

BC Branch CIPHI Executive Council Meeting

Minutes

March 16, 2021 from 08:45 to 10:15 PST
Via Google Meet

| ITEM | DETAILS | NAME (S) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Location: Google Meet | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.00 | Roll Call | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Members | <table border="1"> <tbody> <tr> <td data-bbox="399 674 451 779"><input type="checkbox"/></td> <td data-bbox="451 674 578 779">Past President</td> <td data-bbox="578 674 727 779">Casey Neathway</td> <td data-bbox="756 674 808 779"><input type="checkbox"/></td> <td data-bbox="808 674 1000 779">Counilor</td> <td data-bbox="1000 674 1162 779">Jacqueline Chiu</td> </tr> <tr> <td data-bbox="399 779 451 884"><input type="checkbox"/></td> <td data-bbox="451 779 578 884">President</td> <td data-bbox="578 779 727 884">Stephanie Tooke</td> <td data-bbox="756 779 808 884"><input type="checkbox"/></td> <td data-bbox="808 779 1000 884">Counilor</td> <td data-bbox="1000 779 1162 884">Amber Lee</td> </tr> <tr> <td data-bbox="399 884 451 989"><input type="checkbox"/></td> <td data-bbox="451 884 578 989">President-Elect</td> <td data-bbox="578 884 727 989">VACANT</td> <td data-bbox="756 884 808 989"><input type="checkbox"/></td> <td data-bbox="808 884 1000 989">Counilor</td> <td data-bbox="1000 884 1162 989">VACANT</td> </tr> <tr> <td data-bbox="399 989 451 1094"><input type="checkbox"/></td> <td data-bbox="451 989 578 1094">Treasurer</td> <td data-bbox="578 989 727 1094">John Pickles</td> <td data-bbox="756 989 808 1094"><input type="checkbox"/></td> <td data-bbox="808 989 1000 1094">Counilor</td> <td data-bbox="1000 989 1162 1094">VACANT</td> </tr> <tr> <td data-bbox="399 1094 451 1199"><input type="checkbox"/></td> <td data-bbox="451 1094 578 1199">Executive Secretary</td> <td data-bbox="578 1094 727 1199">Celine Hsin</td> <td data-bbox="756 1094 808 1199"><input type="checkbox"/></td> <td data-bbox="808 1094 1000 1199">Counilor</td> <td data-bbox="1000 1094 1162 1199">VACANT</td> </tr> <tr> <td data-bbox="399 1199 451 1304"><input type="checkbox"/></td> <td data-bbox="451 1199 578 1304">Counilor</td> <td data-bbox="578 1199 727 1304">Aletta Schurter</td> <td data-bbox="756 1199 808 1304"><input type="checkbox"/></td> <td data-bbox="808 1199 1000 1304">1st Year Student Liaison</td> <td data-bbox="1000 1199 1162 1304">Shesha Sdikari</td> </tr> <tr> <td data-bbox="399 1304 451 1409"><input type="checkbox"/></td> <td data-bbox="451 1304 578 1409">Counilor</td> <td data-bbox="578 1304 727 1409">Michael Wu</td> <td data-bbox="756 1304 808 1409"><input type="checkbox"/></td> <td data-bbox="808 1304 1000 1409">2nd Year Student Liaison</td> <td data-bbox="1000 1304 1162 1409">Amber Dhillon</td> </tr> <tr> <td data-bbox="399 1409 451 1514"><input type="checkbox"/></td> <td data-bbox="451 1409 578 1514">Counilor</td> <td data-bbox="578 1409 727 1514">Jessica Ip</td> <td colspan="3" data-bbox="756 1409 1162 1566"> Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Gary Tam, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> </td> </tr> <tr> <td data-bbox="399 1514 451 1619"><input type="checkbox"/></td> <td data-bbox="451 1514 578 1619">Counilor</td> <td data-bbox="578 1514 727 1619">Daniel Fong</td> <td colspan="3" data-bbox="756 1566 1162 1619"> <i>*Indicates maternity/paternal leave</i> </td> </tr> </tbody> </table> <p data-bbox="399 1650 727 1703"><i>Those highlighted in yellow are absent</i></p> <p data-bbox="399 1755 656 1797">Call to order: 08:54</p> | <input type="checkbox"/> | Past President | Casey Neathway | <input type="checkbox"/> | Counilor | Jacqueline Chiu | <input type="checkbox"/> | President | Stephanie Tooke | <input type="checkbox"/> | Counilor | Amber Lee | <input type="checkbox"/> | President-Elect | VACANT | <input type="checkbox"/> | Counilor | VACANT | <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 | Michael Wu | <input type="checkbox"/> | 2nd Year Student Liaison | Amber Dhillon | <input type="checkbox"/> | Counilor | Jessica Ip | Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Gary Tam, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> | | | <input type="checkbox"/> | Counilor | Daniel Fong | <i>*Indicates maternity/paternal leave</i> | | | All |
| <input type="checkbox"/> | Past President | Casey Neathway | <input type="checkbox"/> | Counilor | Jacqueline Chiu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | President | Stephanie Tooke | <input type="checkbox"/> | Counilor | Amber Lee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | President-Elect | VACANT | <input type="checkbox"/> | Counilor | VACANT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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>Quorum Met [x]. Quorum not met [].</p> | All |
| 2.00 | <p>Approval of Agenda</p> <p>Motioned [Jessica]. Seconded [Celine]</p> | All |
| 2.01 | <p>Additions to Agenda:</p> <p>Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email on March 15, 2021.</p> <p>Motioned [Jessica]. Seconded [Celine]</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 February 23, 2021 as circulated via email on February 22, 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"> • About to kick off audit season, expect to be fairly busy • Finalizing new member service centre, hoping to have it launched by summer • Updating the PD model and reference guide | Stacey |
| 5.02 | <p>BC Page Update:</p> <ul style="list-style-type: none"> • Next addition to come out end of april • Looking into ad campaign and ways to recruit • Looking into submissions regarding how covid has affected each individual | Stacey |

