

BC Branch CIPHI Executive Council Meeting
MINUTES

 October 15, 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	All
	<p>Guests: Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</p> <p>Those highlighted in yellow are absent *indicates maternity/parental leave</p> <p>Call to order: xx:xxAM</p>	
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 []. Quorum not met [].	All
2.00	Approval of Agenda	All
2.01	Addition to Agenda: Motion: To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on September 25, 2019.	All

	Motioned []. Seconded []	
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on August 20, 2019 as circulated via email on August 20, 2019.</p> <p>Motioned []. Seconded [].</p>	All
4.00	Electronic Motions	
4.01	<p><u>Motion (August 26, 2019):</u> That CIPHI BC Branch provides financial support, in the form of a cash donation of \$200, to the CIPHI AEC Organizing Committee for the purposes of the Welcome Reception</p> <p>Motioned [Casey Neathway]. Seconded [Jessica Ip] Carried on August 26, 2019</p>	Casey
4.02	<p><u>Motion (August 26, 2019):</u> That CIPHI BC Branch provides financial support, in the form of a cash donation of \$150, to the Environmental Health Foundation of Canada (EHFC) for the purposes of purchasing items for sale at the fundraising silent auction.</p> <p>Motioned [Casey Neathway]. Seconded [Jessica Ip] Carried on August 26, 2019</p>	Casey
4.03	<p><u>Motion (September 7, 2019):</u> That the Executive Council approve Gary Tam as Member of the Board of Certification, representing the BC & Yukon Branch, for a term commencing in October, 2019 and ending in October, 2022.</p> <p>Motioned [Casey Neathway]. Seconded [Jessica Ip] Carried on September 9, 2019</p>	Casey
5.00	Standing Business	
5.01	<p>CoPE Update: -</p>	Stacey
5.02	<p>BOC Update: -</p>	Gary

5.03	<p>BC Branch Education Committee Update:</p> <ul style="list-style-type: none"> - Price for Adobe connect is higher than previously expected. Current price is \$130/mo for 100 participants (\$1560) for year - DISCUSSION: is this a cost we wish to pursue? <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> • Have signed up for trial to Adobe Connect. Need to test prior to Motion for 1-year account expenditure. 	Casey
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. 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. 	Casey
5.05	<p>Liaising with Ministry & Unions – News & Updates</p> <p>Have been in contact with each Health Authority (RDs & Communications teams) around EPH Week and EHO role advocacy. Northern Health and FNHA interested in partnering on ongoing media/outreach pieces.</p> <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> <p>-</p> <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>	Tim

5.08	Finance Update -	John
5.09	Website & Social Media: - ACTION ITEM: IN PROGRESS <ul style="list-style-type: none"> Casey developing framework regarding the operational contract for the webmaster to ensure deadlines and tasks are outlined. 	Casey
5.10	BCIT Branch Relations / Student Liaison •	Jessica
5.11	BC Executive Council Update <ul style="list-style-type: none"> Need to increase push to find Executive Secretary Brainstorming around strategic plan - what's next for the Branch? Will send out reminder for AGM/Xmas gathering ACTION ITEM: IN PROGRESS/COMPLETE <ul style="list-style-type: none"> Casey to reach out to Yukon/Northern contacts to try and drum up volunteers for the Branch Executive. 	Casey
6.0	Old Business	
6.1	EPH Week 2019 <ul style="list-style-type: none"> Happy EPH Week! President's Message (National + Branch) going out today Proclamation received from Province 	Casey
6.2	NEC Update <ul style="list-style-type: none"> Successful meetings in Halifax Code of Conduct updated Looking at new policies for collaborative assignment to committees Keir Cordner winner of Alex Cross award CIPHI Banner for public outreach (Casey to send out image) → interest in ordering one? 	Casey
7.0	New Business	
7.2	CIPHI Awards	Jessica

	<ul style="list-style-type: none"> - Look at recognizing Gordon Moseley for time and work put into CIPHI with an award - Need to send out information to membership on awards to garner interest - Who is on Awards committee still? 	
	Adjournment:	
	Motioned [] Seconded []	
	Adjournment at <u>xx:xx</u> Hours	
	Next Meeting: October 15, 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	