

**BC Branch CIPHI Executive Council Meeting**
**MINUTES**

 January 16<sup>th</sup> 2018, from 08:45 to 10:00 PST  
 Via Teleconference

| ITEM        | DETAILS   | NAME (S)   |
|-------------|---|--|
|             | <b>Location:</b> Teleconference   |  |
| <b>1.00</b> | <b>Roll Call</b>  |  |
| Members     | <input type="checkbox"/> Dale Chen<br><input checked="" type="checkbox"/> Tiffany Chu<br><input type="checkbox"/> John Pickles<br><input type="checkbox"/> Catherine Sun*<br><input checked="" type="checkbox"/> Emily Woodrow<br><input type="checkbox"/> Paul Cseke<br><input checked="" type="checkbox"/> Janelle Rimell<br><input type="checkbox"/> VACANT<br><br>Those highlighted in yellow are absent<br>*indicates mat leave<br><br><i>Guests: Gary Tam</i> | <input checked="" type="checkbox"/> Gordon Moseley<br><input checked="" type="checkbox"/> Jessica Ip<br><input type="checkbox"/> Daniel Fong<br><input type="checkbox"/> Stacey Sowa<br><input type="checkbox"/> Christine Chen<br><input type="checkbox"/> Casey Neathway<br><input type="checkbox"/> VACANT<br><br>All |
| <b>2.00</b> | <b>Approval of Agenda</b>   |  |
| 2.01        | <b>Addition to Agenda:</b><br><br><b>Motion:</b><br>To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on January 12 <sup>th</sup> 2018.  | All  |
| <b>3.00</b> | <b>Approval of Minutes</b>  |  |
| 3.01        | <b>Motion: Tabled</b><br>To approve the drafted minutes from the BC Branch Executive Council Meeting held on November 21, 2017 as first circulated via email on December 18, 2017.  | All  |
| <b>4.00</b> | <b>Electronic Motions</b>   |  |

| ITEM        | DETAILS  | NAME (S)    |
|-------------|--|-------------|
| 4.01        | None   | Gordon      |
| <b>5.00</b> | <b>Standing Business</b>   |             |
| 5.01        | <p><b>CoPE Update</b></p> <ul style="list-style-type: none"> <li>• Cole is looking to hand over the reigns</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>• Gordon to send out expression of interest to membership at large</li> </ul>  | Gordon/Cole |
| 5.02        | <p><b>BOC Update</b></p> <ul style="list-style-type: none"> <li>• BCIT PAC requested BOC to develop statistical analysis to compare BOC pass rate between BC Province and the National pass rate. Analysis is in the works.</li> <li>• The Branch and BOC is looking into developing a mentorship program. This is to help student be more current with field knowledge before they start their practicum.</li> <li>• Gary has met and discussed this matter with Gordon. Draft program submitted to Gordon.</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>• Gordon to forward draft mentorship program to Executive Council for review and comment towards its development.</li> <li>• There was discussion on BOC admin processes about revamping BOC and making it more of electronic based rather than paper based. April 2018 to pilot.</li> <li>• As of the recruitment deadline Dec 15, there was no interest shown for the BOC Assistant Examination Coordinator position. As such, Kuljeet Chattha will continue with her Examination Coordinator position and it is up to her to find an Assistant at this time. Recruitment for the Assistant position will re-initiate sometime in 2018 and this Assistant position will transition into actual BOC Examination Coordinator after 2019.</li> <li>• National BOC has looked into the entire student assessment. They will finalize and review Instructional Objectives this month. Once completed, the updated Instructional Objectives</li> </ul> | Gary        |

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|------|--|----------|
|      | <p>will be sent to all educational institutes for implementation into their curriculums.</p> <ul style="list-style-type: none"> <li>Looking into revamping the practicum evaluation rubric to make it more robust. This also helps to improve the competency of the candidates before entering the field.</li> <li>Discussion on written versus oral examination: are both needed or maybe move to more computer-based assessment? Lots of work to do but the direction is putting more focus on computer based system at this time. The oral component may be changed to a different format.</li> </ul>   |          |
| 5.03 | <p><b>BC Branch Education Committee –</b><br/><b>ACTION ITEM: COMPLETED</b></p> <ul style="list-style-type: none"> <li>Emily to circulate an expression of interest to the group to drum up membership for the committee with a deadline of December 11, 2017</li> <li>Committee meeting was held and work is split between working members. Will look into cost benefit analysis between rotating travelling (in-person) sessions and webinar based educational session.</li> <li>Will develop an online survey for members at large to take to get an indication of people's comments and preference. Will consider using BC Page as a revenue to distribute the survey.</li> <li>Councilor Paul Cseke is interested to be one of the working members for Educational Committee.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Emily to book another Committee meeting going forward</li> </ul> | Emily    |
| 5.04 | <p><b>Promotions and Membership Committee</b><br/><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>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.)</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p>   | Gordon   |

