

BC Branch CIPHI Executive Council Meeting

MINUTES

August 20, 2019, 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 - past-pres <input type="checkbox"/> Tiffany Chu - councilor <input type="checkbox"/> John Pickles - treasurer <input type="checkbox"/> Elizabeth Thomson - councilor <input type="checkbox"/> Gethsemane Luttrell - councilor <input type="checkbox"/> Paul Cseke - councilor <input type="checkbox"/> Janelle Rimell* - councilor <input type="checkbox"/> Jessica Ip - councilor <input type="checkbox"/> Daniel Fong - councilor <input type="checkbox"/> Jacqueline Chiu - councilor <input type="checkbox"/> Casey Neathway - president <input type="checkbox"/> Michael Wu - councilor <input type="checkbox"/> Aletta Amell - councilor <input type="checkbox"/> VACANT EXEC SEC <input type="checkbox"/> VACANT PRES ELECT <i>Guests: Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</i> Those highlighted in yellow are absent *indicates maternity/parental leave Call to order: 08:50AM	All
1.1	Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>) Quorum Met [X]. Quorum not met [].	All
2.00	Approval of Agenda	All
2.01	Addition to Agenda: NONE Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on August 12, 2019.	All

	Motioned [DANIEL FONG]. Seconded [ELIZABETH THOMSON]	
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on July 09, 2019 as circulated via email on August 12, 2019.</p> <p>Motioned [JOHN PICKLES]. Seconded [PAUL CSEKE].</p>	All
4.00	Electronic Motions	
4.01	N/A	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> - Face-to-face meeting Halifax Sept 6-7; looking at policy docs for internal & external use - Hosting focus group during AEC: feedback on CPC revamp. Same focus groups also being hosted provincially (likely webinar for BC since we don't have an in-person gathering planned) <ul style="list-style-type: none"> - Max 15 people for good feedback opportunities 	Stacey
5.02	<p>BOC Update:</p> <ul style="list-style-type: none"> - Workshops during AEC: examiner training, practicum coordinator training workshop, etc. - Gary has joined workshops on designing multiple choice questions <ul style="list-style-type: none"> - look to have that done by end of this year; pilot next year with certain groups - practicum evaluation guide to be tested in Alberta; open up to other provinces → Fall 2019 	Gary
5.03	<p>BC Branch Education Committee Update:</p> <ul style="list-style-type: none"> - Casey & Gethsemane working on finalizing web platform <ul style="list-style-type: none"> - will need support from somebody from FHA & VCH to confirm ability with those systems - Some interest already exists for webinars when we go live (EOCP; CoPE; ProcessSafe) 	Gethsemane
ACTION ITEM: IN PROGRESS		

	<ul style="list-style-type: none"> Have signed up for trial to Adobe Connect. Need to test prior to Motion for 1-year account expenditure. 	
5.04	<p>Promotions and Membership Committee</p> <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Casey will sort out details relating to platform/website/etc. for the mentorship program before approaching RDs. Have talked to Elden about this, and options likely exist on existing web platform. <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. 	Casey
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <p>Casey to tie in this liaison work with advocacy / EPH Week outreach</p> <p>Have reached out to Tim Lambert (ED HP Branch BC) and Stephen Samis (DM, Health & Social Services YT)</p> <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Casey to touch base with the Ministry to get any updates outside of the HP Branch Newsletter 	Casey
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Elizabeth new Associate Editor Will be requesting input/content for Fall edition by end of this week Stacey off for most of September (AEC + parental leave) → Elizabeth to send content reminder during that period Consistent NCCEH & EOCP submissions Oct 31 next issue; 17th for submission deadline <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>	Tim

	TIM NOT AVAILABLE; NO UPDATE PROVIDED	
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> - Dues slightly down; may get slightly more before end of year, but unlikely - FOODSAFE good revenue stream; more this year than any other year previously - May go slightly over budget on FOODSAFE expenses, but balances out with revenues - Membership committee will be slightly over budget; next year's budget will be adjusted accordingly 	John
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> - some changes have been made to website - functionality is improving - Have started to e-post BC Page, along with email of PDF - Paul has figured out Twitter account access, and now has control of all social media platforms <ul style="list-style-type: none"> - posting a few things relating to public health; will drive more traffic <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Casey developing framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. 	Casey
5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • JESSICA NOT AVAILABLE; NO UPDATE PROVIDED 	Jessica
5.11	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • Aletta Amell confirmed as newest councilor • Have a few registrants for christmas gathering/AGM already <p>ACTION ITEM: IN PROGRESS/COMPLETE</p> <ul style="list-style-type: none"> • Casey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive. 	Casey
6.0	Old Business	
6.1	<p>EPH Week 2019</p> <ul style="list-style-type: none"> • Work is progressing for EPH Week 2019 <ul style="list-style-type: none"> ○ Proclamation wording complete ○ Jason working on graphics - almost complete - need French translation 	Casey

6.2	NEC Update <ul style="list-style-type: none"> • Voting for National Awards / planning for AGM & AEC • \$30 for 30 Foundation donor drive • Branch donation to AEC silent auction & welcome reception 	Casey
7.0	New Business	
7.2	CIPHI Awards <ul style="list-style-type: none"> - Look at recognizing Gordon Moseley for time and work put into CIPHI with an award 	Jessica
	Adjournment: Motioned [ELIZABETH THOMSON] Seconded [JACQUELINE CHIU]	
	Adjournment at <u>09:31</u> Hours	
	Next Meeting: September 17, 2019	

Calendar of Events 2019	
January	<ul style="list-style-type: none"> • CIPHI CPC - PDHs due January 31st
February	<ul style="list-style-type: none"> • Deadline 2019 Membership Renewal Drive Feb 28, 2019
March	<ul style="list-style-type: none"> • World Water Day - March 22, 2019
April	<ul style="list-style-type: none"> • CIPHI's Birthday - April 19, 2019 (106 years) • NEC F2F Meeting in Toronto – April 27 & 28, 2019 • BOC's – April 24th, 2019 • CoPE F2F Meeting in Montreal - April 12-13, 2019
May	<ul style="list-style-type: none"> • Drinking Water Week - May 5-11, 2019
June	
July	
August	
September	<ul style="list-style-type: none"> • EPHW September 23-27, 2019 • World Environmental Health Day: September 26, 2019 • AEC in Halifax - September 8-11, 2019
October	<ul style="list-style-type: none"> • BOC's – Oct. 23, 2019
November	
December	