

BC Branch CIPHI Executive Council Meeting

Agenda

July 19th, 2022 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" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Past President</td> <td style="text-align: center;">Casey Neathway</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President</td> <td style="text-align: center;">Stephanie Tooke</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Timothy Millard</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President-Elect</td> <td style="text-align: center;">Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Treasurer</td> <td style="text-align: center;">John Pickles</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Executive Secretary</td> <td style="text-align: center;">Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Amber Lee</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1st Year Student Liaison</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">2nd Year Student Liaison</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Jacqueline Chiu</td> <td colspan="3" style="background-color: #e1f5fe;"> Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Angela Whalen, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> <i>Elden Chan, Webmaster</i> </td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Meghan Byrnes</td> <td colspan="3" style="text-align: center;"><i>*Indicates maternity/paternal leave</i></td> </tr> </tbody> </table> <p style="text-align: center;"><i>Those highlighted in yellow are absent</i></p> <p>Call to order: 8:48am</p>	<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Timothy Millard	<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"/>	Councillor	Amber Lee	<input type="checkbox"/>	1st Year Student Liaison		<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	2nd Year Student Liaison		<input type="checkbox"/>	Councillor	Jacqueline Chiu	Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Angela Whalen, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> <i>Elden Chan, Webmaster</i>			<input type="checkbox"/>	Councillor	Meghan Byrnes	<i>*Indicates maternity/paternal leave</i>			All
<input type="checkbox"/>	Past President	Casey Neathway	<input type="checkbox"/>	Councillor	Tegbir Gill																																																			
<input type="checkbox"/>	President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Timothy Millard																																																			
<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"/>	Councillor	Amber Lee	<input type="checkbox"/>	1st Year Student Liaison																																																				
<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	2nd Year Student Liaison																																																				
<input type="checkbox"/>	Councillor	Jacqueline Chiu	Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Angela Whalen, BoC BC Member</i> <i>Tim Roark, BC Branch Historian</i> <i>Elden Chan, Webmaster</i>																																																					
<input type="checkbox"/>	Councillor	Meghan Byrnes	<i>*Indicates maternity/paternal leave</i>																																																					

	* 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>Quorum Met [x]. Quorum not met [].</p> <p><i>Stacey Sowa sends her regrets, updates were provided via email.</i></p>	All
2.00	Approval of Agenda	All
2.01	<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • None <p>Motion:To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email July 18th, 2022</p> <p>Motioned [Valerie]. Seconded [Jessica]</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 June 23rd, 2022.</p> <p>Motioned [Valerie]. Seconded [Jessica].</p>	All
4.00	Motions	
	<p>Motion:</p> <ul style="list-style-type: none"> • None 	All
5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • Audit result emails went out recently 	Stacey

	<ul style="list-style-type: none"> ○ Individuals were notified if they received a fail and will have the opportunity to appeal the decision. ○ Recommendation that they review NOP#23 to better understand the Progressive Compliance Cycle and what a “first fail” means. ○ Individuals can always connect with their CoPE Rep or CoPE National (cope@ciphi.ca) if they have general questions about the audit process. ● CoPE has brought on a few new members across the country. <ul style="list-style-type: none"> ○ Settling into our new portfolios. ● Big projects for the year – updating the audit process with the new platform, updating the CPC Reference Guide, updating CoPE documents with the release of CIPHI National’s NOP#28. 	
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> ● Summer issue slated for end of July release. A number of articles have been submitted but always looking for more if anyone has anything they’d like to highlight. 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> ● Update will be provided via email 	Stephanie/ Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> ● Stephanie will connect with Tim regarding updating the crest 	Stephanie/Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> ● Latest report will be sent via email once the bank statement arrives 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p>	Stephanie

	<ul style="list-style-type: none"> ● Action: Stephanie to contact Gary for background regarding the legislation and the ministerial order for EHOs ● Action: Stephanie and Jessica to draft up a letter to the Ministry to voice our concerns that we object to the idea of having technicians do EHO work. 	
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> ● July posts were posted with info surrounding pools ● Suggestions for Aug post: <ul style="list-style-type: none"> ○ BBQ ○ Tick safety ○ Wildfires ● Suggestion: Have bio on the cipi bc page for executive council members <p>Action: Stephanie to connect with Elden on updating the BC CIPHI website to include the BC Branch Minutes. Stephanie to connect with Casey on historical minutes.</p>	Valerie/Teg
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> ● Mentorship Program <ul style="list-style-type: none"> ○ Poster is ready, will be sent to Stacey and Tim for BC page and retirees rollout ○ Action: Stephanie to send the poster to retirees ○ Action: Stephanie to connect with Elden to link the pdf to CIPHI BC website 	Jessica
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> ● Update to be provided in August's meeting as NEC meeting was rescheduled for Friday, July 22nd, 2022 	Steph
6.0	Old Business	
6.1	Education Committee	Stephanie/Teg

	<ul style="list-style-type: none"> ● Action: Teg, Valerie and Stephanie to connect and revitalize the education committee ● Suggestion: <ul style="list-style-type: none"> ○ Review each Ciphi committee to balance out the members in each committee ○ Create goals within each committee and have committee members meet outside of council meeting to work towards that goal 	
6.2	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> ● 4 Councilor Positions Vacant <ul style="list-style-type: none"> ■ Please recruit 	Stephanie
7.0	New Business	
7.1	<p>BC Branch Crest - Update to Reflect Current State</p> <ul style="list-style-type: none"> ● BC Branch crest will be changed to the official BC Branch crest to the incorporated date of 1967. <p>Action: Tim to verify the incorporated year and original crest design to send to Stephanie</p>	Tim/Stephanie
7.2	<p>CIPHI Emails - Only Use this for CIPHI communications</p> <ul style="list-style-type: none"> ● Scam email circulated from fake president and treasurer Gmails→ do not open ● Action for all: Verify and confirm with Stephanie that your CIPHI BC Branch email is active and working ● Future communications will be sent to the ciphi email 	Stephanie
7.4	<p>CIPHI Ad Campaign w/ Be the Change Group</p> <ul style="list-style-type: none"> ● National campaign to start Aug 3 for 6 weeks (digital) ● Suggestions on physical ad locations: <ul style="list-style-type: none"> ○ Interior Westbank billboard: \$1050 for 6 weeks ○ University bus routes for VCH region <ul style="list-style-type: none"> ■ Metro Van bus ads start at \$525 for 4 weeks 	Valerie

	<ul style="list-style-type: none"> ○ Metrotown skytrain for Fraser Health <ul style="list-style-type: none"> ■ "expo line" goes from Downtown Vancouver out to Surrey to SFU campus ○ Saanich to Victoria Billboard for Victoria ○ Billboard for Northern Health near Prince George (Action: Jackie to determine the intersection location) <ul style="list-style-type: none"> ● Action: Promote the campaign within our own health authorities ● Action: Stephanie to reach out to contacts in the Yukon for ad locations <p>Volunteers to sit on advocacy committee:</p> <ul style="list-style-type: none"> ● Jackie, Meghan and Teg 	
	<p>Adjournment at 10:01am Motioned [Valerie]. Seconded [Jessica]</p>	
	<p>Next Meeting: (Tuesday, August 16th, 2022)</p>	