

BC Branch CIPHI Executive Council Meeting

Agenda

September 21st, 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><input type="checkbox"/></td> <td>Past President</td> <td>Casey Neathway</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Amber Lee</td> </tr> <tr> <td><input type="checkbox"/></td> <td>President</td> <td>Stephanie Tooke</td> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Tegbir Gill</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>Aman Dhaliwal</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>Jacqueline Chiu</td> <td colspan="3">Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian</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>Call to order: 8:50am</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	Aman Dhaliwal	<input type="checkbox"/>	Councillor	Jessica Ip	Guests:			<input type="checkbox"/>	Councillor	Jacqueline Chiu	Stacey Sowa, CoPE BC Member Gary Tam, BoC BC Member Tim Roark, BC Branch Historian			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: • None Motion: To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email August 24th, 2021. Motioned [Casey]. Seconded [Celine]	All
3.00	Approval of Minutes	
3.01	Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on July 20th, 2021 as circulated via email on September 21st, 2021. Motioned [Casey]. Seconded [Jackie].	All
4.00	Electronic Motions	
	<u>MOTION:</u> <i>To accept the nomination of Valerie Jackson for the role of President Elect of the CIPHI BC-YT Branch, for a term commencing immediately upon her confirmation.</i> <i>Moved by: Stephanie Tooke</i> <i>Seconded by: Casey Neathway</i>	All
5.00	Standing Business	
5.01	CoPE Update:	Stacey

	<ul style="list-style-type: none"> ● PDH Course Codes are being discontinued. Organizations and members could previously apply to have a course or activity approved for a certain number of PDHs and a CPC Code was generated for members to use when submitting PDHs. Over the years, CoPE has seen that, while these courses/activities are often submitted for PDHs, members rarely use or enter the CPC-Code. CoPE is shifting away from approvals of individual courses/activities and is now generating a list of “approved” organizations that have consistently offered quality environmental public health content for our members. Important to note that courses/activities not provided by these “approved” organizations can still be submitted for PDHs. It is up to the member to submit adequate information around any course/activity that proves it is building CPHI(C) related skills. ● The PD Model is in the final stages of completion. The Be The Change Group has applied editing to the document and the document is under review by the CoPE group. The release of the updated PD Model will coincide with the launch of the new “Member Service Centre”. ● Ongoing monthly virtual meetings. Currently no talk of a face-to-face meeting taking place in 2021. 	
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> ● Call out for submissions was emailed out August 25th for the Fall Edition ● Fall Edition will be released October 29th with an October 15th deadline for submissions ● Looking for ideas on revamping the “Getting to Know” / Giardia’s Corner segment. EOCP 	Stacey

	<p>President/CEO Kalpna Solanki will be featured in the next issue.</p> <ul style="list-style-type: none"> • Always looking for ideas and requests for information/segments/etc. 	
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • No update 	Gary
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • Proposed change of the membership fee for retired members submitted <ul style="list-style-type: none"> ○ Seeking 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 <p>Action - Reach out to new BCIT liaison and connect them to the group</p>	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Review Treasurer’s Report for September 2021 • Good financial position 	John

5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> ● Inquired with Casey re: EHO advocacy at Prov level ● Re: <ul style="list-style-type: none"> ○ Enabling agricultural inspectors to do some inspection work that EHOs would typically do ○ General roles of EHOs with the ministry and updating the new roles EHOs have taken on during COVID19 ○ Looking into the definition of TEOs 	Stephanie/Casey/Jessica
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> ● EPHW ● Upcoming post: Sept 30 <p>Action - Casey to send Aletta the twitter account info</p>	Aletta
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● No BCIT update ● CIPHI BC Branch Christmas Luncheon - uncertain with COVID19 situation ● Suggestions: <ul style="list-style-type: none"> ○ Virtual meet and greet webinar. Potential date: Second week of Dec or combine with AGM ○ There is budget for raffle ○ Currently a webinaire scheduled for Dec 8 - perhaps combine meet and greet and webinaire together ○ Idea on meal provided for the offices during the virtual meet and greet <p>Action - Jessica to reach out to other HA to see on interest with virtual meet and greet</p>	Jessica
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> ● Advocacy Project <ul style="list-style-type: none"> ○ Website should be coded by mid-September (imminently) 	Casey/Steph

	<ul style="list-style-type: none"> ○ call for photos from the field ongoing ● Educational Committee <ul style="list-style-type: none"> ○ Continuing to provide webinar series <ul style="list-style-type: none"> ■ Not all are for PDHs ○ Branches to amplify national social media posts about events ● National AGM <ul style="list-style-type: none"> ○ Monday, November 15 for AGM @ 10:00PST ● National Social Media Manager <ul style="list-style-type: none"> ○ Possible opening; If you are interested, please let Stephanie Tooke know 	
6.0	Old Business	
6.1	<p>Education Committee</p> <ul style="list-style-type: none"> ● Four BC Water Seminar Series setup <p>Action (All) - Forward any webinaire ideas to Aletta</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 	Stephanie
7.0	New Business	
7.1	<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 - Jessica Ip + Jackie Chiu ■ BC Page - Stacey Sowa 	Stephanie

	<ul style="list-style-type: none"> ■ Education - Aletta Schurter ■ Finance - John Pickles + Jessica Ip ■ Promotions/Advocacy Membership - Vacant ■ Nominations - Vacant ■ Social - Jessica Ip + Micheal Wu + Stacey Sowa + John Pickles + Jackie Chiu ■ Website & Social Media - Micheal Wu, but Aletta Schurter and Tegbir Gill have initiated social media activity <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 	
7.2	<p>BC Branch AGM</p> <ul style="list-style-type: none"> ● Last year's date was December 16th, 2020 <ul style="list-style-type: none"> ○ Do we want to host BC's AGM on the same date? This year will be on a Thursday ○ Virtual Platform ○ Dec 16 for AGM ● Update website with AGM date and details 	Stephanie
7.3	<p>Website</p> <ul style="list-style-type: none"> ● Website information requires update <ul style="list-style-type: none"> ○ AGM details ○ Awards details ○ Reinstate link to BC Page 	Stephanie
	Adjournment at 9:57am Motioned [Jessica]. Seconded [Jackie]	
	Next Meeting: (Tuesday October 19th, 2021)	