

BC Branch CIPHI Executive Council Meeting

Agenda

April 20, 2021 from 08:45 to 10:15 PST
Via Google Meet

ITEM	DETAILS	NAME (S)																											
	Location: Google Meet																												
1.00	Roll Call																												
Members	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Past President</td> <td style="width: 65%;">Casey Neathway</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Stephanie Tooke</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President-Elect</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Treasurer</td> <td>John Pickles</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Aletta Schurter</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Michael Wu</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jessica Ip</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> </tr> </tbody> </table> <p style="text-align: center;"><i>Those highlighted in yellow are absent</i></p> <p>Call to order: 9:00am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	President-Elect	VACANT	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	Aletta Schurter	<input type="checkbox"/>	Councillor	Michael Wu	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	Councillor	Jacqueline Chiu	All
<input type="checkbox"/>	Past President	Casey Neathway																											
<input type="checkbox"/>	President	Stephanie Tooke																											
<input type="checkbox"/>	President-Elect	VACANT																											
<input type="checkbox"/>	Treasurer	John Pickles																											
<input type="checkbox"/>	Executive Secretary	Celine Hsin																											
<input type="checkbox"/>	Councillor	Aletta Schurter																											
<input type="checkbox"/>	Councillor	Michael Wu																											
<input type="checkbox"/>	Councillor	Jessica Ip																											
<input type="checkbox"/>	Councillor	Jacqueline Chiu																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">Councillor</td> <td style="width: 65%;">Amber Lee</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Shesha Sdikari</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Amber Dhillon</td> </tr> </tbody> </table> <p>Guests:</p> <p><i>Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</i></p> <p style="text-align: center;"><i>*Indicates maternity/paternal leave</i></p>	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	1st Year Student Liaison	Shesha Sdikari	<input type="checkbox"/>	2nd Year Student Liaison	Amber Dhillon				
<input type="checkbox"/>	Councillor	Amber Lee																											
<input type="checkbox"/>	Councillor	VACANT																											
<input type="checkbox"/>	Councillor	VACANT																											
<input type="checkbox"/>	Councillor	VACANT																											
<input type="checkbox"/>	Councillor	VACANT																											
<input type="checkbox"/>	Councillor	VACANT																											
<input type="checkbox"/>	1st Year Student Liaison	Shesha Sdikari																											
<input type="checkbox"/>	2nd Year Student Liaison	Amber Dhillon																											

	* denotes that a document was circulated for NEC to review prior to the meeting	
1.1	<p>Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>)</p> <p>Quorum Met []. Quorum not met [x].</p> <p>Meeting deferred to May 18,2021 as Quorum was not met</p>	All
2.00	Approval of Agenda	All
2.01	<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • <p>Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email April 19, 2021.</p> <p>Motioned []. Seconded []</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 March 16, 2021 as circulated via email on March 15, 2021.</p> <p>Motioned []. Seconded [].</p>	All
4.00	Electronic Motions	
	None	
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • PD Model and CPC Reference Guide revamp underway • New Member Service Centre software approved, expecting the launch of a new program in Fall of 2021. Updated PD Model will be finalized to coincide with this launch. 	Stacey

	<ul style="list-style-type: none"> • Audits for 2020 have begun. Members were still expected to comply with the 80 PDH submission requirement. Lots of latitude given on any COVID related submissions. Targeting same annual audit deadlines as previous years. We have acquired some additional supports from outside the CoPE group to complete audits this year as there are more than the average year – this is due to the Progressive Compliance Cycle and the re-audits of all of the 2019 audit failures. • Watch for communication on CPC Codes as CoPE is moving away from issuing out approval codes. In an effort to simplify PDH submissions, CoPE and NEC are partnering to establish a list of agencies which host approved activities as opposed to approved specific courses/webinars/activities. • Reminder to keep submitting PDHs this year. Even during a Pandemic, we need to keep our EPH brains sharp! 	
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • The Spring 2021 Edition is still set for release on April 30, 2021. It will be a crunch to get it done but I have received lots of materials from members (thank you!) • Submission deadline lapsed on the 16th but expecting some materials up to the 21st 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • Lots - Gary to provide during the meeting 	Gary
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • No update <p>ACTION -Tim to connect with Stephanie and Aletta regarding connecting retirees to the cphi</p> <ul style="list-style-type: none"> ○ Idea: mentorship between retirees and students ○ Student cphi liaisons to connect with other students at bcit to see if this is something students are interested in 	Tim

