

BC Branch CIPHI Executive Council Meeting

MINUTES

March 01, 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 <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 <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 <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p>Guests:</p> <ul style="list-style-type: none"> • <i>Stacey Sowa, CoPE BC Member & BC Page Editor</i> • <i>Gary Tam, BoC BC Member</i> <p>Call to order: 08:50AM</p>	All
2.00	Approval of Agenda	All
2.01	<p>Addition to Agenda:</p> <ul style="list-style-type: none"> - change next meeting date to be accurate - elevate Education Committee to front of agenda to support Janelle's schedule - Updated calendar of events <p>Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on February 26, 2019.</p> <p>Motioned Jessica. Seconded Elizabeth</p>	All

3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on January 15, 2019 as circulated via email on February 26, 2019.</p> <p>Motioned Jessica. Seconded Janelle.</p>	All
4.00	Electronic Motions	
4.01	<p>February 4, 2019: Motion: That the CIPHI BC Branch Executive Council accept the recommendation of BCIT Faculty that Jack Davidson be awarded the 2019 John A. Stringer Award.</p> <p>Moved by Casey Neathway. Seconded by Michael Wu Carried (4-Feb-2019)</p>	Casey
5.00	Standing Business	
5.01	<p>BC Branch Education Committee Update:</p> <ul style="list-style-type: none"> - met on Feb 22 - Discussed online platforms & costs for webinars <ul style="list-style-type: none"> - DECISION: trial Lync/Skype for next Education Committee meeting - ACTION: Casey & Janelle to organize for next EC meeting - Need to track down headsets from previous speakers <ul style="list-style-type: none"> - Jessica has one in Vancouver; 3 or 4 total, all labeled with BC Branch & tracking # (Daniel, Crystal Brown, John may have others) - Tracking file on President's laptop. ACTION: Janelle to follow-up with Casey offline. - John discussed cost of webinars & provided details - Discussed possibility for podcast - Sub-committees (technical & platform; promotion; topics & speakers) <ul style="list-style-type: none"> - ACTION: break into smaller groups in April; meet back as larger group in late-April - Want webinars by September 2019 <ul style="list-style-type: none"> - ACTION: decide how many to do by fall (will depend on sponsorship) - Paul discussed podcast idea. 	Janelle/ Paul

	<ul style="list-style-type: none"> - ACTION: Paul to set up as a pilot to give people additional information on what it might look like. - Gary: how are we going to be able to get approval from CoPE for PD hours (they need info 2 weeks prior to event) <ul style="list-style-type: none"> - ACTION: Stacey to follow-up with CoPE on this 	
5.02	<p>CoPE Update:</p> <ul style="list-style-type: none"> - Starting audits soon; process will be changing this year - As of 2020 if you fail audit, there will be enforcement follow-up (per NEC email this week) <ul style="list-style-type: none"> - for newer members with requirement to maintain membership, credential will be at risk - more communication to come out on this - Currently working on audit policy/process - Creating a reinstatement process - PDH types/requirements/categories being revised - communications on this in spring/summer for feedback - Face-to-Face in Montreal, April 12-13 to work on policies - QUESTION: if somebody doesn't enter last year's hours & it's locked out, any way to enter that after the fact? <ul style="list-style-type: none"> - System locks you out, limited ability to change that. Given opportunity to submit everything as part of audit to show that hours have been met. - QUESTION: any plans for education / webinar / AEC talk to general membership on changes to suspension & reinstatement? <ul style="list-style-type: none"> - will be workshops & presentations on changes to model. Suspension & reinstatement with NEC. - ACTION: Casey to bring to NEC for action / information 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> - Go Green Initiative examiner workshop in February by webinar 	Gary

	<ul style="list-style-type: none"> - 2x examiner workshops by webinar; quite a few out-of-BC participants - Gary to bring to BoC National will use virtual platform + AEC (in-person) examiner workshops to cover more people - Go Green electronic submission of written reports - will start across Canada for spring seating - new guidelines for examine coordinators & examiners. Gary to bring to Kuljeet & Angela - Looking at redesigning practicum student evaluation rubric. Hope to complete this year; more robust evaluation mechanism <ul style="list-style-type: none"> - currently BC uses BCIT evaluation form; other jurisdictions use CIPHI one - hopefully BC will start using CIPHI one - Guidance for training agencies on how to shape their practicum training for students - increase accountability & align with (new) rubric and make implementation easier 	
5.04	<p>Promotions and Membership Committee</p> <ul style="list-style-type: none"> - In previous years we have done a membership drive, awarding two free Regular memberships (2017) to people who renewed before end of January. Is this something we wish to do for 2018? <ul style="list-style-type: none"> - Membership drive in process. Motion made to award 2 recipients with membership and/or AEC delegate fee. - Need to draw names to award individuals - John gets list as part of rebate list & Casey has access to database <ul style="list-style-type: none"> - Last year: Gordon went into database & was able to identify list of members. First few people declined because names - Fairly low VCH renewal; Richard Taki still has not decided whether to pay for employee membership <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> - Casey to randomly draw 2 names from membership list <p>ACTION ITEM: IN PROGRESS</p>	Casey

