

**BC Branch CIPHI Executive Council Meeting**

**Minutes**

January 19, 2021 from 08:45 to 10:15 PST  
Via Google Meet

ITEM	DETAILS	NAME (S)																																																						
	<b>Location:</b> Google Meet																																																							
<b>1.00</b>	<b>Roll Call</b>																																																							
Members	<table border="1"> <tr> <td data-bbox="397 667 451 779"><input type="checkbox"/></td> <td data-bbox="451 667 574 779">Past President</td> <td data-bbox="574 667 724 779">Casey Neathway</td> <td data-bbox="755 667 808 779"><input type="checkbox"/></td> <td data-bbox="808 667 997 779">Counilor</td> <td data-bbox="997 667 1162 779">Jacqueline Chiu</td> </tr> <tr> <td data-bbox="397 779 451 890"><input type="checkbox"/></td> <td data-bbox="451 779 574 890">President</td> <td data-bbox="574 779 724 890">Stephanie Tooke</td> <td data-bbox="755 779 808 890"><input type="checkbox"/></td> <td data-bbox="808 779 997 890">Counilor</td> <td data-bbox="997 779 1162 890">Michael Wu</td> </tr> <tr> <td data-bbox="397 890 451 1001"><input type="checkbox"/></td> <td data-bbox="451 890 574 1001">President-Elect</td> <td data-bbox="574 890 724 1001">VACANT</td> <td data-bbox="755 890 808 1001"><input type="checkbox"/></td> <td data-bbox="808 890 997 1001">Counilor</td> <td data-bbox="997 890 1162 1001">Elizabeth Thomson</td> </tr> <tr> <td data-bbox="397 1001 451 1113"><input type="checkbox"/></td> <td data-bbox="451 1001 574 1113">Treasurer</td> <td data-bbox="574 1001 724 1113">John Pickles</td> <td data-bbox="755 1001 808 1113"><input type="checkbox"/></td> <td data-bbox="808 1001 997 1113">Counilor</td> <td data-bbox="997 1001 1162 1113">VACANT</td> </tr> <tr> <td data-bbox="397 1113 451 1224"><input type="checkbox"/></td> <td data-bbox="451 1113 574 1224">Executive Secretary</td> <td data-bbox="574 1113 724 1224">Celine Hsin</td> <td data-bbox="755 1113 808 1224"><input type="checkbox"/></td> <td data-bbox="808 1113 997 1224">Counilor</td> <td data-bbox="997 1113 1162 1224">VACANT</td> </tr> <tr> <td data-bbox="397 1224 451 1335"><input type="checkbox"/></td> <td data-bbox="451 1224 574 1335">Counilor</td> <td data-bbox="574 1224 724 1335">Aletta Schurter</td> <td data-bbox="755 1224 808 1335"><input type="checkbox"/></td> <td data-bbox="808 1224 997 1335">1st Year Student Liaison</td> <td data-bbox="997 1224 1162 1335">Shesha Sdikari</td> </tr> <tr> <td data-bbox="397 1335 451 1446"><input type="checkbox"/></td> <td data-bbox="451 1335 574 1446">Counilor</td> <td data-bbox="574 1335 724 1446">Paul Cseke</td> <td data-bbox="755 1335 808 1446"><input type="checkbox"/></td> <td data-bbox="808 1335 997 1446">2nd Year Student Liaison</td> <td data-bbox="997 1335 1162 1446">Amber Dhillon</td> </tr> <tr> <td data-bbox="397 1446 451 1558"><input type="checkbox"/></td> <td data-bbox="451 1446 574 1558">Counilor</td> <td data-bbox="574 1446 724 1558">Jessica Ip</td> <td colspan="3" data-bbox="755 1446 1162 1480"><i>Guests:</i></td> </tr> <tr> <td data-bbox="397 1558 451 1591"><input type="checkbox"/></td> <td data-bbox="451 1558 574 1591">Counilor</td> <td data-bbox="574 1558 724 1591">Daniel Fong</td> <td colspan="3" data-bbox="755 1480 1162 1598"><i>Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</i></td> </tr> </table> <p data-bbox="397 1619 724 1675"><i>Those highlighted in yellow are absent</i></p> <p data-bbox="787 1629 1138 1661"><i>*Indicates maternity/paternal leave</i></p> <p data-bbox="397 1730 704 1764">Call to order: 08:56 am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Counilor	Jacqueline Chiu	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Counilor	Michael Wu	<input type="checkbox"/>	President-Elect	VACANT	<input type="checkbox"/>	Counilor	Elizabeth Thomson	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Counilor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Counilor	VACANT	<input type="checkbox"/>	Counilor	Aletta Schurter	<input type="checkbox"/>	1st Year Student Liaison	Shesha Sdikari	<input type="checkbox"/>	Counilor	Paul Cseke	<input type="checkbox"/>	2nd Year Student Liaison	Amber Dhillon	<input type="checkbox"/>	Counilor	Jessica Ip	<i>Guests:</i>			<input type="checkbox"/>	Counilor	Daniel Fong	<i>Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</i>			All
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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><b>Quorum Met [ x]. Quorum not met [ ].</b></p>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
	<b>Motioned [John ]. Seconded [ Celine ]</b>	
2.01	<p><b>Additions to Agenda:</b></p> <p><b>Motion:</b> To approve as Agenda for today's BC Branch Executive Council Meeting as circulated via email on January 18, 2021.</p> <p><b>Motioned [ John ]. Seconded [ Celine]</b></p>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
3.01	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on October 20, 2020 as circulated via email on October 20, 2020.</p> <p><b>Motioned [ Jessica ]. Seconded [John ].</b></p>	All
<b>4.00</b>	<b>Electronic Motions</b>	
	N/A	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>• Stacey not available <ul style="list-style-type: none"> <li>○ Defer until next meeting</li> </ul> </li> </ul>	Stacey
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>• Update from Stephanie: <ul style="list-style-type: none"> <li>○ Winter edition to be released soon</li> </ul> </li> </ul>	Stacey
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>• BOC - Starts tomorrow Jan 19th, 2021 <ul style="list-style-type: none"> <li>○ Kudos to the BOC committee for their efforts to ensure the BOC exam could take place</li> </ul> </li> </ul>	Jessica

