


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

 April 15, 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 <input type="checkbox"/> Tiffany Chu <input checked="" 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  Those highlighted in yellow are absent *indicates maternity/parental leave  <i>Guests:</i> Gary Tam, BC Branch BOC Rep.	<input checked="" type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input checked="" type="checkbox"/> Daniel Fong <input checked="" type="checkbox"/> Stacey Sowa <input checked="" type="checkbox"/> Christine Chen <input checked="" type="checkbox"/> Casey Neathway <input checked="" type="checkbox"/> Michael Wu <input checked="" type="checkbox"/> Gethsemane Luttrell  All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<b>Addition to Agenda: None</b>  <b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on May 14, 2018. <b>Stacey motion. Daniel Seconded. Carried</b>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
3.01	<b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on April 20 <sup>th</sup> , 2018 as circulated via email April 17, 2018. <b>John motion. Christine Seconded. Carried.</b>  <b>Motion:</b> <i>Tabled</i>	All

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	To approve the drafted minutes from the BC Branch Executive Council Meeting held on February 20, 2018 as circulated via email on May 14 <sup>th</sup> , 2018.	
<b>4.00</b>	<b>Electronic Motions</b>	
<b>4.01</b>	<b>None</b>	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>BC Rep still vacant, still actively searching</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>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.</li> <li><b>Update</b> – Keir has agreed to step back in on temporary basis until a more permanent BC Rep can be identified.</li> </ul>	Keir
5.02	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>PAC meeting at BCIT and they just held their 50<sup>th</sup> Anniversary. Good turn out and well received on May 4<sup>th</sup> with the first class largely in attendance</li> <li>New Instructional objectives which BCIT is working on integrated over the next year</li> <li>BOC has been completed back in April and small seating generally across the</li> <li>Pilot project with written exam with candidates submitted for analysis for electronic analysis. Pilot to expand to Manitoba for this October and will be looking into full electronic exam for April 2019.</li> <li>Still looking into</li> <li>Practicum standards evaluation rubric looking to get it more robust in order to better prepare BOC candidates</li> </ul>	Gary
5.03	<p><b>BC Branch Education Committee Update</b></p> <ul style="list-style-type: none"> <li>Last committee meeting held on May 3<sup>rd</sup></li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p> <ul style="list-style-type: none"> <li>Janelle will revise survey and circulate for final review by executive.</li> <li><b>UPDATE:</b> If you have not reviewed and provided comments please make time to do so by May 18, 2018.</li> </ul> <p><b>ACTION ITEM: NEW</b></p>	Emily

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	<ul style="list-style-type: none"> <li>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</li> <li>Next meeting May 24, 2018 at 8:30 HRS PST</li> </ul>	
5.04	<p><b>Promotions and Membership Committee</b></p> <ul style="list-style-type: none"> <li>Committee membership &amp; leadership needs to be confirmed – Gordon is wanting to step down from the chair role, he will stay along to provide support</li> <li>VCH is paying for the EHOs CIPHI memberships for the 2018 year.</li> </ul> <p><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.) <ul style="list-style-type: none"> <li>UPDATE – Casey has been looking into this following the April NEC F2F meeting and is in progress with the development of google drive and Gmail accounts.</li> </ul> </li> <li>Application has been approved for not for profit status and now working on technical transfer to complete the set of this.</li> <li>Another great opportunity to store and remotely access shared documents.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Further develop a membership recognition program by committee.</li> </ul> <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. <ul style="list-style-type: none"> <li>→ ongoing discussion</li> </ul> </li> <li>Could be a good facet to consider with Branch Mentorship program and otherwise would an objective for the committee to address.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Janelle to order pens and golf shirts <ul style="list-style-type: none"> <li>UPDATE: Promos Canada provided proof and estimate. See email from Janelle for details.</li> </ul> </li> <li>General consensus established to proceed with placing the order as quoted.</li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p>	Casey

