (in-person vs webinar) 	Emily
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> • Need to identify/confirm committee membership again • Stacey & Gordon worked on this advertisement for distribution out to the membership and within the Winter BC Page Newsletter. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Janelle to solidify quotes for 500 donner pens and 96 grey golf shirts with blue stitching <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. 	
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> • Both sides gearing up for contract renegotiations • Request for support in provision of a updated Salary Survey for reference in campaign development and re-negotiation of the provincial contracts between CUE/BCGEU and the Province respectively 	Gordon

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	<ul style="list-style-type: none"> Tobacco & Vapour Products Legislation and Enforcement has now been added to provincial HP portfolio 	
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Winter of 2017 edition now sent out and updated on the branch website Tentative date for next issue is April 2018. Deadline for material/content submission is early April 2018. 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> <i>Tabled</i> 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> Minor monetary changes in month of January 2018. John will provide update to Gordon later this week. Significant surplus from 2017 Annual Education Conference. The amount will be contributed to CIPHI swags, education and social media development. 	John
5.09	<p>Website & Social Media:</p> <p style="background-color: #0056b3; color: white; padding: 2px;">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 style="background-color: #0056b3; color: white; padding: 2px;">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"> Brian Moore is 2nd year student representative. Dwaaragan Suba is the 1st year student rep. Jessica is the practicum coordinator this year so she can assist and help facilitate mentorship program. 	Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> Warm welcome to the new President-Elect, Mr. Casey Neathway from the BC Branch Executive. Two nominations received for the two vacant councillor positions and third party expressed interest in joining the executive council.\ 	Gordon

ITEM	DETAILS	NAME (S)
	Action Item: COMPLETED <ul style="list-style-type: none"> Jessica to approach Nadia to see whether she is interested in sitting as a Councillor and joining any Committee. 	
6.3	New Societies Act - Compliance Strategy Action Item: IN PROGRESS <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 Action Item: IN PROGRESS <ul style="list-style-type: none"> Gordon to coordinate with Jessica and Kuljeet to see if AGM can be held at similar time period as the BOC examinations 	Gordon/ Dale/ John
7.0	New Business	
7.1	CIPHI Mixer with BCIT ENVH Student Body Action Item: IN PROGRESS <ul style="list-style-type: none"> Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body. Action Item: COMPLETED <ul style="list-style-type: none"> Gordon to send out draft structure before end of this week (week of Jan 16) 	Gordon
7.2	BC Branch Awards Committee <ul style="list-style-type: none"> New Awards committee chair established Action Item: COMPLETED <ul style="list-style-type: none"> Gordon to send out an expression of interest for Awards Committee Chair including roles and responsibilities. Repeated messages may be needed. Action Item: COMPLETED <ul style="list-style-type: none"> Jessica to arrange for pickup, and coordinate with Gordon and Dale regarding the presentations as both recipients reside in Vancouver. Action Item: COMPLETED <ul style="list-style-type: none"> Stacey to highlight the award in the BC Page. Action Item: COMPLETED <ul style="list-style-type: none"> Stacey & Gordon to update calendar of Events 2018 	Nadia/ Jessica
	Adjournment at <u> 9 </u> : <u> 47 </u> Hours	
	Next Meeting: March 20th , 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