	<ul style="list-style-type: none"> Casey will sort out details relating to platform/website/etc. for the mentorship program before approaching RDs <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. 	
5.05	<p>Liaising with Ministry & Unions – News & Updates During contract negotiations, union is continuing to discuss having mandatory memberships paid by employer</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"> Next edition April 30 (submissions by mid-April) Contacts from MoH & EOCP for new submissions down to 2 Associate Editors (have operated with 3 previously) <ul style="list-style-type: none"> QUESTION: should we put out a formal call? Stacey ok with having 2 for now Thanks to Jessica for sending additional pieces of information along re. retirements, etc. Jessica has CIPHI board & has put up those jobs & events, etc. up there <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> <ul style="list-style-type: none"> TABLED 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> 2018 year end <ul style="list-style-type: none"> completed; don't expect any additional expense claims fairly close based on estimates 	John

	<ul style="list-style-type: none"> ○ deficit of \$83xx - not concerned; lots of money in the bank ○ Revenue: more from membership & out-of-province FS certificates (increasing trend) ○ Expenses: went up for FS certificates (because we're doing more). BCIT changed format for student prizes (larger groups = more people awarded membership). Otherwise at or below budget ● 2019 January <ul style="list-style-type: none"> ○ no money received in January ○ small expenditures + student prizes 	
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> - Casey & Gordon met by phone with Elden to discuss potential changes/overhaul to website. Hosted on flexible platform (Wordpress), so will be easy to modify as needed, based on feedback from Exec & Members - <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> ● Casey to develop framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. ● Casey & Elden to work together on website modifications <p>ACTION ITEM: COMPLETE</p> <ul style="list-style-type: none"> ● Casey to develop wording for outreach email via Gordon to see if any social media managers can be identified 	Casey
5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● Will need new 1st year rep in November (Kelsey will move to 2nd year) ● Need to include them in agenda mail-out ● Spring & summer practicums starting soon <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> ● Casey to connect with Jessica & students more actively (vs. passive receipt of minutes) to support their engagement 	Jessica
5.11	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> - Expression of interest / nomination for vacant councillor position received from Jacqueline Chiu 	Casey

	<ul style="list-style-type: none"> - Positive feedback from those who have worked with Ms. Chiu. <p>Motion: To accept nomination of Jacqueline Chiu for the position of councillor</p> <p>Motioned Casey. Seconded Jessica Carried</p> <p>ACTION ITEM: IN PROGRESS</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. <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> • Casey to connect with Yukon for BC Branch content • Casey to reach out to Jacqueline to welcome her to the EC 	
6.0	Old Business	
7.0	New Business	
7.1	<p>NEC Update</p> <ul style="list-style-type: none"> - Need a BC Branch Rep for EPH Week committee - AEC2019 - to be held in Halifax, September 8-11 - NEC face-to-face meeting end of April in Toronto - Advocacy Committee update <ul style="list-style-type: none"> - How do we want to approach within our Branch? - New PDH policies have gone live (http://www.ciphi.ca/info-centre/documents/) <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> • Casey to send advocacy proposal to EC by email 	Casey
7.2	<p>Discussion: notes/letters to CIPHI members who are sick & ailing (see email from Tim)</p> <ul style="list-style-type: none"> - how do we identify those people? - how do we know if they're ok receiving this kind of recognition? (i.e. are they ok if others know?) - carefully worded card (e.g. "thinking of you") - for those family losses or illnesses that are open and receptive to feedback - how do we "find" those people, find their mailing address 	Casey

	<ul style="list-style-type: none"> - SUGGESTION: BC Page - hard copies sent to them with acknowledgement of retired members <p>ACTION ITEM: NEW</p> <ul style="list-style-type: none"> • Ongoing discussion with group on if we want to proceed with recognizing those individuals <ul style="list-style-type: none"> ○ Jessica to lead administratively if yes 	
	Adjournment:	
	Motioned: John Seconded: Jessica	
	Adjournment at 10:05 Hours	
	Next Meeting: March 19, 2019	

Calendar of Events 2018	
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 • 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 Sept. 23-27th • 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	<ul style="list-style-type: none"> •
December	<ul style="list-style-type: none"> •