

## BC Branch CIPHI Executive Council Meeting

### MINUTES

January 15, 2019, 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	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <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         </div> <div style="width: 45%;"> <input type="checkbox"/> VACANT  <input type="checkbox"/> Jessica Ip  <input type="checkbox"/> Daniel Fong  <input type="checkbox"/> VACANT  <input type="checkbox"/> Casey Neathway  <input type="checkbox"/> Michael Wu  <input type="checkbox"/> VACANT  <input type="checkbox"/> VACANT         </div> </div> <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p><i>Guests:</i> Gary Tam (BC BOC Rep)</p>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<p><b>Addition to Agenda:</b></p> <p><b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as first circulated via email on January 2, 2019.</p> <p><b>Motioned Jessica. Seconded John</b></p>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
3.01	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on November 20, 2018 as circulated via email on January 2, 2019.</p> <p><b>Motioned Tiffany. Seconded Jessica.</b></p>	All

<b>4.00</b>	<b>Electronic Motions</b>	
<b>4.01</b>	<p><b>December 14, 2018:</b> Motion: to offer the following items to the group with the winning presentation of the 2018 BCIT health promotion course (Cannabis Edibles: A Health Promotion Project for BC):</p> <ul style="list-style-type: none"> <li>• Free student membership for 2019 for each member (6 members = total value of \$315)</li> <li>• BC page featured article on the students and topic (1 featured article)</li> <li>• CIPHI BC T shirt (6 shirts)</li> </ul> <p><b>Moved by Daniel Fong. Seconded by Tiffany Chu. Carried (21-Dec-2018)</b></p>	Casey
<b>4.02</b>	<p><b>January 2, 2019</b> Motion: That the BC Branch provide the following incentives to two individuals who renew their membership prior to 31-January-2019 as part of a membership drive:</p> <ul style="list-style-type: none"> <li>• First winner = free membership for 2019 <i>or</i> free delegate fee to 2019 CIPHI AEC at the discretion of the recipient</li> <li>• Second winner = free membership for 2019</li> </ul> <p><b>Moved by Casey Neathway. Seconded by Jessica Ip. Carried (04-Jan-2019)</b></p>	Casey
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b> Stacey unable to attend call. Provided update by email:</p> <ul style="list-style-type: none"> <li>• Jan 31<sup>st</sup> deadline for submission of PD hours</li> <li>• Face to face meeting being planned for April to discuss plans for the year and preparations for rolling out the updated auditing policy and reinstatement processes for those who do not meet ongoing requirements (i.e. inadequate PDHs from a post-2017 certificate holder)</li> <li>• Audits will be started in February, keep an eye out for messaging from CoPE if you are one of the lucky random individuals</li> <li>• In the process of adding on a National Member to build capacity into the CoPE group.</li> </ul>	Stacey

5.02	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>- Examiner training Feb 5 &amp; 14: need to register if interested so Gary can send out coordinates</li> <li>- No interest from BC membership expressed yet</li> <li>- Go Green fully launched in April seating</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>- Gary to send Casey reminder email to forward to BC membership about upcoming examiner training</li> </ul>	Gary
5.03	<p><b>BC Branch Education Committee Update</b></p> <ul style="list-style-type: none"> <li>- November 30 meeting: recapped survey results, working together with NCCEH &amp; BCCDC</li> <li>- will proceed with exploring online education opportunities - revisit in-person at a later time</li> <li>- timelines for launching new strategy</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>- Gethsemane &amp; Janelle to schedule follow-up meeting</li> </ul>	Janelle
5.04	<p><b>Promotions and Membership Committee</b></p> <ul style="list-style-type: none"> <li>- In previous years we have done a membership drive, awarding two free Regular memberships (2017) to people who renewed before end of February. Is this something we wish to do for 2018?             <ul style="list-style-type: none"> <li>- Membership drive in process. Motion made to award 2 recipients with membership and/or AEC delegate fee.</li> </ul> </li> <li>- Casey will be participating in National Advocacy Committee - will likely have some linkages to BC Branch P&amp;M Committee</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</b></p> <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> </ul>	Casey