	<ul style="list-style-type: none"> <li>• BOC exam to follow normal schedule (April + October) for the rest of 2021</li> <li>•</li> </ul>	
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>• Tim not available <ul style="list-style-type: none"> <li>○ Defer until next meeting</li> </ul> </li> </ul>	Tim
5.05	<p><b>Finance Update:</b></p> <ul style="list-style-type: none"> <li>• Provisional Report sent out for group to reference</li> <li>• Financial situation in good shape for 2021</li> <li>• Update from Stephanie: Made a donation to EHF in December 2020</li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <ul style="list-style-type: none"> <li>• New Executive Director of Health Protection Branch (Tim Lambert out, Trish Sterloff in) <ul style="list-style-type: none"> <li>○ Casey to reach out and make introductions, begin dialogue</li> <li>○ Casey not available</li> <li>○ <b>ACTION</b> - To follow up with Casey</li> </ul> </li> </ul>	Casey
5.07	<p><b>Social Media Update:</b></p> <ul style="list-style-type: none"> <li>• Paule or Casey unavailable <ul style="list-style-type: none"> <li>○ Defer until next meeting</li> </ul> </li> </ul>	Paul/Casey
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>• Amber Dhillon (2nd year liaison)</li> <li>• Shesha Adikari (1st year liaison)</li> <li>• Welcome to Shesha who is joining us today</li> <li>• Student body welcome to bring any issues to BC Branch</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• Phase II of advocacy contract with Be The Change Group (includes new website, outreach) <ul style="list-style-type: none"> <li>○ Getting Started</li> </ul> </li> </ul>	Casey/Stephanie
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>AGM</b></p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Need to form Executive sub-committee to support (ideally somebody from each Health Authority or Region to navigate tech)</li> </ul>	Stephanie

<b>6.2</b>	<b>Education Committee</b> <b>ACTION</b> <ul style="list-style-type: none"> <li>• Need a new member of Education Committee</li> </ul>	Stephanie
<b>6.3</b>	<b>Executive Council</b> <b>ACTION</b> <ul style="list-style-type: none"> <li>• President-Elect &amp; Three Councilor positions vacant</li> </ul>	Stephanie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<b>CIPHI BC Awards</b> <ul style="list-style-type: none"> <li>• To reach out to Dr. Bonnie Henry's office to determine how to present her award <ul style="list-style-type: none"> <li>○ Logistics to be determined on presentation</li> <li>○ Q: Where to send the award? <ul style="list-style-type: none"> <li>■ <b>ACTION</b> - To determine where to send the awards</li> <li>■ <b>ACTION</b> - Take photos of the presentation to include in branch communication</li> </ul> </li> </ul> </li> <li>• 2020 awards; three nominations <ul style="list-style-type: none"> <li>○ Please do not announce yet and recipients do not know yet</li> <li>○ Please keep within the committee</li> </ul> </li> </ul>	Jessica
<b>7.2</b>	<b>Adobe Connect</b> <ul style="list-style-type: none"> <li>• Adobe Connect is to expire at the end of the month <ul style="list-style-type: none"> <li>○ To renew the BC contract now, or wait until NEC makes a decision to purchase and use Adobe Connect under NEC contract?</li> </ul> </li> <li>• Process - <ul style="list-style-type: none"> <li>○ Have enough funds to renew contract and to allocate a portion of funds if NEC decides to use Adobe connect</li> <li>○ May have tandem use but would keep Adobe Connect active in the meantime for items such as the webinar series</li> </ul> </li> </ul> <p><b>Majority Voted - To renew BC contract with Adobe Connect</b></p>	Stephanie

	<b>Action</b> - Renew contract before expiration at end of the month	
	Adjournment at 09:22 pm <b>Motioned [ Jessica]. Seconded [John ]</b>	
	<b>Next Meeting: (February 16, 2021)</b>	

<b>Calendar of Events 2021</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• BOC's - January 20, 2021</li> <li>• CIPHI CPC - PDHs due January 31<sup>st</sup></li> </ul>
<b>February</b>	
<b>March</b>	<ul style="list-style-type: none"> <li>• World Water Day - March 22, 2021 - Theme: 'Valuing Water'</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• CIPHI's Birthday - April 19, 2021 (108 years)</li> <li>• BOC's – April 28, 2021</li> </ul>
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>• EPHW September 20-24, 2021</li> <li>• World Environmental Health Day: September 26, 2021</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• BOC's – October 20, 2021</li> <li>•</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• CIPHI AGM -</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• CIPHI BC/YT AGM - December 2021</li> </ul>