

BC Branch CIPHI Executive Council Meeting

Agenda

May 18, 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"> <tbody> <tr> <td><input type="checkbox"/></td> <td>Past President</td> <td>Casey Neathway</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> </tr> <tr> <td><input type="checkbox"/></td> <td>President</td> <td>Stephanie Tooke</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Amber Lee</td> </tr> <tr> <td><input type="checkbox"/></td> <td>President-Elect</td> <td>VACANT</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Treasurer</td> <td>John Pickles</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Aletta Schurter</td> <td><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Shesha Sdikari</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Michael Wu</td> <td><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Amber Dhillon</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Jessica Ip</td> <td colspan="3">Guests:</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Daniel Fong</td> <td colspan="3">Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian Joey C, Northern Health</td> </tr> </tbody> </table> <p align="center"><i>*Indicates maternity/paternal leave</i></p> <p align="center"><i>Those highlighted in yellow are absent</i></p> <p>Call to order: 8:50am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Amber Lee	<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	<input type="checkbox"/>	Councillor	Jessica Ip	Guests:			<input type="checkbox"/>	Councillor	Daniel Fong	Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian Joey C, Northern Health			All
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	* 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: <ul style="list-style-type: none"> • None Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email April 19, 2021. Motioned [John]. Seconded [Casey]	All
3.00	Approval of Minutes	
3.01	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. Motioned [Jessica]. Seconded [Aletta].	All
4.00	Electronic Motions	
	None	
5.00	Standing Business	
5.01	CoPE Update: <ul style="list-style-type: none"> • May Update - Plugging away at PD Model updates and syncing up with the new Member Service Centre system. • 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"> • Email to executive and contributors, for Summer Edition, will be sent out next week. The edition will be set for July 30th release. • Have had some ongoing advertising income from EOCP and Advance Continuing Ed. Any thoughts on potential advertisers, please pass along to me! • Some content from the BC webpage removed regarding EHO safety on member names 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • April 28 BOC a success in Richmond • Launched virtual exam for candidates in other provinces that couldn't hold in person BOC exam due to COVID-19 restrictions • 3 international candidates did the challenge equivalency exam • Amalgamated BOC policies into 10 different policies, which is posted on webpage (ex. policy regarding candidate examination, practicum form c, 	Gary

	<p>candidate info package)</p> <ul style="list-style-type: none"> • Entire application package (Form A to E) now have to submitted 50 days prior to oral exam, with the exception of school transcript • Currently evaluating on utilizing virtual exam in the future (ex. hybrid model) 	
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 cipi</p> <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 <ul style="list-style-type: none"> • Jessica has reached out to BCIT teachers who are interested in helping students connect to retirees <p>ACTION: Stephanie to email Tim the student survey response from Shesha and interest from BCIT teachers on helping students connect with retirees</p>	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • April Treasurers Report • Revenue looking good, most membership dues received • First quarter invoices for food safe program issued • Face mask the biggest recent expenditure (reserves covered the cost) 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> • No updates 	Stephanie
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • CIPHI newsletter and articles has been added onto the fb page • Very low engagement for education survey which has been posted online (people has looked at the post but low response) • So far responses indicate that people don't know what cipi does and how to get engaged 	Aletta

	<ul style="list-style-type: none"> • Idea for May 31 (No Tobacco Day): Spotlight some TEOs on the FB page. For example, short Q&A with TEOs and post the responses throughout the week on the fb page <p>ACTION: Jessica to connect Aletta with VCH Senior TEO for tobacco reduction</p> <p>ACTION: Jackie to connect Alette with TEO on island health</p> <p>Motion: To go forward with the TEO Q&A posts on fb at the end of the month for No-Tobacco week -> Motion passed</p> <ul style="list-style-type: none"> • Currently there is an email account of a "person" set for the fb website. Question: should there be an individual running the "person" account for engagement? <ul style="list-style-type: none"> ○ There is a ciphi national social media account who posts on various branch pages ○ The "person account" will be deleted from the fb page and the page will be ran as one account 	
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • More difficult to connect due to students not in class • Noticed that a lot of students in 2020 did not renew student membership this year. Student didn't seem to know that they need to renew membership • Some BCIT instructors are also not ciphi members <p>ACTION: Jessica to reach out to BCIT regarding CIPHI memberships for students and staff</p>	Jessica
5.09	<p>NEC Update</p> <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"> April <ul style="list-style-type: none"> ○ Support for PHI's/EHO's 	Casey/Steph