	<ul style="list-style-type: none"> <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> <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 call but provided update by email:</p> <ul style="list-style-type: none"> <li>- deadline for content is 17th</li> <li>- edition is already fairly full</li> <li>- things going well</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> <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></p> <ul style="list-style-type: none"> <li>- TABLED</li> </ul>	Tim
5.08	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>- slight deficit per December update <ul style="list-style-type: none"> <li>- numbers where expected</li> </ul> </li> <li>- expect a few minor changes to year-end based on some outstanding accounts <ul style="list-style-type: none"> <li>- Revenue: sorting out dues Oct-Dec (never a big amount - likely around 1); likely \$300 from FOODSAFE</li> <li>- Expenses: bank fees, Interior xmas luncheon, etc.</li> </ul> </li> <li>- Running a deficit at year end, but that's expected given no educational event (i.e. revenue stream) this year</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <ul style="list-style-type: none"> <li>- Any outstanding receipts (expenditures) to be sent to John ASAP</li> </ul>	John
5.09	<p><b>Website &amp; Social Media:</b></p> <ul style="list-style-type: none"> <li>- Casey &amp; Gordon met by phone with Elden to discuss potential changes/overhaul to website. Hosted on</li> </ul>	Casey

	<p>flexible platform (Wordpress), so will be easy to modify as needed, based on feedback from Exec &amp; Members</p> <ul style="list-style-type: none"> <li>- Casey now has login credentials for platform to explore capabilities and will work with Elden to start making tweaks</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> <li>• Casey &amp; Elden to work together on website modifications</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>	
5.10	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>- met with students at xmas luncheon, discussed role of liaison</li> <li>- hard for them to join Tuesday AM meetings due to classes. Jessica has let them know that they will be sent minutes</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>- Gordon has stepped down as President, and Casey will be taking on role of President <ul style="list-style-type: none"> <li>○ Would like to recognize Gordon for his contributions to the Branch, especially in Society Act transition process &amp; AGM</li> <li>○ Will need to identify new President-Elect</li> </ul> </li> <li>- Christine stepping down from EC - will need to identify new Executive Secretary</li> <li>- Janelle will be going on leave in April; plans to return to her role on Executive upon her return from leave</li> </ul> <p><b>ACTION ITEM: NEW</b></p> <p>Casey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive.</p> <p><b>ACTION ITEM: NEW</b></p>	Casey

	Jessica to post CIPHI vacancies on CIPHI bulletin board in Vancouver. Casey to reach out to IHA & FNHA members to gauge interest	
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Christmas Luncheon</b></p> <ul style="list-style-type: none"> <li>● Update from Jessica on December 6<sup>th</sup>, 2018 event <ul style="list-style-type: none"> <li>○ good turnout even though it conflicted with Seniors meeting and not all HA members received the poster. Didn't run a deficit</li> <li>○ feedback from retirees that \$30 was expensive for lunch → in coming year, if not associated with AGM, do a pay-per-use meal instead</li> </ul> </li> <li>● Update from Elizabeth on Central Island event <ul style="list-style-type: none"> <li>○ Good turnout; well attended</li> </ul> </li> <li>● Update from Casey on Interior (Kamloops) event <ul style="list-style-type: none"> <li>○ Approximately 20 people attended from FNHA, IHA, and retirees</li> </ul> </li> </ul>	Jessica/Elizabeth/Casey
<b>6.2</b>	<p><b>Progressive Enforcement Model – CoPE &amp; NEC</b></p> <ul style="list-style-type: none"> <li>- NEC passed motion that: <ul style="list-style-type: none"> <li>○ <i>CIPHI membership be advised that CIPHI is implementing a Progressive Enforcement policy for persons who fail to complete the required Professional Development Hours and the first membership year affected by this policy will be 2019. This means that members who are audited in 2020 and have failed to meet the 2019 PDH requirements will receive notification (in 2020) that they have been placed in the first step of the progressive enforcement cycle</i></li> </ul> </li> </ul>	Casey
<b>7.0</b>	<b>New Business</b>	
	- Calendar of events needs to be updated to 2019 dates (Casey to do)	
	<b>Adjournment:</b>	
	<b>Motioned: Jessica Seconded: Janelle</b>	
	Adjournment at <u>9:26</u> Hours	
	<b>Next Meeting: February 19, 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> 2018 Membership Renewal Drive January 31, 2019</li> </ul>
<b>March</b>	
<b>April</b>	<ul style="list-style-type: none"> <li>• CIPHI's Birthday April 19, 2019 (106th)</li> <li>• BOC's – April 24<sup>th</sup>, 2019</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Drinking Water Week - May 5-11<sup>th</sup>, 2019</li> </ul>
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>• EPHW Sept. 23-27<sup>th</sup> 2019</li> <li>• World Environmental Health Day: September 26, 2019</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• BOC's – Oct. 23, 2019</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Radon awareness month</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>•</li> </ul>