

**BC Branch CIPHI Executive Council Meeting**

**Agenda**

November 23rd, 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><input type="checkbox"/></td> <td><b>Past President</b></td> <td><b>Casey Neathway</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Amber Lee</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>President</b></td> <td><b>Stephanie Tooke</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Tegbir Gill</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>President-Elect</b></td> <td><b>Valerie Jackson</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Treasurer</b></td> <td><b>John Pickles</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Executive Secretary</b></td> <td><b>Celine Hsin</b></td> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>VACANT</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Aletta Schurter</b></td> <td><input type="checkbox"/></td> <td><b>1st Year Student Liaison</b></td> <td><b>Payman Baharmand</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Michael Wu</b></td> <td><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Aman Dhaliwal</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jessica Ip</b></td> <td colspan="3"><b>Guests:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Jacqueline Chiu</b></td> <td colspan="3"><b>Stacey Sowa, CoPE BC Member</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><b>Gary Tam, BoC BC Member</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="3"><b>Tim Roark, BC Branch Historian</b></td> </tr> </table> <p align="center"><i>*Indicates maternity/paternal leave</i></p> <p align="center"><i>Those highlighted in yellow are absent</i></p> <p><b>Call to order:</b> 8:55am</p>	<input type="checkbox"/>	<b>Past President</b>	<b>Casey Neathway</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Amber Lee</b>	<input type="checkbox"/>	<b>President</b>	<b>Stephanie Tooke</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Tegbir Gill</b>	<input type="checkbox"/>	<b>President-Elect</b>	<b>Valerie Jackson</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Treasurer</b>	<b>John Pickles</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Executive Secretary</b>	<b>Celine Hsin</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>VACANT</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Aletta Schurter</b>	<input type="checkbox"/>	<b>1st Year Student Liaison</b>	<b>Payman Baharmand</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Michael Wu</b>	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Aman Dhaliwal</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Jessica Ip</b>	<b>Guests:</b>			<input type="checkbox"/>	<b>Councillor</b>	<b>Jacqueline Chiu</b>	<b>Stacey Sowa, CoPE BC Member</b>						<b>Gary Tam, BoC BC Member</b>						<b>Tim Roark, BC Branch Historian</b>			All
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	* 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><b>Quorum Met [ x ]. Quorum not met [ ].</b></p>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<p><b>Additions to Agenda:</b></p> <ul style="list-style-type: none"> <li>• Award nominations</li> </ul> <p><b>Motion:</b> To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email October 16th, 2021.</p> <p><b>Motioned [ Jessica ]. Seconded [ Jackie ]</b></p>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
<b>3.01</b>	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on October 19th, 2021 as circulated via email on October 18th, 2021.</p> <p><b>Motioned [Aletta ]. Seconded [Celine ].</b></p>	All
<b>4.00</b>	<b>Electronic Motions</b>	
	<p><b><u>MOTION:</u></b></p> <p><i>To nominate Dr. Patty Daly as the recipient for the Alexander Officer Award.</i></p> <p><i>Motion passed and accepted by BC Branch Executive.</i></p> <p>.</p>	All
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>CoPE Update:</b>	Stacey

	<ul style="list-style-type: none"> <li>• Stacey Sowa, CoPE BC Representative as of January 1, 2022</li> </ul>	
5.02	<b>BC Page Update:</b> <ul style="list-style-type: none"> <li>• None, Stacey unavailable</li> </ul>	Stacey
5.03	<b>BOC Update:</b> <ul style="list-style-type: none"> <li>• Gary Tam, BOC Vice-Chair as of January 1, 2022</li> <li>• National BOC doing a review on the written component of the exam</li> <li>• BOC policy has been amended regarding practicum</li> <li>• School review of BCIT has been done in Oct</li> <li>• <u>Motion:</u> <i>To nominate Angela Whalen as the incoming BOC BC Branch Representative.</i> <ul style="list-style-type: none"> <li>○ Motioned [Jessica ]. Seconded [Jackie ].</li> <li>○ Result: Motion has passed</li> </ul> </li> </ul>	Gary
5.04	<b>Historian Update:</b> <ul style="list-style-type: none"> <li>• No update, Tim unavailable</li> </ul>	Tim
5.05	<b>Finance Update: *</b> <ul style="list-style-type: none"> <li>• Draft reports available</li> </ul>	John
5.06	<b>Liaising with Ministry &amp; Unions - News and Updates</b> <ul style="list-style-type: none"> <li>• No updates, discussions still ongoing with union and ministry</li> </ul>	Stephanie/ Casey
5.07	<b>Engagement/Social Media Update:</b> <ul style="list-style-type: none"> <li>• Send ideas to Teg and Aletta for social media updates <ul style="list-style-type: none"> <li>○ Post AGM zoom link</li> </ul> </li> <li>• Idea: Communications plan for the new year to know beforehand what to post each month</li> </ul>	Aletta

