


BC Branch CIPHI Executive Council Meeting

MINUTES



October 16, 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"/> VACANT <input type="checkbox"/> VACANT <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"/> Stacey Sowa <input type="checkbox"/> Christine Chen <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Michael Wu <input type="checkbox"/> Gethsemane Luttrell Those highlighted in yellow are absent *indicates maternity/parental leave <i>Guests: Gary Tam</i>	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 October 16, 2018. Motioned by Janelle. Seconded by Gethsemane. Carried.	All
3.00	Approval of Minutes	
3.01	Motion: To amend the September 18, 2018 Agenda to eliminate Section 7.3 as it was redundant with Section 5.10.	All

	<p>Motioned by Gordon. Seconded by Casey. Carried.</p> <p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on September 18, 2018 as circulated via email on October 16, 2018.</p> <p>Motioned by Stacey. Seconded by John. Carried.</p>	
4.00	Electronic Motions	
4.01	<p>Motion – October 4, 2018: To support BCIT’s Environmental Health faculty’s nomination of Christine Sweezey as the recipient for the 2018 Bob Herbison Memorial Award</p> <p>Casey motioned. Jessica seconded. Carried October 9th, 2018.</p>	Casey
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> - Sylvia is not interested in taking this role on - Stacey has submitted her expression of interest in the BC Rep position <p>ACTION ITEM: COMPLETED</p> <p>Casey 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"> - BOCs are next week, October 24th - At least 20 candidates, no final numbers yet - BOCs are moving to paperless format; MB/BC/AB are all trialing the system. System has been working smoothly. In 2 months, announcement will be released to the executive regarding the GoGreen option. - Will be providing examiner training close to April seating, a banner will be provided for the newsletter and website - Change on certification process is still being discussed, looking at removing the 2 written report component – will be replaced by other assessment tools, aiming to have different stages of implementation, new Instructional Objectives being 	Gary/Casey

	<p>provided out to schools, this will result in a change in topic areas covered in the BOCs – will affect the new October 2020 seating</p> <p>ACTION ITEM: IN PROGRESS</p> <p>Casey to follow up with Education Committee about webinar series to see if BOC examiner training is a possibility.</p>	
5.03	<p>BC Branch Education Committee Update</p> <ul style="list-style-type: none"> • 45 people completed the survey - Results in attached document • Education Committee will utilize survey results to guide education opportunities moving forward – a multi-prong approach would be best to satisfy more members. • Suggestion that a summary be created for the BC Page to report back to members • Suggestion that educational opportunities be bridged with other organizations (i.e. BCCDC, other branches, NCCEH, BOCs, etc.). Target National opportunities. <p> CIPHI Education Survey Report.docx</p> <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Gethsemane and Janelle to connect and provide a survey summary report back to the executive as soon as practicable. <p>ACTION ITEM: TABLED</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 	Janelle
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> - Casey will be submitting a written submission to the health authority directors to verify the ability to roll out the mentorship program. This will also provide information regarding the Student Mixer. - A CoPE Rep email can also be developed - Michael is interested in joining the Promotions and Membership Committee. - For the Fraser and VCH joint education event there is an interest in having a CIPHI booth present <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Casey will move forward with launching the 	Casey

	<p>mentorship program.</p> <p>ACTION ITEM: COMPLETED</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 - 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"> - Nothing to report <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Gordon to touch base with the Ministry to get any updates outside of the HP Branch Newsletter 	Gordon
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> - Low on material for fall edition. Remember to send materials, pics, etc. - Vacant Associate Editor position, advertisement will be in the Fall Edition of the BC Page - Giardia's Corner – branch out to other agencies (i.e. EHFC, etc.) - Advertise vacant executive positions <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Stacey will connect with Tim Roark to put together a notice/advertisement to get a BC Page subscription opportunity rolling 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> - Status of storage locker – 50-100 boxes in the branch's storage locker. Most of it is National. Tim also has a filing cabinet at his house. Tim is going to take the next 6 months to consolidate and inventory content - Price of storage locker is going up 	Tim

