

**BC Branch CIPHI Executive Council Meeting**

**MINUTES**

November 20, 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 type="checkbox"/> John Pickles <input type="checkbox"/> Elizabeth Thomson <input type="checkbox"/> Gethsemane Luttrell <input type="checkbox"/> Paul Cseke <input type="checkbox"/> Janelle Rimell <input type="checkbox"/> VACANT  <input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Christine Chen <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Michael Wu <input type="checkbox"/> VACANT <input type="checkbox"/> VACANT  Those highlighted in yellow are absent *indicates maternity/parental leave  <i>Guests: Gary Tam, Stacey Sowa</i>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<b>Addition to Agenda:</b>  <b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on November 19, 2018.  <b>John Motioned. Stacey 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 October 16, 2018 as circulated via email on November 19, 2018.  <b>Jessica Motioned. John Seconded. Carried.</b>	All

<b>4.00</b>	<b>Electronic Motions</b>	
<b>4.01</b>	None.	Casey
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>- Have attended the first meeting</li> <li>- Orientation on Friday to determine role within the group overall</li> <li>- Discussions underway regarding progressive enforcement for participation with the PDH Model, update to follow from Gordon.</li> </ul>	Stacey
5.02	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>- Branches have received information about Go Green initiative</li> <li>- Examination coordinator will be attending a workshop to introduce the changes for examination process and then the training will be launched for potential panel members (Skype format), must register with Gary</li> <li>- BOCs hosted on October 24, 2018 – 24 candidates, all marks are finalized, 2-3 weeks the results should be received, all scenarios will be considered with marking as all questions were deemed fair</li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p> <p>Casey to follow up with Education Committee about webinar series to see if BOC examiner training is a possibility – Information relating to BOC Examiner training was provided during BOC Update with Gary Tam.</p>	Gary/Casey
5.03	<p><b>BC Branch Education Committee Update</b></p> <ul style="list-style-type: none"> <li>- Meeting planned for next week to go over tentative dates for training</li> </ul> <p><b>ACTION ITEM: TABLED</b></p> <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> </ul>	Janelle/ Gethsemane
5.04	<p><b>Promotions and Membership Committee</b></p> <ul style="list-style-type: none"> <li>- Working with BCIT and the health authorities for the mentorship program.</li> </ul>	Casey

	<ul style="list-style-type: none"> <li>- Looking to sort out details regarding platform/website/etc for the initiative before officially approaching Regional Directors for support</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Casey will move forward with launching the mentorship program.</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 - ongoing discussion</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>	
5.05	<p><b>Liaising with Ministry &amp; Unions – News &amp; Updates</b></p> <ul style="list-style-type: none"> <li>- No update</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>- Date will likely be set for January 31 for the Winter Edition release</li> <li>- Looking for another Associate Editor, advertisement within the BC Page edition will be present in the Winter Edition</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Stacey will connect with Tim Roark to put together a notice/advertisement to get a BC Page subscription opportunity rolling</li> </ul>	Stacey
5.07	<p><b>Update from Historian - TABLED</b></p>	Tim
5.08	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>- Numbers are where we would expect them to be for revenue</li> <li>- Expenses are on target for the expected numbers</li> <li>- Expecting a slight deficit for this year, but nothing of concern as there is a surplus in the account.</li> </ul>	John

5.09	<p><b>Website &amp; Social Media:</b></p> <ul style="list-style-type: none"> <li>- Gordon and Casey will be meeting with Elden to discuss upgrading and updating the website, discussion relating to his abilities or need for contracting a web design company</li> <li>- Seeking someone to manage our Social Media accounts, looking for one or more people</li> <li>- Terms of Reference needs to be ironed out with Webmaster to determine scope of role</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>• Casey to 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>• Casey to develop wording for outreach email via Gordon to see if any social media managers can be identified</li> </ul>	Gordon
5.10	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>- First year rep has been appointed – Kelsey Lutz</li> </ul>	Jessica
5.11	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>- Two vacant councillor positions</li> <li>- Recording secretary position vacant</li> <li>- Meeting on Friday, November 16<sup>th</sup> to discuss the Terms of Reference for executive members took place.</li> <li>- Potential to amalgamate the Recording and Corresponding Secretary positions. Potentially add the responsibility of managing documents on Branch's G-suite</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <p>Gordon and Stacey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive.</p> <p><b>ACTION ITEM: COMPLETED</b></p> <p>Gordon to schedule a special meeting (November) regarding the orientation and expectation document for Branch executive roles in order to confirm the appointment – meeting hosted on November 16<sup>th</sup>; information will be disseminated to the executive shortly</p>	Gordon
<b>6.0</b>	<b>Old Business</b>	
6.1	<b>New Societies Act - Compliance Strategy</b>	Gordon/

	<ul style="list-style-type: none"> <li>Registration completed, we are now in compliance and the amended Constitution and Bylaw are filed</li> </ul>	John
6.2	<p><b>AGM – Dinner – October 23, 2018</b></p> <ul style="list-style-type: none"> <li>Event has taken place</li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p> <ul style="list-style-type: none"> <li>Tiffany to follow-up with Nadia regarding the branch awards. To be determined whether the awards will be presented at the Fraser/VCH Education Session November 13<sup>th</sup>, 2018 – Casey presented Timothy Mallard with the Member of the Year award and Jessica presented Dr. Lu with his Honorary Member award.</li> </ul>	Jessica
6.3	<p><b>Christmas Luncheon</b></p> <ul style="list-style-type: none"> <li>December 6<sup>th</sup>, 2018 – advertisement sent out for Mainland event. Jessica is currently concerned about numbers of attendees, requires at least 20 people to make the event happen. Jessica is waiting for final numbers to determine how much the branch may be paying for</li> <li>Central Island event will be hosted on December 5<sup>th</sup> in Nanaimo at Simonholt Restaurant</li> <li>South Island event is being planned, more information to follow.</li> <li>A centralized location for the Interior area is being planned.</li> </ul> <p><b>ACTION ITEM: COMPLETED</b></p> <p>Michael to update and recirculate promotional poster and provide to webmaster for posting on our website</p>	Jessica/ Michael
<b>7.0</b>	<b>New Business</b>	
7.1	<p><b>Progressive Enforcement Model – CoPE &amp; NEC</b></p> <ul style="list-style-type: none"> <li>There is a debate within the NEC regarding the roll out of progressive enforcement model. CoPE is interested in delaying the roll out because members have not been informed of what consequences are present in the event they are not meeting their PDH requirements. CoPE would like to send messaging out to inform members adequately about what is required and what are potential consequences.</li> <li>Prog. Enforcement can include suspension or complete termination of membership, credentials could be at risk for the post-2017 certificates</li> </ul>	

	<b>Adjournment:</b>	
	<b>Jessica Motioned. Michael Seconded. Seconded</b>	
	Adjournment at <u>9</u> : <u>28</u> Hours	
	<b>Next Meeting: December 20, 2018</b>	

Calendar of Events 2018	
<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 – Oct. 23<sup>rd</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 – Dec. 5<sup>th</sup> = Island, Dec 6 2018 = Lower Mainland</li> </ul>