

BC Branch CIPHI Executive Council Meeting

Minutes

June 15, 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"> <tr> <td data-bbox="396 716 451 827"><input type="checkbox"/></td> <td data-bbox="451 716 574 827">Past President</td> <td data-bbox="574 716 721 827">Casey Neathway</td> <td data-bbox="753 716 808 827"><input type="checkbox"/></td> <td data-bbox="808 716 997 827">Councillor</td> <td data-bbox="997 716 1159 827">Amber Lee</td> </tr> <tr> <td data-bbox="396 827 451 938"><input type="checkbox"/></td> <td data-bbox="451 827 574 938">President</td> <td data-bbox="574 827 721 938">Stephanie Tooke</td> <td data-bbox="753 827 808 938"><input type="checkbox"/></td> <td data-bbox="808 827 997 938">Councillor</td> <td data-bbox="997 827 1159 938">Tegbir Gill</td> </tr> <tr> <td data-bbox="396 938 451 1050"><input type="checkbox"/></td> <td data-bbox="451 938 574 1050">President-Elect</td> <td data-bbox="574 938 721 1050">VACANT</td> <td data-bbox="753 938 808 1050"><input type="checkbox"/></td> <td data-bbox="808 938 997 1050">Councillor</td> <td data-bbox="997 938 1159 1050">VACANT</td> </tr> <tr> <td data-bbox="396 1050 451 1161"><input type="checkbox"/></td> <td data-bbox="451 1050 574 1161">Treasurer</td> <td data-bbox="574 1050 721 1161">John Pickles</td> <td data-bbox="753 1050 808 1161"><input type="checkbox"/></td> <td data-bbox="808 1050 997 1161">Councillor</td> <td data-bbox="997 1050 1159 1161">VACANT</td> </tr> <tr> <td data-bbox="396 1161 451 1272"><input type="checkbox"/></td> <td data-bbox="451 1161 574 1272">Executive Secretary</td> <td data-bbox="574 1161 721 1272">Celine Hsin</td> <td data-bbox="753 1161 808 1272"><input type="checkbox"/></td> <td data-bbox="808 1161 997 1272">Councillor</td> <td data-bbox="997 1161 1159 1272">VACANT</td> </tr> <tr> <td data-bbox="396 1272 451 1383"><input type="checkbox"/></td> <td data-bbox="451 1272 574 1383">Councillor</td> <td data-bbox="574 1272 721 1383">Aletta Schurter</td> <td data-bbox="753 1272 808 1383"><input type="checkbox"/></td> <td data-bbox="808 1272 997 1383">1st Year Student Liaison</td> <td data-bbox="997 1272 1159 1383">Shesha Sdikari</td> </tr> <tr> <td data-bbox="396 1383 451 1495"><input type="checkbox"/></td> <td data-bbox="451 1383 574 1495">Councillor</td> <td data-bbox="574 1383 721 1495">Michael Wu</td> <td data-bbox="753 1383 808 1495"><input type="checkbox"/></td> <td data-bbox="808 1383 997 1495">2nd Year Student Liaison</td> <td data-bbox="997 1383 1159 1495">Amber Dhillon</td> </tr> <tr> <td colspan="6" data-bbox="753 1444 1159 1478">Guests:</td> </tr> <tr> <td colspan="6" data-bbox="753 1499 1159 1604">Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="6" data-bbox="753 1625 1159 1667"><i>*Indicates maternity/paternal leave</i></td> </tr> </table> <p data-bbox="396 1688 721 1751"><i>Those highlighted in yellow are absent</i></p> <p data-bbox="396 1814 721 1856">Call to order: 8:51am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President-Elect	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Aletta Schurter	<input type="checkbox"/>	1st Year Student Liaison	Shesha Sdikari	<input type="checkbox"/>	Councillor	Michael Wu	<input type="checkbox"/>	2nd Year Student Liaison	Amber Dhillon	Guests:						Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian						<i>*Indicates maternity/paternal leave</i>						All
<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Amber Lee																																																									
<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill																																																									
<input type="checkbox"/>	President-Elect	VACANT	<input type="checkbox"/>	Councillor	VACANT																																																									
<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Councillor	VACANT																																																									
<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT																																																									
<input type="checkbox"/>	Councillor	Aletta Schurter	<input type="checkbox"/>	1st Year Student Liaison	Shesha Sdikari																																																									
<input type="checkbox"/>	Councillor	Michael Wu	<input type="checkbox"/>	2nd Year Student Liaison	Amber Dhillon																																																									
Guests:																																																														
Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian																																																														
<i>*Indicates maternity/paternal leave</i>																																																														