5.08	<p>Finance Update</p> <ul style="list-style-type: none"> - Still slightly in the red but no concerns over the level we are at - Treasurer's Report has been circulated for the AGM and to the branch. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  CIPHI BC AGM 2018 Treasurers Report dr </div> <div style="text-align: center;">  Treasurers Report Oct 2018.xls </div> </div> <p>Motion: To accept the 2018 BC Branch Treasurer's Report to be presented at the AGM on October 23, 2018 as distributed on October 16, 2018</p> <p>Motioned by John. Seconded by Jessica. Carried.</p>	John
5.09	<p>Website & Social Media:</p> <p>-</p> <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Casey to 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 	Gordon
5.10	<p>EPH Week:</p> <ul style="list-style-type: none"> - Well received, several proclamations received including City of Kamloops 	Gordon
6.0	Old Business	
6.1	<p>BCIT Branch Relations/Student Liaison</p> <ul style="list-style-type: none"> - Jessica is staying in touch with the students, meetings are occurring during class time - Jessica has been in contact with them regarding the Christmas Luncheon - Remind students that the branch is available to support them with any initiatives or issues that come up 	Jessica
6.2	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> - Two new vacant councillor positions, giving a total of 3 vacant spots. Everyone try to drum up new 	Gordon/Stacey

	<p>members, aim for the AGM next week.</p> <ul style="list-style-type: none"> - There is a pending vacancy of the Recording Secretary position - A call for volunteers to fill vacancies will be required via the email list and the BC Page. Add Yukon contacts to distribution. - Gordon has been working on the Branch Terms and Reference <p>Motion: To accept Elizabeth Thomson as a BC Branch Councillor.</p> <p>Motioned by Jessica. Seconded by Tiffany. Carried.</p> <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Casey will confirm how the process has to take place regarding executive members that will be looking to continue on in their role after their term has lapsed. <p>ACTION ITEM: Gordon and Stacey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive.</p> <p>ACTION ITEM: Gordon to schedule a special meeting (November) regarding the orientation and expectation document for Branch executive roles in order to confirm the appointment.</p>	
6.3	<p>New Societies Act - Compliance Strategy</p> <ul style="list-style-type: none"> • Voting on changes to bylaws & constitution to take place at October 23, 2018 AGM • Filing can be submitted immediately after the AGM before November • Raised discussion points suggested by Mr. George Bryce, Lawyer and Honorary BC Branch Member regarding relevance of Clause #3 of Constitution and issue of retain our occupational title • In 2010, Executive Council removed the Board of Registration components from our Bylaw and filed to have the Ministry remove our occupational title from the legislation and registry. • To bring it back would require a Special Resolution and motion so question: why we would want to revisit • Not really putting anything in jeopardy, even though the Registrar still recognized this occupation. 	Gordon/ Dale/ John

	<ul style="list-style-type: none"> • Administrative issue to be addressed and shouldn't really be an issue to revisit or discuss. • Lawyer perspective was just prudently making us aware of this loop whole which we could use to revisit this issue but council is agreed to leave it rest and proceed as planned for the 2018 AGM. • Discussion about relevance of Clause 3 and bring for discussion during AGM in consideration of removal. 	
7.0	New Business	
7.1	<p>AGM – Dinner – October 23, 2018</p> <ul style="list-style-type: none"> • AGM binder distributed October 5th, updated version available with CoPE report • Branch quorum is 20, spread the word to ramp up attendance • As required by the new Societies Act, the revised bylaw and constitution will need to be submitted after approval is received at the AGM prior to November. • Each council position will be re-appointed/elected. Some existing members have let their names stand • Nomination requests for branch awards should be sent out • Estimate of \$3000.00 for dinner for 50 people • Received two nominees for BC Branch Awards <ul style="list-style-type: none"> ○ Honorary Member – Dr. James Lu, VCH ○ Member of Year – Mr. Tim Millard, FHA <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • 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 13th, 2018 <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Casey to send out official AGM notice before October 9th. <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Elden to post official AGM notice on the website before October 2nd. <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Jessica to provide a dollar amount cost for the AGM/Dinner 	Jessica
7.2	Christmas Luncheon	Jessica/Michael

	<ul style="list-style-type: none"> December 6th, 2018 – advertisement sent out Still working on securing the Holiday Inn on West Broadway again Central Island event will be hosted on December 5th in Nanaimo at Simonholt Rest. To be determined whether other regional Christmas Luncheons will be hosted, executive members will discuss for next meeting. Will need to coordinate messaging for all luncheons as necessary. <p>ACTION ITEM:</p> <ul style="list-style-type: none"> Michael to update and recirculate promotional poster and provide to webmaster for posting on our website 	
	Adjournment:	
	Janelle Motioned. Tiffany Seconded.	
	Adjournment at <u> 10 </u> : <u> 29 </u> Hours	
	Next Meeting: November 20, 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 – Oct. 23rd, 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 – December 6, 2018