cipHi
british columbia

BC Branch CIPHI Executive Council Meeting

AGENDA

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

ITEM	DETAILS	NAME (S)
	Location: Teleconference	
1.00	**Roll Call**	
Members	☐ Dale Chen ☐ Gordon Moseley ☐ Tiffany Chu ☐ Jessica Ip ☐ John Pickles ☐ Daniel Fong ☐ Catherine Sun* ☐ Stacey Sowa ☐ Emily Woodrow ☐ Christine Chen ☐ Paul Cseke ☐ Casey Neathway ☐ Janelle Rimell ☐ Michael Wu ☐ VACANT - RS ☐ Gethsemane Luttrell Those highlighted in yellow are absent *indicates mat leave *Guests:*	All
2.00	**Approval of Agenda**	All
2.01	**Addition to Agenda:** **Motion:** To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on March 16th 2018.	All
3.00	**Approval of Minutes**	
3.01	**Motion:** *Tabled?* To approve the drafted minutes from the BC Branch Executive Council Meeting held on February 20, 2018 as circulated via email on….	

Item	Details	Name (s)
4.00	**Electronic Motions**	
4.01	==February xx, 2018== **Motion:** To approve the nominations of both Michael Wu and Gethsemane Luttrell for the two vacant councilor positions. ==******== **Seconded. Carried.**	Gordon
5.00	**Standing Business**	
5.01	**CoPE Update:** • Vacancy for BC Branch rep remains	Casey
5.02	**BOC Update** •	Gary
5.03	**BC Branch Education Committee –** • On-line survey development • Cost benefit analysis between rotating travelling (in-person) sessions and webinar based educational session needs to be established as a standing action item for the committee. **ACTION ITEM: IN PROGRESS** • Emily to book another Committee meeting going forward	Emily
5.04	**Promotions and Membership Committee** • Need to identify/confirm committee membership again • Restocking BC Branch Promotional Swag items - i.e. shirts and pens …update from Janelle **ACTION ITEM: IN PROGRESS** • 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.) **ACTION ITEM: IN PROGRESS** • Further develop a membership recognition program by committee. **Action Item: IN PROGRESS** • Promotions and Membership Committee to explore a CIPHI Student Mixer with the BCIT student body.	Casey
5.05	**Liaising with Ministry & Unions – News & Updates**	Gordon

ITEM	DETAILS	NAME (S)
	• Nothing to report at this time.	
5.06	**Update from BC Page** •	Stacey
5.07	**Update from Historian** •	Tim
5.08	**Finance Update** •	John
5.09	**Website & Social Media:** **ACTION ITEM: IN PROGRESS** • Develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. **ACTION ITEM: IN PROGRESS** • 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.	Casey
6.0	**Old Business**	
6.1	**BCIT Branch Relations/Student Liaison** •	Jessica

6.2	**BC Executive Council Update**
	• Welcome of two new councilors tot the executive committee
	• Vacancy for recording secretary remains. Need to discuss options for progressing forward.
	  • Option 1 - Continue search and in the interim rotate volunteers to take minutes each minutes
	  • Option 2 – Amalgamate positions of Recording and Corresponding Secretary
	  • Option 3 - ???	

6.3	**New Societies Act - Compliance Strategy** • Update from from Dale email re: cost of legal review **Action Item: IN PROGRESS** • Dale and Gordon to circulate info sheet to membership at large after collecting input from Executive Council and then consult with lawyer	Gordon/ Dale/ John

ITEM	DETAILS	NAME (S)
	Action Item: IN PROGRESS - Tabled • Gordon to coordinate with Jessica and Kuljeet to see if AGM can be held at similar time period as the BOC examinations.	
7.0	**New Business**	
	Adjournment at _____:_____ Hours	
	Next Meeting: April 17th , 2018	

Calendar of Events 2018	
January	• CIPHI CPC - PDHs due January 31st
February	• **Deadline** 2018 Membership Renewal Drive Feb 28, 2018
March	
April	• CIPHI's Birthday • NEC F2F Meeting in Toronto – April 14&15, 2018 • BOC's – April 25th, 2018
May	• Drinking Water Week - May 6-12th, 2018
June	
July	
August	
September	• EPHW Sept. 25-29th • World Environmental Health Day: Thursday September 28th
October	• BOC's – Oct. 24th, 2018 • BC Branch AGM – Tentatively Oct. 25th, 2018
November	• **Deadline** for Updated Constitution and By-laws under the BC Societies Act – • Nov. 28th, 2018
December	• Christmas Luncheon – TBA