	* denotes that a document was circulated for NEC to review prior to the meeting	
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	Additions to Agenda: • None Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email June 14, 2021. Motioned [Aletta]. Seconded [John]	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on May 20, 2021 as circulated via email on May 19, 2021. Motioned [John]. Seconded [Aletta].	All
4.00	Electronic Motions	
	None	
5.00	Standing Business	
5.01	CoPE Update:	Stacey
5.02	BC Page Update:	Stacey

	<ul style="list-style-type: none"> • No update 	
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • No update this month 	Gary
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • Proposed change of the membership fee for retired members <ul style="list-style-type: none"> ○ Approval at next National AGM ○ Seeking support from 1-2 branches <p>Action - Tim to send the proposal letter for membership fee change for retired members to Stephanie</p> <p>Action -Tim to connect with Stephanie on connecting retirees to the cphi</p> <p>Ideas:</p> <ul style="list-style-type: none"> - Mentorship between retirees and students - Encourage bcit students to enroll as cphi members and then connecting them with the mentorship program to boost student membership - Student cphi liaison survey results has good ideas from bcit students <p>Action -Jessica to reach out to BCIT department head regarding collaboration with the working group</p> <p>Working group for mentorship:</p> <ul style="list-style-type: none"> - Jessica - Tim - Shesha - Aletta - Tegbir 	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Corporate Tax Return Complete • Review Treasurer’s Report for May 2021 • Revenue looking good • Less expenses so far compared to previous years due to covid 	John

5.06	Liaising with Ministry & Unions - News and Updates <ul style="list-style-type: none"> ● No updates 	Stephanie
5.07	Engagement/Social Media Update: <ul style="list-style-type: none"> ● Social media posts <ul style="list-style-type: none"> ○ TEO spotlight FB posts were a huge success ○ Ideas for upcoming FB posts: National indigenous day (June 21), Canada Day (July 1) Action - Stephanie to find out the account info for twitter. Tegbir is interested in helping out with the twitter account. <ul style="list-style-type: none"> ● Summary of Survey Results <ul style="list-style-type: none"> ○ 18 participant responses ○ Most interest in drinking water and food safety topics ○ High interest in mentorship ● Ideas for survey: <ul style="list-style-type: none"> ○ Put some infographic of survey results into the newsletter ○ Email survey to each member (not a lot of engagement from members with FB) ○ Recurring FB post on what ciphi does or what ciphi is working on 	Aletta
5.08	BCIT Branch Relations / Student Liaison <ul style="list-style-type: none"> ● No update 	Jessica
5.09	NEC Update <ul style="list-style-type: none"> ● Next NEC meeting scheduled for Friday, June 18th <ul style="list-style-type: none"> ○ Update will be provided next branch meeting 	Casey/Steph
6.0	Old Business	
6.1	Education Committee <ul style="list-style-type: none"> ● CIPHI Continuous Education Strategy 	Aletta

	<ul style="list-style-type: none"> ○ Goal: Develop a program for CIPHI members to create research and present their results with support from CIPHI <ul style="list-style-type: none"> ■ Similar to BCIT research projects ○ Create a working group of 5 members ○ Refer to Education project proposal for details ○ Idea: reach out to the environmental health foundation for sponsorship ● Council members to review the Education project proposal and decide if it is feasible 	
6.2	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> ● President-Elect & 4 Councillor Positions <ul style="list-style-type: none"> ○ Vacant <ul style="list-style-type: none"> ■ Please recruit 	Stephanie
7.0	New Business	
7.2	<p>CIPHI BC Masks</p> <ul style="list-style-type: none"> ● Help finding the last remaining members yet to receive their mask ● Member feedback received via email <ul style="list-style-type: none"> ○ <i>“Just received my CIPHI face mask. What a great idea. It is the best non-medical mask I have seen! I have ordered two additional through Stormtech. Thank you! Stay safe, Bill”</i> 	Jessica
7.3	<p>Promotion/Merchandise *</p> <ul style="list-style-type: none"> ● Golf shirt inventory <ul style="list-style-type: none"> ○ Extra Large = 14 ○ Large = 26 	John/Stephanie

	<ul style="list-style-type: none"> ○ 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 ● Cost to purchase a CIPHI mask = \$20.00 	
<p>7.4</p>	<p>Orientation Manual/Job Descriptions/Committees *</p> <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 <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 	<p>Stephanie</p>

	<ul style="list-style-type: none">■ Nominations■ Social■ Website & Social Media <ul style="list-style-type: none">○ Active BC Branch councillor members to select new committees to partake in and/or remain as active participants on current committees	
	Adjournment at 10:11am Motioned [Jackie]. Seconded [Jessica]	
	Next Meeting: (Tuesday July 20th, 2021)	