	<ul style="list-style-type: none"> ○ 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 <p>May</p> <ul style="list-style-type: none"> ○ 3-page advocacy update and website work continuing as planned ○ Broader advocacy strategy roll-out on hold pending more receptive public environment <ul style="list-style-type: none"> ● Education Committee <ul style="list-style-type: none"> April <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 ○ Branch education committee reps to connect with NEC education committee for collaboration ○ 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) May <ul style="list-style-type: none"> ○ Met with NCCEH last week to discuss education, webinars etc. to ensure not duplicating efforts 	
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	<p>ACTION: John to determine if there is room in funds for education committee partnership/sponsorship from the BC branch.</p> <p>ACTION: Aletta to determine the potential for partnership/sponsorship from the BC branch.</p> <p>ACTION: [Casey?] to pose to National on offering the use of our adobe platform as a method of sponsorship</p>	
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> • 5 response from the survey sent out • One comment received was that a similar survey was done 2-3 years ago. Uncertain where the responses from the previous survey were. If anyone knows where the responses are please let Aletta know. • Main response received was that people want food and water training • Goal: Three 1 hour education sessions. Ideas include Q&A session with various groups such as EOCP or a discussion session <p>Action [completed] - 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 <p>ACTION: Stephanie to email education survey to member contacts we have for more responses</p> <p>ACTION: Casey to train Aletta on how to use Adobe Connect</p>	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 <p>ACTION [completed] - Stephanie to determine if there are any max per health authority representatives in the</p>	Stephanie

	<p>executive council</p> <ul style="list-style-type: none"> • There is no maximum. Individual must be an active CIPHI member 	
7.0	New Business	
7.1	<p>New Councillor Candidate*</p> <ul style="list-style-type: none"> • Received executive nomination form for new councillor candidate – Tegbir Gill <ul style="list-style-type: none"> ○ Nomination form and resume attached <p><i>Motion – To welcome Tegbir Gill to the BC branch executive council in the role of ‘Councillor’</i></p> <p>Motioned [Aletta]. Seconded [Casey]</p> <p>➔ Motion passed, Tegbir will be invited to join our next meeting</p>	Stephanie
7.2	<p>CIPHI BC Masks</p> <ul style="list-style-type: none"> • Number of members per Health Authority has been provided to Jessica <ul style="list-style-type: none"> ○ 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.” • Majority of the masks have been sent out • Remaining masks to be sent are BCIT students not working at a HA at this time and some retired members <p>ACTION: Jessica to work with Martin from BCIT on getting the remaining masks mailed out to student members (alt contacts are Dale or Helen)</p>	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 ○ Medium = 27 ○ Small = 28 • Cost per shirt = 36.88 <ul style="list-style-type: none"> ○ Variable cost is postage 	John/Stephanie

	<ul style="list-style-type: none"> ○ Regular post may lower cost slightly ● Once final invoice is received for face masks, John can determine price using same calculation ● Some additional masks available can sell as merchandise ● Fb won't let you sell face masks, need a different method to sell the masks <p>ACTION: John to determine if the cost per shirt can be rounded off so it is easier to market</p>	
7.4	<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 ■ Nominations ■ Social ■ Website & Social Media <p>ACTION: Each Active BC Branch councilor members to review the orientation manual and select new committees to partake in and/or remain as active participants on current committees</p>	Stephanie
	Adjournment at 10:01am Motioned [Jessica]. Seconded [Jackie]	
	Next Meeting: (Tuesday June 15th, 2021)	