5.05	Finance Update: * <ul style="list-style-type: none"> • April Treasurers Report 	John
5.06	Liaising with Ministry & Unions - News and Updates <ul style="list-style-type: none"> • No updates 	Stephanie
5.07	Social Media Update: <ul style="list-style-type: none"> • Discuss enhancing social media presence 	Stephanie
5.08	BCIT Branch Relations / Student Liaison <ul style="list-style-type: none"> • Update from Jessica 	Jessica
5.09	NEC Update <ul style="list-style-type: none"> • Annual education conferences <ul style="list-style-type: none"> ○ Majority of provinces have put on hold <ul style="list-style-type: none"> ■ AB and MB planning on 2021 conferences • EHFC <ul style="list-style-type: none"> ○ Some provinces would like to know more on what organizations role • Advocacy <ul style="list-style-type: none"> ○ Support for PHI's/EHO's ○ Manitoba: advocacy statement, "day in the life" ○ 3-page advocacy update from Be The Change on the CIPHI strategy ○ Casey/Kevin/Kari to set aside time to attend branch meetings & speak to advocacy and national vision ○ Ongoing contract with ISC/Be The Change to support recruitment & retention; focus on unique and different type of work of "federal" EPHOs • Education Committee <ul style="list-style-type: none"> ○ Original plan included transfer of funding from Ontario to National; some concerns from ON Branch ○ Focus on nationalizing process, starting fresh 	Casey/Steph

	<ul style="list-style-type: none"> ○ National funds have been allocated to this initiative in 2021 Budget <ul style="list-style-type: none"> ■ Question to pose to branches: <ul style="list-style-type: none"> ● Interest in partnership/sponsorship ■ Alberta would be willing to sponsor: was planning on doing monthly sessions anyway, but put on pause since National was developing ■ ○ Focus on a niche for “soft skills” for public health professionals (not just technical skills within the realm of other training/education agencies) ○ BC Branch launching survey from Education Committee on what types of activities/they’d like to receive <ul style="list-style-type: none"> ■ Can also bring Branch educational opportunities up to the National level for broader sharing & collaboration 	
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● Update from Aletta <p>ACTION - Aletta to work with Stephanie on test running the survey and getting feedback from executive council</p> <ul style="list-style-type: none"> ● Survey has been tested - Update from Aletta on feedback 	Aletta
6.2	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> ● President-Elect & 5 Councillor Positions Vacant <ul style="list-style-type: none"> ○ Please recruit <p>ACTION - Stephanie to determine if there are any max per health authority representatives in the executive council</p> <ul style="list-style-type: none"> ● There is no maximum. Individual must be an active CIPHI member 	Stephanie
7.0	New Business	

7.1	CIPHI BC Awards <ul style="list-style-type: none"> • 	Jessica
7.2	CIPHI BC Masks <ul style="list-style-type: none"> • Number of members per Health Authority has been provided to Jessica • Thank you note to be provided in BC Page - Branch update, social media and email: <ul style="list-style-type: none"> ○ Message: "On behalf of the BC CIPHI branch executive, we would like to thank you for your hard work, dedication and membership to CIPHI and the Environmental Public Health profession. As a token of our appreciation, we would like to gift you a reusable face mask with an embroider CIPHI logo." ACTION <ul style="list-style-type: none"> • John to determine sale price for extra ciphi masks for EHOs who are not ciphi members 	Stephanie/Jessica
7.3	Promotion/Merchandise * <ul style="list-style-type: none"> • Golf shirt inventory <ul style="list-style-type: none"> ○ Extra Large = 14 ○ Large = 26 ○ Medium = 27 ○ Small = 28 • Cost per shirt = 36.88 <ul style="list-style-type: none"> ○ Variable cost is postage ○ Regular post may lower cost slightly • Once final invoice is received for face masks, John can determine price using same calculation 	John/Stephanie
7.4	Orientation Manual/Job Descriptions/Committees * <ul style="list-style-type: none"> • Revision required of orientation manual and job descriptions <ul style="list-style-type: none"> ○ Many job descriptions overdue for review <ul style="list-style-type: none"> ■ Due date: January 2020 • Committee Membership + Work plans 	Stephanie

	<ul style="list-style-type: none"> ○ As per councillor job description to be a member of at least 2 BC Branch committees <u>OR</u> Chair of one committee ○ To determine which committees to focus given the current state of our work <ul style="list-style-type: none"> ■ Awards ■ BC Page ■ Education ■ Finance ■ Promotions/Advocacy Membership ■ Nominations ■ Social ■ Website & Social Media ○ Active BC Branch councillor members to select new committees to partake in and/or remain as active participants on current committees 	
<p>Adjournment at 9:00am Motioned []. Seconded []</p>		
<p>Next Meeting: (Tuesday May 18th, 2021)</p>		