

BC Branch CIPHI Executive Council Meeting
MINUTES

 March 27, 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 type="checkbox"/> Emily Woodrow <input type="checkbox"/> Paul Cseke <input type="checkbox"/> Janelle Rimell <input type="checkbox"/> VACANT - RS Those highlighted in yellow are absent *indicates mat leave Guests:	<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 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 16 th 2018. Stacey motioned. Janelle 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 February 20, 2018 as circulated via email on (by Paul) on March 27, 2018. Motion tabled – not enough time for members to review.	

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4.00	Electronic Motions	
4.01	<p>March 2, 2018 Motion: To approve the nominations of both Michael Wu and Gethsemane Luttrell for the two vacant councilor positions. Moved by Jessica (for Michael) and Stacey (for Gethsemane). Seconded by Tiffany for both. Motion carried via email.</p>	Gordon
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • Vacancy for BC Branch rep remains <p>Advertisement ran in BC page for that position Unsure on what Chris Russell's decision is</p> <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>	Casey
5.02	<p>BOC Update</p> <ul style="list-style-type: none"> • Gary not on call. 	Gary
5.03	<p>BC Branch Education Committee –</p> <ul style="list-style-type: none"> • 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. <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Emily to book another Committee meeting going forward 	Emily
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> • Need to identify/confirm committee membership again • Restocking BC Branch Promotional Swag items • Janelle gave update on pens & shirts: <ul style="list-style-type: none"> ○ navy blue pens with white CIPHI BC logo 	Casey

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	<ul style="list-style-type: none"> ○ Golf shirts – navy blue shirts with white stitching logo ● All were in favour of these options. <ul style="list-style-type: none"> ○ Janelle to go ahead and order those. Price before taxes - \$2,555.72. John recommended \$3100 for breathing room. <p>Motion: to allocate \$3,100 from this year's budget for purchase of golf shirts and pens as described above John motioned. Tiffany seconded. Carried.</p> <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 	
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <ul style="list-style-type: none"> ● Nothing to report at this time. 	Gordon
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> ● Casey & Stacey to provide information on CoPE BC branch requirements ● Spring edition being worked on; April 30 release date → 16th submission deadline ● 50-60% of content so far received ● Articles and advertisements expected from conference 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> ● Tim not present on call 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> ● John sent out finance update earlier ● Year end for 2017: final expenses claim received, can finalize year-end ● With holding national conference, very good year. Received sizable profit from conference. Seed money returned. Good, controlled expenditures. Sizable 	John

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	<p>profit for 2017. Should start thinking about what to do with that in coming years.</p> <ul style="list-style-type: none"> • First 2 months of year, very quiet – not a lot of transactions. Revenue & membership dues come in at early part of year → up to where we'd expect for end of February. Usually into 90% of dues in by March. Some BC page ads received for revenue. No expenses yet; usually come 2nd half of year for education events & AGM. • \$500 allocated for membership drive → student promotion project (spent \$315 to fund free memberships for students); remaining \$ for membership prize <ul style="list-style-type: none"> ○ 2 free memberships will bring us slightly over the \$500 → next time will increase allocation to cover 2x memberships. 	
5.09	<p>Website & Social Media:</p> <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. 	Casey
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> • Jessica not on call 	Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • Welcome of two new councilors to the executive committee • 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 • Option 3 - ??? 	

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6.3	<p>New Societies Act - Compliance Strategy</p> <ul style="list-style-type: none"> Update from Dale email re: cost of legal review Tabled: Dale not on call <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 - Tabled</p> <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	
	<ul style="list-style-type: none"> Some outstanding revenue for webinars in 2016/17 (~\$920) <ul style="list-style-type: none"> no invoices issued, needs to be resolved John recommends writing off as bad debt <p>Action Item: IN PROGRESS</p> <ul style="list-style-type: none"> John to put a note together with information for motion at future meeting <p>No further business. Stacey motioned to adjourn. Seconded by John. Carried.</p>	
	Adjournment at <u> 9 </u> : <u> 11 </u> Hours	
	Next Meeting: April 17th, 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

