

BC Branch CIPHI Executive Council Meeting

MINUTES

November 21, 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 - 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"/> 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 Guests: Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian Those highlighted in yellow are absent *indicates maternity/parental leave Call to order: 08:51AM	All
1.1	Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>) Quorum Met [X]. Quorum not met [].	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 November 21, 2019.	All

	Motioned [Jessica]. Seconded [Elizabeth]	
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on October 15, 2019 as circulated via email on October 15, 2019.</p> <p>Motioned [John]. Seconded [Jacqueline].</p>	All
4.00	Electronic Motions	
4.01	<p>October 30, 2019 Motion - That the BC Branch allocate up to \$1,632.04 for a one (1) year license for Adobe Connect Webinar 100 to allow the Branch to deliver educational webinars to members across the province.</p> <p>Motioned [Casey]. Seconded [Tiffany] Carried: November 1, 2019</p>	Casey
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> - Finishing planning focus group, to be held the first Monday in December 	Stacey
5.02	<p>BOC Update:</p> <ul style="list-style-type: none"> - International candidate program - equivalency for those who studied outside of Canada. Have not had this process for past ~10 years - no expertise to assess curriculum. Have developed trial multiple-choice exam to assess instructional objectives. 10-20 candidates nationally. - Practicum evaluation rubric being updated. Currently 50% pass rate - too low. Draft sent to training agencies - more work to do. Spring 2020 target. 	Gary
5.03	<p>BC Branch Education Committee Update:</p> <ul style="list-style-type: none"> - Casey to have call with Adobe rep to discuss potential uses/discounts for Adobe Connect platform 	Casey
5.04	<p>Promotions and Membership Committee</p> <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. Have talked to Elden about this, and options likely exist on existing web platform. <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</p> <ul style="list-style-type: none"> Employer coverage of membership for post-2017 graduates → is this being considered? <ul style="list-style-type: none"> Is on radar of bargaining committee Casey offered to support union with letter explaining CPC program, requirement for membership, etc. as needed <p>ACTION ITEM: ONGOING</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"> Successful last issue Elizabeth working with Stacey to identify roles of Associate Editor 	Elizabeth Casey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> Tim not present, tabled. Jessica has connected with Tim, who will send AGM invite to retirees 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> Membership lower than past years, and only 1 more quarter to go (not expected to grow much) FOODSAFE revenue very strong More expenditures to come for end of year (AGM, christmas events, webinar platform, etc.) Will likely go into deficit this year, but have strong cash on hand 	John

	<ul style="list-style-type: none"> - FOODSAFE expenditures also higher, Membership & Promotion expenditures increased based on award for student promotion presentation award (3 members instead of 2) 	
5.09	<p>Website & Social Media:</p> <ul style="list-style-type: none"> • Paul to explore some ideas and report back to the group at next meeting <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 & Paul
5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • First year rep Amber Dhillon, Kelsey Lutz second year rep → Hope to see them at AGM/luncheon on how to engage with them • Casey attended BCIT PAC meeting and reported that BCIT is exploring a model decoupling the practicum with the degree, so students who fail the practicum are still able to receive their degree. Discussion on benefits for students of this, and potential challenges if students were responsible for finding their own practicum. 	Jessica Casey
5.11	<p>BC Executive Council Update</p> <ul style="list-style-type: none"> • Need to increase push to find Executive Secretary & President Elect • Past-president role discussion <ul style="list-style-type: none"> ○ Explore how other Branches are organized, roles of pres-elect, NEC rep, etc. <p>ACTION ITEM: ONGOING</p> <ul style="list-style-type: none"> • Casey to work with Stacey on Secretary call-out • Casey to send out note seeking specific interest in President-Elect role. 	Casey
6.0	Old Business	
6.2	<p>NEC Update</p> <ul style="list-style-type: none"> • Advocacy committee has sent out RFP requests to a number of public health advocacy groups, and have received good responses. This will help promote the role of both EHOs in communities and CIPHI • Code of Conduct being finalized at NEC table 	Casey

	<ul style="list-style-type: none"> Progressive Compliance Cycle presentation needs to be provided to members → Casey to do this once webinar platform is up and running 	
7.0	New Business	
7.2	<p>CIPHI Awards</p> <ul style="list-style-type: none"> 1 nomination received for Member of the Year, and one expected imminently for Alex Nielsen Award If others are to be expected, send in ASAP to allow time for having the award produced Discussion on presentation/delivery of Member of the Year Award if recipient isn't at AGM 	Jessica
7.3	<p>AGM Planning</p> <ul style="list-style-type: none"> 22 RSVP via eventbrite (majority students) + Jessica has list at VCH. Event coincides with MetroVancouver water meeting, so may not have many managers or MHO in attendance Venue can seat 60 and is separate from rest of the restaurant Planning is almost complete <p>ACTION ITEMS: NEW</p> <ul style="list-style-type: none"> Casey to send out AGM notification and agenda today (November 21) Casey to review treasurer report and provide John with any notes/updates/amendments Jessica to get projector & screen for event Casey to confirm presence of voting cards ALL - need to confirm sergeant-at-arms and parliamentarian ALL - need to confirm attendance at AGM with Jessica ASAP 	All
	Adjournment:	
	Motioned [Jessica] Seconded [Elizabeth]	
	Adjournment at <u>10:11</u> Hours	
	Next Meeting: December 17, 2019 Annual General Meeting: December 5, 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	<ul style="list-style-type: none"> ● AGM - December 5, 2019