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	<ul style="list-style-type: none"> <li>Gordon to provide Stacey with the membership list to conduct the draw and then the branch will announce out the winners.               <ul style="list-style-type: none"> <li><b>UPDATE</b> : draw winners Denis Semail, HC and Tracey Kinsella, YK</li> </ul> </li> </ul>	
5.05	<p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b></p> <ul style="list-style-type: none"> <li>Salaries survey update should be coming out in May as promised by RAC</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Gordon to touch base with the Ministry to get any updates outside of the HP Branch Newsletter</li> </ul>	Gordon
5.06	<p><b>Update from BC Page</b></p> <ul style="list-style-type: none"> <li>Spring Edition was published a day early</li> <li>Great feedback from across the country</li> <li>Looking at end of July for issuance of Summer issues</li> </ul>	Stacey
5.07	<p><b>Update from Historian - Tabled</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Tim
5.08	<p><b>Finance Update</b></p>  <p>Copy of Treasurers Report May 2018.xls</p> <ul style="list-style-type: none"> <li>In a good financial year with good revenues and not much expenditure</li> <li>Have had a little expenditure in April</li> <li>This is draft report and has not received the most current bank statement but there should not be a significant difference</li> </ul>	John
5.09	<p><b>Website &amp; Social Media:</b></p> <ul style="list-style-type: none"> <li>Looking to have the branch website spruced up and finalized – Casey and Elden working on this</li> <li>Casey and Elden will head Website and Social Media committee</li> <li>Always looking for additional resources or content</li> <li></li> </ul> <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>	Casey

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	<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.               <ul style="list-style-type: none"> <li><b>UPDATE:</b> Action item reassigned to Casey for completion</li> </ul> </li> </ul>	
<b>6.0</b>	<b>Old Business</b>	
6.1	<b>BCIT Branch Relations/Student Liaison - Tabled</b> <ul style="list-style-type: none"> <li>BCIT celebrated the 50<sup>th</sup> Anniversary of ENVH program</li> </ul>	Jessica
6.2	<b>BC Executive Council Update</b> <ul style="list-style-type: none"> <li>Vacancy for recording secretary remains. Need to discuss options for progressing forward.               <ul style="list-style-type: none"> <li>UPDATE: Only option at present is to continue search and in the interim rotate volunteers to take minutes each meeting</li> </ul> </li> <li>Will look to put another add in the BC Page newsletter as well as sending out another email to the Branch membership and social media accounts</li> </ul>	Casey
6.3	<b>New Societies Act - Compliance Strategy</b> <ul style="list-style-type: none"> <li>George Bryce would review our bylaws and constitutions, fees include \$250 + GST and PST per hour (\$280/hour)</li> </ul> <div style="background-color: #0056b3; color: white; padding: 2px;"><b>Action Item: IN PROGRESS</b></div> <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>UPDATE: Casey and John to draft email for distribution to membership for input prior to getting the legal review completed by Mr. Bryce</li> </ul> <div style="background-color: #0056b3; color: white; padding: 2px;"><b>Action Item: IN PROGRESS - Tabled</b></div> <ul style="list-style-type: none"> <li>Jessica to coordinate with Kuljeet to see if AGM can be held on October 25<sup>th</sup>, 2018 to coincide with the BOC examinations.</li> </ul>	Gordon/ Dale/ John
<b>7.0</b>	<b>New Business</b>	

ITEM	DETAILS	NAME (S)
<b>7.1</b>	<b>None</b>	
	Adjournment at <u>  9  </u> : <u> 37 </u> Hours	
	<b>Next Meeting: June 19<sup>th</sup>, 2018</b>	

<b>Calendar of Events 2018</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• CIPHI CPC - PDHs due January 31<sup>st</sup></li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• <b>Deadline</b> 2018 Membership Renewal Drive Feb 28, 2018</li> </ul>
<b>March</b>	
<b>April</b>	<ul style="list-style-type: none"> <li>• CIPHI's Birthday</li> <li>• NEC F2F Meeting in Toronto – April 14&amp;15, 2018</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>	<ul style="list-style-type: none"> <li>• EPHW Sept. 25-29<sup>th</sup></li> <li>• World Environmental Health Day: Thursday September 28<sup>th</sup></li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• BOC's – Oct. 24<sup>th</sup>, 2018</li> <li>• BC Branch AGM – Tentatively Oct. 25<sup>th</sup>, 2018</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• <b>Deadline</b> for Updated Constitution and By-laws under the BC Societies Act – Nov. 28<sup>th</sup>, 2018</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Christmas Luncheon – TBA</li> </ul>