

**BC Branch CIPHI Executive Council Meeting**

**AGENDA**

April 18, 2019, from 08:45 to 10:00 PST  
Via Teleconference and ZOOM

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 COUNCILOR  <input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Jacqueline Chiu <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Michael Wu <input type="checkbox"/> VACANT EXEC SEC <input type="checkbox"/> VACANT PRES ELECT  Those highlighted in yellow are absent *indicates maternity/parental leave  <b>Guests: Stacey Sowa, CoPE BC Member</b> <b>Gary Tam, BoC BC Member</b> <b>Tim Roark, BC Branch Historian</b>  Call to order: 08:50AM	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 circulated via email on April 16, 2019.  <b>Motioned [Jessica]. Seconded [Jackie]</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 March 19, 2019 as circulated via email on April 16, 2019.	All

	<b>Motioned [Jessica]. Seconded [Jackie].</b>	
<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> Stacey unable to attend. Provided update by email: CoPE – Face-to-face meeting was April 12-13, lots of updates but I am waiting on the meeting minutes to be able to provide a quality update. We discussed rejigging the PDH model, communications for upcoming changes with the enforcement of PDH entries, and many many more things.</p>	Stacey
5.02	<p><b>BOC Update:</b> Next week another round of BOCs. A few candidates sitting. Not much else to update.</p>	Gary
5.03	<p><b>BC Branch Education Committee Update:</b> Casey, Janelle, and Gordon tested various web platforms after Lync was unable to connect with external hosts on IHA computers. Zoom platform worked well. Free plan only good for 40 minutes meetings; \$15/month gets 100 members for up to 24h meetings.</p> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>Casey to arrange follow up test meeting with reps from each of the health authorities to ensure Zoom works on all devices.</li> </ul>	Casey
5.04	<p><b>Promotions and Membership Committee</b></p> <ul style="list-style-type: none"> <li>Kimiko Banati (WorkSafeBC) not eligible for membership (employer paid)</li> <li>Selena Russell drawn as “first” winner - is leaning toward AEC delegation fee but needs to confirm time off with employer</li> <li>Discussion - for next year, look at cutting cheque directly to winner vs. having office do reimbursement to save the Branch any admin fees</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p>	Casey

	<ul style="list-style-type: none"> <li>Casey will sort out details relating to platform/website/etc. for the mentorship program before approaching RDs</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> Casey to tie in this liaison work with advocacy / EPH Week outreach</p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to touch base with the Ministry to get any updates outside of the HP Branch Newsletter</li> </ul>	Casey
5.06	<p><b>Update from BC Page</b> Stacey unable to attend. Provided update by email: BC Page – Looking to have it sent out to the branch exec mid-next week and be ahead of schedule on distribution as I will be away at the end of the week. I have a mostly full edition.</p> <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> <li>Looking for another Associate Editor. Advertisement will be in Winter Edition BC Page</li> </ul>	Stacey
5.07	<p><b>Update from Historian</b> - Tim not available; Tabled.</p>	Tim
5.08	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>See Treasurer’s report sent by John on April 15, 2019</li> <li>Lower membership dues revenue this year vs. last expected. Numbers will start to tail off now</li> <li>May not reach budgeted amount for membership revenue</li> <li>1st quarter FOODSAFE certificate billing complete, and revenue very healthy (almost as much as we’d</li> </ul>	John

	expect for entire year). Unclear if these large #s will continue.	
5.09	<p><b>Website &amp; Social Media:</b></p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey developing framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined.</li> <li>Casey, Michael, &amp; Jacqueline to meet to discuss website &amp; social media after May 3</li> </ul>	Casey
5.10	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>Kelsey will continue on as 2nd year rep and will support finding a 1st year student after September</li> <li>Discussion - how do we better engage student reps? Look at finding meeting time that works for them when they're not in class for an upcoming EC meeting.</li> </ul>	Jessica
5.11	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>Still vacancies for Councilor, Executive Secretary, President-Elect</li> <li>John has taken on task of data-entering FOODSAFE certificates; Christine is still printing &amp; mailing</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive.</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to work with Stacey on wording for above for next BC Page issue</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Ongoing discussion with group on if we want to proceed with recognizing Members who are sick &amp; ailing, or families of those who have passed away (Jessica to lead administratively if "yes")</li> </ul>	Casey
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>EPH Week 2019</b></p> <ul style="list-style-type: none"> <li>Casey has taken on National EPH Week committee leadership</li> </ul>	Casey

	<ul style="list-style-type: none"> <li>Will be looking to Branch Exec for ideas, participation, brain power as the process continues</li> <li>Jason Feltham (Alberta) to design graphics, as with previous year(s)</li> </ul>	
<b>6.2</b>	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>Changed descriptions around lifetime membership award (1x per year; \$500 travel coverage)</li> <li>Code of Conduct draft updated</li> <li>Planning ongoing for AEC</li> </ul>	Casey
<b>6.3</b>	<p><b>Drinking Water Week</b></p> <p><b>ACTION ITEM: IN PROGRESS</b></p> <ol style="list-style-type: none"> <li>Casey to send out email to Membership recognizing World Water Day &amp; the role of EH Professionals in water quality</li> <li>Casey to send that email (or similar messaging) to Elden for posting on website</li> <li>Janelle to reach out to Stacey highlighting DW Week for BC Page (last issue before DW Week)</li> <li>Janelle to connect with Ivor Norlin on content for BC Page for DW Week recognition</li> </ol>	Casey
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>Recognition of Sajan Joseph</b></p> <p>Branch to do write-up in next BC Page recognizing Sajan. Discussion - what else would Branch like to do? Sajan touched many in the field as a colleague, instructor, and professional. Jessica to pass along any info she hears about family's plans.</p>	Jessica
<b>Adjournment:</b>		
<b>Motioned [John] Seconded [Jessica]</b>		
Adjournment at <u>09:26</u> Hours		
<b>Next Meeting: May 21, 2019</b>		

Calendar of Events 2019	
<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> 2019 Membership Renewal Drive Feb 28, 2019</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>World Water Day - March 22, 2019</li> </ul>

<b>April</b>	<ul style="list-style-type: none"> <li>• CIPHI's Birthday - April 19, 2019 (106 years)</li> <li>• NEC F2F Meeting in Toronto – April 27 &amp; 28, 2019</li> <li>• BOC's – April 24<sup>th</sup>, 2019</li> <li>• CoPE F2F Meeting in Montreal - April 12-13, 2019</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Drinking Water Week - May 5-11, 2019</li> </ul>
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>• EPHW September 23-27, 2019</li> <li>• World Environmental Health Day: September 26, 2019</li> <li>• AEC in Halifax - September 8-11, 2019</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• BOC's – Oct. 23, 2019</li> </ul>
<b>November</b>	
<b>December</b>	