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| | <ul style="list-style-type: none"> • Questionnaire to members for engagement via social media, emails • Email copies of the BC page to retirees | |
| 5.03 | BOC Update: <ul style="list-style-type: none"> • No updates | Gary |
| 5.04 | Historian Update: <ul style="list-style-type: none"> • Typing of old BC Branch minutes starting back in 1925 • Current National Historical project regarding all Branch Presidents • Disconnect between retirees and cipi, don't feel like they are getting much information <ul style="list-style-type: none"> ○ Retiree members paying membership and not getting much in return ACTION -Tim to connect with Stephanie and Aletta regarding connecting retirees to the cipi <ul style="list-style-type: none"> ○ Idea: mentorship between retirees and students ○ Student cipi 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"> • Branch rebates received for 2021 memberships • Branch in good financial position <ul style="list-style-type: none"> ○ Masks have been paid and ordered | John |
| 5.06 | Liaising with Ministry & Unions - News and Updates <ul style="list-style-type: none"> • New Executive Director of Health Protection Branch (Tim Lambert out, Trish Sterloff in) <ul style="list-style-type: none"> ○ Casey to reach out and make introductions, begin dialogue ○ ACTION - To follow up with Casey | Casey |
| 5.07 | Social Media Update: <ul style="list-style-type: none"> • No updates | Casey |
| 5.08 | BCIT Branch Relations / Student Liaison <ul style="list-style-type: none"> • Student practicum has started on March 15 | Jessica |
| 5.09 | NEC Update | Casey/Steph |

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| | <ul style="list-style-type: none"> ● Action: Stephanie to find out if there is a fee for the webinaires and workshops <ul style="list-style-type: none"> ○ Education committee is still working on details and fees are yet to be determined ● Updating of the national website, looking to improve member service centre, some policy updates | |
| 6.0 | Old Business | |
| 6.1 | <p>Education Committee</p> <ul style="list-style-type: none"> ● Aletta is the newest member of the Education Committee <ul style="list-style-type: none"> ○ Looking to see if its possible to move towards sponsorship rather than fee per member based ● CIPHI BC Education Survey <ul style="list-style-type: none"> ○ Purpose of this survey is to determine the interest of CIPHI members in different virtual educational opportunities <p>Motion: To go forward with launching the CIPHI BC Education Survey Motioned [Casey]. Seconded [Aletta].</p> <ul style="list-style-type: none"> ● Motion passed during meeting <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"> ● Testing Adobe Connect <ul style="list-style-type: none"> ○ Set up times either individually or as groups to test adobe connect with health authority servers ○ Need one person from each health authority to set up a time with Aletta to see if they can get into the program <ul style="list-style-type: none"> ■ Stacey from VIHA ■ Jessica from VCH | Aletta |
| 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 |

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| | ACTION - Stephanie to determine if there are any max per health authority representatives in the executive council | |
| 7.0 | New Business | |
| 7.1 | <p>CIPHI BC Awards</p> <ul style="list-style-type: none"> ● Dr. Bonnie Henry received the announcement letter of her Honorary Members Award <ul style="list-style-type: none"> ○ Email response received from Dr. Henry's office stating "On behalf of Dr. Bonnie Henry, she would like to thank you very much for the recognition, and is very honored to receive this award. She is looking forward to when you all can get together." ● Presentations of the Alex Nilsson award and the Member of the Year award presented Feb 24th <ul style="list-style-type: none"> ○ Dr. Patty Daly presented the award to the group and Steve Chong | Stephanie/Jessica |
| 7.2 | <p>CIPHI BC Masks</p> <ul style="list-style-type: none"> ● Mask update on availability and how to distribute to BC Branch members <p>ACTION</p> <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 | <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 | Stephanie |

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| | <ul style="list-style-type: none"> ■ BC Page ■ Education ■ Finance ■ Promotions/Advocacy Membership ■ 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 <p>Action- Stephanie to send out orientation manual to the council for review and feedback</p> | |
| | <p>Adjournment at 10:09 Motioned [Jessica]. Seconded [Aletta]</p> | |
| | <p>Next Meeting: (Tuesday April 20th, 2021)</p> | |