

BC Branch CIPHI Executive Council Meeting

MINUTES

October 25, 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: 8:55AM	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 September 25, 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 August 20, 2019 as circulated via email on August 20, 2019.</p> <p>Motioned [Jessica]. Seconded [Elizabeth].</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
4.04	<p><u>Motion (August 22, 2019)</u> That the BC Branch authorize up to \$350 in travel spending to allow for Keir Cordner to attend an additional day at the 2019 AEC to receive the Alex Cross Award in person.</p>	Casey

	<p>Motioned [Casey Neathway]. Seconded [Gethsemane Luttrell] Carried on August 23, 2019</p>	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> - PD model being revamped - trying to simplify it so people dislike it less - Looking to host a focus group to get meaningful feedback & dialogue → in-person would be ideal, but may be administratively difficult 	Stacey
5.02	<p>BOC Update:</p> <ul style="list-style-type: none"> - Gary not available. Tabled. 	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"> • Casey to send email to Executive Council to foster discussion around finances, with Treasurer's input. 	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</p>	Casey

	<p>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 	
5.06	<p>Update from BC Page</p> <ul style="list-style-type: none"> Putting items together this week and confirming amount of material October 31 release date → next few days deadline to submit items; forward as appropriate Elizabeth will be supporting with pulling together the issue as Associate Editor <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Casey to provide Stacey with branch update by end of day 	Stacey
5.07	<p>Update from Historian</p> <ul style="list-style-type: none"> Tim not available, but Casey gave following updates <ul style="list-style-type: none"> New crest has been purchased to replace one lost by Purolator. \$1000 received in compensation from Purolator has gone to the new one Tim has requested feedback from Branch on social/sporting events hosted by CIPHI. <ul style="list-style-type: none"> Discussion was held: no large interest seen in these, but perhaps some possibility if there's interested organizers Suggestion on ways to bring us together without physically bringing us together (e.g. philanthropic endeavours) <p>ACTION ITEM: IN PROGRESS</p> <ul style="list-style-type: none"> Casey to email photo of new crest to group Casey to forward Tim's email to group about social/sporting events for further conversation 	Tim
5.08	<p>Finance Update</p> <ul style="list-style-type: none"> John not available. Tabled. 	John
5.09	<p>Website & Social Media:</p> <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

5.10	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • New student reps have been identified: Amber Dhillon is 1st year rep, and Kelsey Lutz stays on as 2nd year rep (was previously 1st year rep) • Jessica has been in contact with them about upcoming events • Discussion around engaging students - perhaps modifying meeting schedule for 1 or 2 meetings to allow them to attend 	Jessica
5.11	<p>BC Executive Council Update</p> <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 • Suggestion: include write-up on roles & responsibilities for Executive Secretary in next BC page • Casey has sent out call for nominations for AGM. Additional tasks required as part of planning (written notice of date, time, location 14-60d before; post on website for 21d; put together AGM binder with reports; develop agenda, etc.) <p>ACTION ITEM: IN PROGRESS/COMPLETE</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	
6.1	<p>EPH Week 2019</p> <ul style="list-style-type: none"> • Happy EPH Week! • President's Message (National + Branch) going out today • Proclamation received from Province 	Casey
6.2	<p>NEC Update</p> <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	<p>CIPHI Awards</p> <ul style="list-style-type: none"> - Look at recognizing Gordon Moseley for time and work put into CIPHI with an award - Jessica to support Tiffany & Nadia on Awards Committee - ACTION ITEM: IN PROGRESS - Casey to send out awards info along with AGM reminder 	Jessica
	Adjournment:	
	Motioned [Jaqui] Seconded [Jessica]	
	Adjournment at <u>09:44</u> Hours	
	Next Meeting: November 19, 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	