

**BC Branch CIPHI Executive Council Meeting**

**Agenda**

January 18th, 2022 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>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>Valerie Jackson</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><b>Councillor</b></td> <td><b>Aletta Schurter</b></td> <td><input type="checkbox"/></td> <td>1st Year Student Liaison</td> <td>Payman Baharmand</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"><b>Guests:</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> <td colspan="3">Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Gary Tam, BOC Vice Chair</td> </tr> </table> <p align="center"><i>*Indicates maternity/paternal leave</i></p> <p><i>Those highlighted in yellow are absent</i></p> <p><b>Call to order:</b> 8:49am</p>	<input type="checkbox"/>	<b>Past President</b>	<b>Casey Neathway</b>	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President-Elect	Valerie Jackson	<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"/>	<b>Councillor</b>	<b>Aletta Schurter</b>	<input type="checkbox"/>	1st Year Student Liaison	Payman Baharmand	<input type="checkbox"/>	Councillor	Michael Wu	<input type="checkbox"/>	2nd Year Student Liaison	Aman Dhaliwal	<input type="checkbox"/>	Councillor	Jessica Ip	<b>Guests:</b>			<input type="checkbox"/>	Councillor	Jacqueline Chiu	Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Gary Tam, BOC Vice Chair			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> ) <b>Quorum Met [ x ]. Quorum not met [ ].</b>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<b>Additions to Agenda:</b> <ul style="list-style-type: none"><li>• None</li></ul> <b>Motion:</b>  <b>Motioned [ - ]. Seconded [ - ]</b>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
<b>3.01</b>	<b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on November 23rd, 2021.  <b>Motioned [Jessica ]. Seconded [ Jackie].</b>	All
<b>4.00</b>	<b>Electronic Motions</b>	
	<i>None</i>	All
<b>5.00</b>	<b>Standing Business</b>	
5.01	<b>CoPE Update:</b> <ul style="list-style-type: none"><li>• PD Model in final stages to be released</li><li>• CPC Reference guide to be updated</li></ul>	Stacey
5.02	<b>BC Page Update:</b> <ul style="list-style-type: none"><li>• Winter edition to be released Jan 31, 2022</li></ul>	Stacey

	<b>Action:</b> Stephanie to connect with Stacey regarding looking for an additional member to help with BC Page	
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li>● National BOC updating the BOC regulation <ul style="list-style-type: none"> <li>○ Reformatting BOC written segment (target project deadline April 2024)</li> </ul> </li> <li>● National recruitment on national exam panel representing western canada</li> <li>● Three schools under review, including University of Montreal which is a new school.</li> <li>● BOC appeals underway</li> </ul> <p><b>Action:</b> Angela and Stephanie to work on recruiting an exam coordinator</p>	Gary
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li>● Currently collecting information on past branch presidents</li> </ul>	Tim
5.05	<p><b>Finance Update:</b> *</p> <ul style="list-style-type: none"> <li>● Finalizing the year end finances</li> </ul> <p><b>Action to all:</b> Submit any pending CIPHI 2021 expenses to John asap</p>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <ul style="list-style-type: none"> <li>● No updates</li> </ul>	Stephanie
5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li>● Idea: Communication plan for the new year is to know beforehand on what to post each month <ul style="list-style-type: none"> <li>○ Include an advertisement piece to recruit new members to councillor roles in social media</li> </ul> </li> <li>● Idea: To refresh the BC CIPHI website to make it more similar to the National CIPHI website</li> <li>● Suggestion: Invite Elden to the next CIPHI meeting regarding the BC CIPHI website and updates</li> </ul>	Stephanie

	<p><b>Action:</b> Stephanie to connect with Teg on the communication plan</p> <p><b>Action:</b> Teg to connect with Valerie on helping with the social media/engagement team</p> <p><b>Action:</b> Stephanie to connect with Elden on bringing back the BC CIPHI Website back online. Invite Elden to the next CIPHI meeting</p> <p><b>Action:</b> Stephanie to connect with Stacey regarding updating the bc ciphi website and other web platforms</p>	
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>• Christmas luncheon/Meet and Greet Review <ul style="list-style-type: none"> <li>○ Overall positive feedbacks received</li> <li>○ First year student rep feedback: It was a good opportunity to meet EHOs and second year students; food was good</li> </ul> </li> </ul>	Jessica/Aman
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• Meeting on Jan 21, 2022 <ul style="list-style-type: none"> <li>○ No update at this time</li> </ul> </li> </ul>	Steph
<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> <p><b>Action:</b> Stephanie to reach out to Aletta for knowledge transfer on webinars</p> <ul style="list-style-type: none"> <li>• Ask Aletta for an overview of webinar updates in 2021 to be able to continue the momentum into 2022</li> </ul>	Stephanie
<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</li> </ul>	Stephanie

	<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> <p><b>Action:</b> Teg to provide Stephanie with EHO info from Abbotsford who is interested in councillor position</p>	
<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>○ Positive feedbacks received that the agm was a success</li> </ul> </li> </ul> <p>Feedback from the team on whether or not to keep AGM and Christmas luncheon on the same day in Dec for future considerations:</p> <ul style="list-style-type: none"> <li>● Fraser doesn't cover agm for work; for Fraser EHOs it would be better for it to be on separate days</li> <li>● Traditionally, Fraser does not cover agm or luncheons, EHOs have to use own vacation to attend</li> <li>● Pro: less travel time/date commitments, especially for out of town EHOs and students</li> <li>● For students, Dec is best due to courses/exams</li> </ul>	Stephanie
<b>7.2</b>	<p><b>Adobe Connect - Renew or Not to Renew?</b></p> <ul style="list-style-type: none"> <li>● Opinion: To not renew since we didn't use this platform as much as intended. There are lots of other platforms that we can use for the education committee.</li> <li>● Feedback from those who used Adobe Connect was that it takes a lot of time to figure out/not user friendly</li> </ul> <p><b>Motion:</b> To not renew Adobe Connect for 2022</p> <p><b>Motioned [Jessica]. Second [Michael].</b></p> <p><b>Motion has passed.</b></p>	Stephanie
<b>7.3</b>	<p><b>BC Branch Crest - Update to Reflect Current State</b></p> <ul style="list-style-type: none"> <li>● Review supporting documents</li> </ul>	Stephanie

	<ul style="list-style-type: none"> <li>○ Tim Roark's Email regarding BC Branch Crest stating 'Registered' when in fact we are not</li> <li>○ Suggested changing to 'Incorporated 1967'</li> </ul> <p><b>Action to all:</b> Review Tim's email on changing the official BC Branch crest to the incorporated date of 1967. Discussion will occur at the next meeting.</p>	
<b>7.4</b>	<p><b>Professional Development Hours</b></p> <ul style="list-style-type: none"> <li>● Reminder to enter PDHs</li> <li>● Will not be able to enter 2022 PDHs until beginning of February 2022 due to implementation of new MSC and PDH entry process</li> </ul>	Stephanie
	<p>Adjournment at 9:46am  <b>Motioned [ Jessica ]. Seconded [Jackie ]</b></p>	
	<p><b>Next Meeting: (Tuesday, February 15, 2022)</b></p>	