

BC Branch CIPHI Executive Council Meeting

MINUTES

May 21, 2019, from 08:45 to 10:00 PST
Via Teleconference and ZOOM

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 COUNCILOR <input type="checkbox"/> Gordon Moseley <input type="checkbox"/> Jessica Ip <input type="checkbox"/> Daniel Fong <input type="checkbox"/> Jacqueline Chiu <input type="checkbox"/> Casey Neathway <input type="checkbox"/> Michael Wu <input type="checkbox"/> VACANT EXEC SEC <input type="checkbox"/> VACANT PRES ELECT Those highlighted in yellow are absent *indicates maternity/parental leave <i>Guests: Stacey Sowa, CoPE BC Member</i> <i>Gary Tam, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> Call to order: 08:50AM Quorum met: 6 members present	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 May 20, 2019. Motioned [John]. Seconded [Michael]	All
3.00	Approval of Minutes	
3.01	Motion:	All

	To approve the drafted minutes from the BC Branch Executive Council Meeting held on April 18, 2019 as circulated via email on May 20, 2019. Motioned [John]. Seconded [Michael].	
4.00	Electronic Motions	
4.01	None	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> ● Wrapping up audits. Challenge with quality of submissions for PD hours (lacking details) ● Looking at doing presentations of meetings by CoPE reps ● Starting January 2020, enforcement on audits (requirement to achieve # of PDHs); communications on that coming ● Looking at revamp of MSC ● Looking @ reworking PDH hours (e.g. informal activity cap; put more weight into ways that people are using to achieve PDHs) ● Looking at updating policies for audits & reinstatements ● Communication out about CoPE reps (taylored to each province) in coming weeks → encourage them to contact rep directly if they have questions 	Stacey
5.02	<p>BOC Update:</p> <p>Tabled - Gary not available to attend</p>	Gary
5.03	<p>BC Branch Education Committee Update:</p> <ul style="list-style-type: none"> ● Gethsemane not able to attend. Provided email update <ul style="list-style-type: none"> ○ Will send out additional information by email to the group ○ Will schedule an education committee meeting in coming weeks ● Confirmed during Branch EC meeting that Zoom not operational for Island Health or VCH computers. Need to revisit tech options for webinars. <p>ACTION ITEM: IN PROGRESS / COMPLETE</p> <ul style="list-style-type: none"> ● Casey to arrange follow up test meeting with reps from each of the health authorities to ensure Zoom works on all devices. 	Gethsemane

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 <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 Casey to tie in this liaison work with advocacy / EPH Week outreach</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"> Will send out email soon to gather information. Summer newsletter usually quieter, so please send any content along Had advertisement in last BC Page for Associate Editor → no interest yet End of July for next edition <p>ACTION ITEM: IN PROGRESS / COMPLETE</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 Looking for another Associate Editor. Advertisement will be in Winter Edition BC Page 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> Tim not available to attend. Tabled. 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> John to provide written report later this week. 	John

	<ul style="list-style-type: none"> • Not many transactions in past month - paid out 1 of the prizes for the membership drive; received dues from the membership office. Only 1 other transaction • Status as it was before 	
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> • Paul has offered to lead social media content for Branch <ul style="list-style-type: none"> ◦ Casey to invite Paul to meeting with Michael & Jackie to discuss platforms <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, Michael, & Jacqueline to meet to discuss website & social media after May 3 	Casey
5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • Jessica not available to attend. Tabled. 	Jessica
5.11	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • Received Executive Council Nomination form from Aletta Amell (circulated by email May 15) for position of councilor. • June meeting - Casey on vacation: look at rescheduling OR alternate chair <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. <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Casey to work with Stacey on wording for above for next BC Page issue <p>ACTION ITEM: COMPLETED</p> <ul style="list-style-type: none"> • Ongoing discussion with group on if we want to proceed with recognizing Members who are sick & ailing, or families of those who have passed away (Jessica to lead administratively if "yes") 	Casey
6.0	Old Business	
6.1	EPH Week 2019	Casey

	<ul style="list-style-type: none"> ● Work is progressing for EPH Week 2019 <ul style="list-style-type: none"> ○ Theme is same as AEC ○ Have draft proclamation wording ○ Jason working on graphics 	
6.2	<p>NEC Update</p> <ul style="list-style-type: none"> ● Meeting in Toronto <ul style="list-style-type: none"> ○ Updates to NOPs ○ Comparison of Branch & National bylaws ○ Advocacy in various Branches ○ Quebec Branch ○ AEC planning ● National advocacy program ● New MSC ● Virtual AGM 	Casey
6.3	<p>Drinking Water Week</p> <p>ACTION ITEM: COMPLETE</p> <ol style="list-style-type: none"> 1. Casey to send out email to Membership recognizing World Water Day & the role of EH Professionals in water quality 2. Casey to send that email (or similar messaging) to Elden for posting on website 3. Janelle to reach out to Stacey highlighting DW Week for BC Page (last issue before DW Week) 4. Janelle to connect with Ivor Norlin on content for BC Page for DW Week recognition 	Casey
7.0	New Business	
7.1	<p>Recognition of Sajan Joseph</p> <p>Branch to do write-up in next BC Page recognizing Sajan. Discussion - what else would Branch like to do? Sajan touched many in the field as a colleague, instructor, and professional. Jessica to pass along any info she hears about family's plans.</p>	Jessica
	<p>Adjournment:</p> <p>Motioned [Tiffany] Seconded [Jackie]</p>	
	Adjournment at <u>09:21</u> Hours	
	Next Meeting: Jun 18, 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	