

BC Branch CIPHI Executive Council Meeting

MINUTES

June 19, 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%;"> <input type="checkbox"/> Dale Chen <input type="checkbox"/> Tiffany Chu <input type="checkbox"/> John Pickles <input type="checkbox"/> Catherine Sun* <input type="checkbox"/> Emily Woodrow <input type="checkbox"/> Paul Cseke <input type="checkbox"/> Janelle Rimell <input type="checkbox"/> VACANT </div> <div style="width: 45%;"> <input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Stacey Sowa <input type="checkbox"/> Christine Chen <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Michael Wu <input type="checkbox"/> Gethsemane Luttrell </div> </div> <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p><i>Guests: Gary Tam</i></p>	All
2.00	Approval of Agenda	All
2.01	<p>Addition to Agenda:</p> <p>Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on June 18, 2018. Gethsemane motion. John Seconded. 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 May 15th, 2018 as circulated via email. Tiffany motion. Daniel Seconded. Carried.</p>	All



4.00	Electronic Motions	
4.01	None	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • BC Rep still vacant, still actively searching • Gordon has reached out to members in Yukon for interest, as well as Sylvia Wong • Alberta has expressed interest in holding BC spot due to high level of interest until a BC rep can be identified. • CoPE Chair Jenny has noted that if a BC rep is forthcoming/imminent, the committee will continue on with that seat vacant until filled <p>ACTION ITEM: IN PROGRESS</p> <p>Gordon to follow up with Sylvia & Keir. Connect them and identify transition period if Sylvia does express interest.</p>	Casey/Gordon
5.02	<p>BOC Update:</p> <ul style="list-style-type: none"> • Removing paper submission of reports to office; pilot projects in Western Canada (including BC, Alta. MB in October) 	Gary

	<ul style="list-style-type: none"> ○ Office scans reports as submitted in paper to cloud, distributed by coordinator. Strengthen confidentiality agreement and reinforce critical paths ○ After October, coming to fully electronic (April 2019) submissions. Candidates submitting electronically. ○ More communication starting in September. Training in Sept/Oct. ● Looking for BOC coordinator. Heavy workload in March & April / September & October. Not a lot of time commitment for rest of the year. ● Mentorship program: Casey, Gordon, Gary met to discuss some of the considerations. Look to have councilor in branch take this on as a coordinator; if not, go to general membership at large to find a coordinator. ● If you have 5 years or more certification experience, submit name to be BOC examiner / mentor / coordinator. Good opportunity! 	
5.03	<p>BC Branch Education Committee Update</p> <ul style="list-style-type: none"> ● VCH & Fraser having joint training session Nov 13 & 14, 2018. ● Gethsemane Luttrell has joined Education Committee ● Trying to get survey out; have previously asked executive for comments <ul style="list-style-type: none"> ○ Per Janelle, survey is pretty much completed and ready to go ● Good time for committee to see what kind of support/booth we have at VCH/FH to drum up support for membership & use up some of our funds to support. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> ● Request for input for ideas from Northern Health and Fraser Health. Emily will need to reach out to members in those health authorities directly for input ● Gordon to circulate survey link to education committee to confirm it's current & up-to-date version and look to have survey go out by end of the week. 	Casey/Gordon Tiffany
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> ● User accounts / email addresses now created for a number of executive positions & Branch Reps ● Google Drive in place holding executive committee documents (e.g. finance, agendas, etc.) 	Casey



	<ul style="list-style-type: none"> • Polo shirts and pens both have arrived to Vancouver, and both look good. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Need to identify which positions/members/councilors should/could have "@ciphi.bc.ca" accounts and set these up • Need to transition previous Gmail accounts (@gmail.com) to new accounts. Casey to work with users on this (needs to be done in-person) <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. <ul style="list-style-type: none"> • ongoing discussion • Could be a good facet to consider with Branch Mentorship program and otherwise would an objective for the committee to address. 	
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 as promised by RAC <p>ACTION ITEM: IN PROGRESS</p>	Gordon

	<ul style="list-style-type: none"> Gordon to touch base with the Ministry to get any updates outside of the HP Branch Newsletter 	
5.06	Update from BC Page <ul style="list-style-type: none"> <i>Tabled</i> 	Stacey
5.07	Update from Historian <ul style="list-style-type: none"> <i>Tabled</i> 	Tim
5.08	Finance Update <ul style="list-style-type: none"> VCH has paid for membership for a second year, leading to increase in revenue for the year. <ul style="list-style-type: none"> Casey/Gordon to discuss recognition of Health Authorities (VCH/FNHA) who support membership <p>Treasurers Report June 2018.xls</p>	John
5.09	Website & Social Media: <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 Always looking for additional resources or content Casey has approached a few folks internally for interest in managing social media accounts, but no takers yet <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"> Casey to develop wording for outreach email via Gordon to see if any social media managers can be identified 	Casey
5.10	EPH Week: <ul style="list-style-type: none"> September 24-28, 2018 NEC working on draft messaging to membership & municipalities Looking to finalize wording and get French translation done. Package & poster to be coming out soon. Gordon will distribute out proclamation letter with his name on it. Council members to approach local 	Gordon



	<p>governments & First Nations with that letter in their home communities.</p> <ul style="list-style-type: none"> • President's message will be ready to go in Summer BC Page 	
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> • <i>Tabled</i> 	Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • Stacey has volunteered to take on the role of Recording Secretary. Official nomination form received. • Councilor seat will need to be filled. Gordon to send out expression to membership. <p>BC Branch Nomination Form.ppt</p> <p>Motion: To accept nomination of Stacey Sowa as Recording Secretary. John motion. Gethsemane Seconded. Carried.</p>	Casey

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) • John, Gordon, Casey reviewed existing Constitution & Bylaws and provided comments. Gordon emailed out summary of required changes & draft copy to membership (15 June 2018) for comment within 1 month. • AGM ☛ October at BOC or Christmas luncheon as last year? • Can submit filing for November and then do AGM separately at a different, later time and still meet regulatory needs. Only thing would need to pass is member-funded society change if that's the preference of the membership. <p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> • Look for feedback from Executive Council as a whole (and membership?) on preference for timing of AGM. 	Gordon/ Dale/ John
7.0	New Business	
7.1	None	
	<p>Motion: To adjourn meeting at 9:37am Tiffany motion. Second John. Carried.</p>	
	Adjournment at <u> 9 </u> : <u> 37 </u> Hours	
	Next Meeting: July 17th , 2018	

Calendar of Events 2018	
January	• CIPHI CPC - PDHs due January 31 st
February	• 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	• Drinking Water Week - May 6-12 th , 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