5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>● Christmas luncheon/Meet and Greet <ul style="list-style-type: none"> <li>○ 50% of the BCIT class has signed up so far in both first and second year students</li> </ul> </li> </ul> <p>Action: Stephanie to figure out the etransfer email account for payments</p> <p>Action: Stephanie to send out poster to ciphi members</p> <p>Action: Stephanie to connect with Elden to post the Christmas Luncheon poster on the website</p> <ul style="list-style-type: none"> <li>● BCIT faculty not promoting the ciphi membership, a lot of students were unaware</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>● Annual Education Conference <ul style="list-style-type: none"> <li>○ September 11-14, 2022</li> <li>○ Ajax, ON</li> <li>○ Hybrid - In person and online</li> <li>○ All keynotes have confirmed and consented to being live-streamed</li> </ul> </li> <li>● Advocacy Project <ul style="list-style-type: none"> <li>○ BC webmaster, President-Elect and President met with BTCG to view website and review branch section of the website</li> <li>○ Website launch on schedule <ul style="list-style-type: none"> <li>■ Launch before end of year</li> </ul> </li> </ul> </li> <li>● Educational Committee <ul style="list-style-type: none"> <li>○ Holiday Social happening this Friday, November 26th <ul style="list-style-type: none"> <li>■ Still time to join</li> </ul> </li> <li>○</li> </ul> </li> <li>● Governance <ul style="list-style-type: none"> <li>○ Directors positions approved and posted <ul style="list-style-type: none"> <li>■ Email circulated November 17, 2021</li> <li>■ Letter available in 'Supporting Document' file on the drive</li> </ul> </li> </ul> </li> </ul>	Casey/Steph

	<p><a href="https://drive.google.com/drive/folder/s/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN">https://drive.google.com/drive/folder/s/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN</a></p> <ul style="list-style-type: none"> <li>● CoPE Appeals <ul style="list-style-type: none"> <li>○ Request brought forth for each branch to put 2 names forward for next year's CoPE appeals panel <ul style="list-style-type: none"> <li>■ Any interested individual can email Stephanie Tooke at president@ciphi.bc.ca</li> </ul> </li> </ul> </li> <li>● National AGM <ul style="list-style-type: none"> <li>○ Monday, November 15 @ 10:00AM PST</li> </ul> </li> <li>● Vaccine Support Statement <ul style="list-style-type: none"> <li>○ Released October 16th, 2021 via social media</li> <li>○ Request to circulate via email as not everyone has social media</li> </ul> </li> </ul>	
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Education Committee</b></p> <ul style="list-style-type: none"> <li>● Webinars will be recorded and posted</li> </ul>	Aletta
<b>6.2</b>	<p><b>Executive Council</b></p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>● 4 Councillor Positions <ul style="list-style-type: none"> <li>○ Vacant <ul style="list-style-type: none"> <li>■ Please recruit</li> <li>■ Criteria: Nomination form and CV</li> </ul> </li> </ul> </li> </ul>	Stephanie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>BC Branch AGM</b></p> <ul style="list-style-type: none"> <li>● Thursday, December 16th, 2021 at 10:00am <ul style="list-style-type: none"> <li>○ Register via zoom:</li> <li>○ <a href="https://zoom.us/meeting/register/tJYsf-yhpj4vHtWGYLLiAwcKR3Te-kqOcQ9H">https://zoom.us/meeting/register/tJYsf-yhpj4vHtWGYLLiAwcKR3Te-kqOcQ9H</a></li> </ul> </li> </ul>	Stephanie

	<ul style="list-style-type: none"> <li>• Please let me know if you want to have your name stand for re-election by November 1st, 2021</li> </ul>	
<b>7.2</b>	<p><b>Christmas Luncheon Discussion</b></p> <ul style="list-style-type: none"> <li>• December 16th at 12pm <ul style="list-style-type: none"> <li>○ At Holiday Inn Vancouver-Centre 711 West Broadway, Vancouver, BC</li> <li>○ Registration is required</li> </ul> </li> <li>• Poster available in 'Supporting Docs': <a href="https://drive.google.com/drive/folders/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN">https://drive.google.com/drive/folders/18xgjWly8Z10OCnnSu-8uUd6QA_xVAkzN</a></li> <li>• Agreement has been signed with Holiday Inn hotel <ul style="list-style-type: none"> <li>○ Ballroom available at 9:30am-2:30pm, can fit over 100 people</li> </ul> </li> </ul>	Jessica
	<p>Adjournment at 9:52am <b>Motioned [ Jackie ]. Seconded [ Jessica ]</b></p>	
	<p><b>Next Meeting: (Tuesday,December 21st, 2021)</b></p>	