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|------|---|----------|
|      | <ul style="list-style-type: none"> <li>Further develop membership recognition program by committee still required.</li> <li>Looking into hosting another membership drive by giving out free membership.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Stacey &amp; Gordon to work on this advertisement for distribution out to the membership and within the Winter BC Page Newsletter.</li> <li>Deadline for entry discussed and set for the end of February 2018 to be eligible for the draw.</li> </ul>                       |          |
| 5.05 | <p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>  | Gordon   |
| 5.06 | <p><b>Update from BC Page</b></p> <ul style="list-style-type: none"> <li>Draft should be out for review week of 16<sup>th</sup>. Content will include AEC in Richmond &amp; introduction of Casey Neathway as President-Elect</li> <li>Tentative release date: Jan 31, 2018</li> <li>Any ideas for future issue just them send directly to Stacey as the BC Page Editor.</li> </ul>   | Stacey   |
| 5.07 | <p><b>Update from Historian</b></p> <ul style="list-style-type: none"> <li><i>Tabled</i></li> </ul>   | Tim      |
| 5.08 | <p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li><i>Tabled</i></li> </ul>  | John     |
| 5.09 | <p><b>Website &amp; Social Media:</b></p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> | Gordon   |
| 6.0  | <b>Old Business</b>   |          |

| ITEM       | DETAILS  | NAME (S)                 |
|------------|--|--------------------------|
| 6.1        | <p><b>BCIT Branch Relations/Student Liaison</b></p> <ul style="list-style-type: none"> <li>• Brian Moore is 2<sup>nd</sup> year student representative.</li> <li>• Dwaaragan Suba is the 1<sup>st</sup> year student rep.</li> <li>• Jessica is the practicum coordinator this year so she can assist and help facilitate mentorship program.</li> </ul>   | Gordon/Jessica           |
| 6.2        | <p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>• <i>Tabled</i> – Welcoming of new President-Elect, Mr. Casey Neathway to the BC Branch Executive.</li> <li>• Vacant councillor positions – need to be filled have had some interest expressed and information provided but no new nominations received as of yet.</li> <li>• Tabled – New nomination received for one of these vacant position to be presented by Casey as one of the nominators</li> <li>• Nadia is back from Maternity Leave, but is not interested in returning to a full councillor position with the executive.</li> </ul> <p style="background-color: #0056b3; color: white; padding: 2px;"><b>Action Item: NEW</b></p> <ul style="list-style-type: none"> <li>• Jessica to approach Nadia to see whether she is interested in sitting as a Councillor and joining any Committee.</li> </ul>           | Gordon                   |
| 6.3        | <p><b>New Societies Act - Compliance Strategy</b></p> <p style="background-color: #0056b3; color: white; padding: 2px;"><b>Action Item: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Dale and Gordon to circulate info sheet to membership at large after collecting input from Executive Council and then consult with lawyer</li> <li>• Hoping to have informational package ready by end of spring/early summer to be included as updated document in AGM package. If BC Branch AGM can be held in July/August, then can give updated Constitution &amp; Bylaw prior to November 28 deadline this year.</li> </ul> <p style="background-color: #0056b3; color: white; padding: 2px;"><b>Action Item: NEW</b></p> <ul style="list-style-type: none"> <li>• Gordon to coordinate with Jessica and Kuljeet to see if AGM can be held at similar time period as the BOC examinations</li> </ul> | Gordon/<br>Dale/<br>John |
| <b>7.0</b> | <b>New Business</b>  |                          |

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|------|--|----------|
| 7.1  | <p><b>CIPHI Mixer with BCIT ENVH Student Body</b></p> <p><b>Action Item: In Progress</b></p> <ul style="list-style-type: none"> <li>Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body.</li> <li>Suggestion for the coordination of this event be done with the two student liaison representatives</li> <li>Update from meeting with BC BOC Rep. regarding a new student mentorship program.</li> </ul> <p><b>Action Item: NEW</b></p> <ul style="list-style-type: none"> <li>Gordon to send out draft structure before end of this week (week of Jan 16)</li> </ul>   | Gordon   |
| 7.2  | <p><b>BC Branch Awards Committee</b></p> <ul style="list-style-type: none"> <li>Who would like to be a part of this committee moving forwards? We will need a new chair and at least 2 other members to be part of this committee.</li> </ul> <p><b>Action Item: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Gordon to send out an expression of interest for Awards Committee Chair including roles and responsibilities. Repeated messages may be needed.</li> <li>Awards for Alex Nilsson and Member of the Year are ready for pick up, and payments are ready.</li> </ul> <p><b>Action Item: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Jessica to arrange for pickup, and coordinate with Gordon and Dale regarding the presentations as both recipients reside in Vancouver.</li> </ul> <p><b>Action Item: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Stacey to highlight the award in the BC Page.</li> </ul> <p><b>Action Item: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Stacey &amp; Gordon to update calendar of Events 2018</li> </ul> | Gordon   |
|      | Adjournment at <u>  09  </u> : <u>  33  </u> Hours   |          |
|      | <b>Next Meeting: February 20<sup>th</sup>, 2017</b>  |          |

| <b>Calendar of Events 2018</b> |   |
|--------------------------------|---|
| <b>January</b>                 | CIPHI CPC - PDHs due January 31 <sup>st</sup> |

|                  |   |
|------------------|---|
| <b>February</b>  |   |
| <b>March</b>     |   |
| <b>April</b>     | <ul style="list-style-type: none"> <li>• CIPHI's Birthday</li> <li>• NEC F2F Meeting in Toronto – April</li> <li>• BOC's – April 25<sup>th</sup>, 2018</li> </ul> |
| <b>May</b>       | <ul style="list-style-type: none"> <li>• Drinking Water Week - May 6-12<sup>th</sup>, 2018</li> </ul>   |
| <b>June</b>      |   |
| <b>July</b>      |   |
| <b>August</b>    |   |
| <b>September</b> | EPHW Sept. 25-29 <sup>th</sup><br>World Environmental Health Day: Thursday September 28 <sup>th</sup>   |
| <b>October</b>   | BOC's – Oct. 24 <sup>th</sup> , 2018  |
| <b>November</b>  | Deadline for Updated Constitution and By-laws under the BC Societies Act – Nov. 28 <sup>th</sup> , 2018   |
| <b>December</b>  | Christmas Luncheon/ BC AGM – TBA  |

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