

**BC Branch CIPHI Executive Council Meeting**

**AGENDA**

July 9, 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 - 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"/> VACANT 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"/> VACANT EXEC SEC <input type="checkbox"/> VACANT PRES ELECT <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p><b>Guests: Stacey Sowa, CoPE BC Member</b> <b>Gary Tam, BoC BC Member</b> <b>Tim Roark, BC Branch Historian</b></p> <p>Call to order: XX:XXAM</p>	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 [ ]. Quorum not met [ ].</b>	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 July 08, 2019. <b>Motioned [ ]. Seconded [ ]</b>	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 May 21, 2019 as circulated via email on July 08, 2019.</p> <p><b>Motioned [ ]. Seconded [ ].</b></p>	All
<b>4.00</b>	<b>Electronic Motions</b>	
<b>4.01</b>	<p><b>Motion:</b> to approve the expenditure of \$205.88 to KKP Vancouver for 500 branded 9x12 envelopes, for the purposes of FOODSAFE certificates and other branch business as required.</p> <p><b>Motioned [Casey]. Seconded [Tiffany].</b></p> <p><b>Quorum voted in favour. Passed as of June 18, 2019</b></p>	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>CoPE Update:</b>	Stacey
5.02	<b>BOC Update:</b>	Gary
5.03	<p><b>BC Branch Education Committee Update:</b></p> <ul style="list-style-type: none"> <li>- Casey &amp; Gethsemene working on finalizing web platform <ul style="list-style-type: none"> <li>- will need support from somebody from FHA &amp; VCH to confirm ability with those systems</li> </ul> </li> <li>- Some interest already exists for webinars when we go live (EOCP; CoPE; ProcessSafe)</li> </ul> <p><b>ACTION ITEM: IN PROGRESS</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>	Gethsemene
5.04	<p><b>Promotions and Membership Committee</b></p> <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></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></p>	Tim
5.08	<p><b>Finance Update</b></p> <ul style="list-style-type: none"> <li>John unable to attend meeting and provided following briefing <ul style="list-style-type: none"> <li>organization in good financial position</li> <li>filing submitted to CRA</li> <li>John has circulated May &amp; June financials</li> </ul> </li> </ul>	John
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> </ul>	Casey

	<ul style="list-style-type: none"> <li>Casey, Michael, &amp; Jacqueline to meet to discuss website &amp; social media after May 3</li> </ul>	
5.10	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>Ciphi lower mainland Christmas luncheon proposed date is Dec 5, Thursday. Based on feedback from last year, I proposed to have the event at Mahony's on Stamps Landing in Vancouver because there is no minimum, no deposit, no rental fee. Each person just pay for what they drink and eat individually.</li> <li>a. We <u>do</u> need sign up to confirm the numbers though.</li> <li>b. Please let me know if the group agrees to this. I will book the upstairs space for 60 to 80 people. This way we can have the whole upstairs to ourselves. Also need to know whether we will have our AGM there. Since it is a bar, we might need to do some set up ourselves (projector, screen that type of thing).</li> <li>c. What is the budget? Since everyone is paying for their own lunch, I thought ciphi should get some appetizers for the group if it is going to be part of the AGM</li> <li>d. Start time? 11:30 or 12 noon?</li> </ul>	Jessica
5.11	<p><b>BC Executive Council Update</b></p> <ul style="list-style-type: none"> <li>Received Executive Council Nomination form from Aletta Amell (circulated by email May 15) for position of councilor. CV circulated to Committee by email on July 4</li> </ul> <p><b>ACTION ITEM: IN PROGRESS/COMPLETE</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>Motion:</b> To approve the nomination of Aletta Amell as Councilor for BC Branch</p> <p><b>Motioned [ ]. Seconded [ ].</b></p>	Casey

<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<b>EPH Week 2019</b> <ul style="list-style-type: none"> <li>• Work is progressing for EPH Week 2019 <ul style="list-style-type: none"> <li>○ Theme is same as AEC</li> <li>○ Have draft proclamation wording</li> <li>○ Jason working on graphics - mock up complete</li> </ul> </li> </ul>	Casey
<b>6.2</b>	<b>NEC Update</b> <ul style="list-style-type: none"> <li>• Updated code of conduct</li> <li>• University of Montreal / Quebec Branch</li> <li>•</li> </ul>	Casey
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<b>Recognition of Sajan Joseph</b> Branch to do write-up in next BC Page recognizing Sajan. - completed by Jessica	Jessica
<b>7.2</b>	<b>CIPHI Awards</b> - Look at recognizing Gordon Moseley for time and work put into CIPHI with an award	Jessica
	<b>Adjournment:</b>	
	<b>Motioned [ ] Seconded [ ]</b>	
	Adjournment at <u>XX:XX</u> Hours	
	<b>Next Meeting: Jul16, 2019 (?)</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> <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>	