

**BC Branch CIPHI Executive Council Meeting**

**MINUTES**

December 17, 2019, from 08:45 to 10:00 PST  
Via Teleconference

ITEM	DETAILS	NAME (S)
	<b>Location:</b> Teleconference & Adobe Connect	
<b>1.00</b>	<b>Roll Call</b>	
Members	<input type="checkbox"/> Gordon Moseley - past-pres <input type="checkbox"/> <input type="checkbox"/> VACANT - 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  <b>Guests: Stacey Sowa, CoPE BC Member</b> <b>Gary Tam, BoC BC Member</b> <b>Tim Roark, BC Branch Historian</b>  Those highlighted in yellow are absent *indicates maternity/parental leave  Call to order: 08:47AM	All
1.1	Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i> )  <b>Quorum Met [X]. Quorum not met [ ].</b>	All
<b>2.00</b>	<b>Adobe Connect demonstration</b>	All
2.01	Alex & Jordan from Clarix Technologies presented a demonstration of Adobe Connect technology and entertained questions from EC on how the tool could be used to deliver educational webinars.	All

	<p><b>ACTION ITEM: IN PROGRESS</b></p> <ul style="list-style-type: none"> <li>Casey to follow up with Clarix on a new trial account for Branch</li> <li>Education Committee to do test webinar with trial account → early in new year</li> <li>Casey to confirm cost of platform + a la carte extras (e.g. registration)</li> </ul>	
<b>3.00</b>	<b>Standing Business</b>	
3.01	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>Some additional revenue expected from FOODSAFE certificates; no additional memberships are expected this year</li> <li>Additional expenditures expected for webinar platform; student memberships; and holiday/AGM-related expenses</li> <li>Will likely end this year in a minor deficit situation, but have plenty of cash on hand</li> </ul>	John
3.02	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>AGM finished successfully after continuation due to lack of quorum</li> <li>Need to focus on finding ways to more easily meet quorum for 2020 AGM</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>Casey to send out AGM minutes</li> <li>Executive Council to focus on quorum-building opportunities well in advance of next AGM</li> </ul>	Casey
Adjournment at <u>10:06</u> Hours		
<b>Next Meeting: January 21, 2020</b>		

<b>Calendar of Events 2019</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> 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> </ul>

	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>• AGM - December 5, 2019</li> </ul>