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| **Item** | **Notes** | **Action Items** |
|  | **Call to order: 12:02 PM** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Paul Kascak, Meaghen Allen, Ryan Boyd, Leah Danyluk, Daria Romanish, Scott Budgell, Amanda Hepp, Karah Harvey, Olu Motajo.**   2. **Regrets: Ashley Yu, Jacqueline Schnider, Manny Ahmad, Jennifer Guth**   3. **Guests: Tony Thepsouvanh**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | NOTE: Quorun not achieved at the time. Motion to approve the agenda was not passed at the start. |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **July 2022 Minutes have been sent. Revisions? – Tabled, quorum not achieved.**  **MOTION:**  ***NAME****: ,Seconded by* | All: To review the draft minutes and to approve the minutes any required change via email motion. |
| **4.0** | **Branch Business/Updates** |  |
| **4.1** | ***Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.***  **4.1. 1** 2021 Financial audits and honariums   * Audit has been completed for 2021. We need to get the signed copy of the breakdown of costs, and then that can be sent. We will need 2 individuals to assist with the audits. We also need to look at the timing of the audits. Also look at the timing of the AGM and the date of our incorporation.   Meaghen: Moving the AGM for May for Auditng makes sense.   * We have been behind on honorarisms. Financial auditors will get $100 each, expenses for dinner. Has not moved forward. Once we have everything complete something for the next meeting. Will sort that out and talk more in Sept.   Meaghen: How far behind are we?  Leah: 2019, 2020, 2021 based on the audited year not this years. Last 3 years. Motion for the Executive will be planned for Sept.   * Expenses are still coming in for the workshop.   I am away for 19 days starting tomorrow. Out of Office will be on for tomorrow. |  |
| **4.2** | ***Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.***  **4.2.1**  2022 AB Fall Workshop – Tony   * Update and registration   Discussion around employee support for conference attendance  Olu: It’s time to start to promote the conferencre a little more.  Tony: Email and social media, trying to maintain a presence on both.  Meaghen: We can also try to get Sask and BC members as well. We could try to use some promotional items. |  |
| **4.3** | ***CoPE: Update from Alberta Representative:* 4.3.1** Update- J. Guth - **Tabled** |  |
| **4.4** | ***BOC: Update from Alberta Representative***  **4.4.1** Update – D. Romanish   * Couple of updates. Shoulder season between oct and April exam, not much going on. Still working away at re-designing the written portion of the exam. Will meet before the full board to discuss the plans. Progress is moving smoothly. * Separate committee for AHS dealing with student practicums, also including a BOC component. Our failure for Alberta has been high – committee will look into how we can improve practicums and training of students to improve BOC results. Working with Concordia for their audit –First audit with the new leadership and they’re unfamiliar with the process. Provincial advisory committee is being established to determine how to improve the process to becoming a PHI. * Concordia is also undergoing a curriculum review. Look to revamp or revise to improve program delivery. Examiner training is going to be happening in Oct at the Workshop.   Olu: We should retain contact the students that passed and failed and what things did Concordia do that were successful, and where were the limitations?  Daria: There have been a variety of contributing factors. Part of the role of the PAC is to have current and past students to provide their input so it can be brought back to Concordia. Everything in October will be quite timely.  Amanda: Just wanted to make sure for review, program director emailed asking for a past student interview. I sit on the committee -is that fine?  Daria: Yes that will be fine. |  |
| **4.5** | ***Membership Committee:***  4.5.1 Update – Karah  The Membership Committee is proposing to host a CIPHI Alberta Branch Hockey Pool for the 2022/2023 NHL season. Koreen Anderson will be leading this initiative, which we plan to kick off in September. Dan Richen hosted a Branch hockey pool in the past, so we are hoping to bring back this tradition to engage all interested members. There will be no cost to members to participate. The Membership Committee is requesting a budget of up to $300 for the hockey pool. Anticipated costs are $50 to use "OfficePool" software to organize (same software previously used by Alberta Branch for hockey pools), and up to $250 for prizes (gift cards for first $100/second $50/third $25, with $75 left in case of ties, additional expenses, etc).  **MOTION:** To approve the $350 to be allocated to the Membership Committee to use for the CIPHI 2022/2023 hockey pool for members.  ***NAME****:* M. Allen, seconded by O. Motajo.  **None opposed – Motion passed.**  Meaghen: Any further updates at this time? Specifically CIPHI Workshop related items?  Karah: We will be meeting again in Sept. did we want to do an offline meeting?  Meaghen: We can look at his in later Sept. |  |
| **5.0** | **Projects and Initiatives** |  |
| **5.1** | ***Awards: We will continue to use our awards as a way to engage & support our members and partners.***  5.1.1 Award updates - A. Yu - **Tabled**  5.1.2 Ordering awards - **Tabled** |  |
| **5.2** | ***Monthly AB Branch CIPHI Sessions***  5.2.1 Upcoming sessions – Sept session  This will the session with Amanda’s supervisor. Amanda to send to him the Calender invite for Sept 06. |  |
| **5.3** | ***Board Accountability Project:***  5.3.1 Update Board Accountability Project | All: This upcoming Friday is the absolute deadline. Please provide feedback |
| **5.4** | ***Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.***  6.4.2 Website Update- M. Ahmed – No major updates at this time. |  |
| **5.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***  ***Ryan & Olu***  Ryan: Maybe we should send monthly meeting invites to EHSU email on a regular basis.  Paul: Be mindful that they’re a non voting member and that they may not be invited to all meeting if the information is fairly confidential.  Meaghen & Ryan: Makes sense and agreed. |  |
| **6.0** | **Old Business/Updates** |  |
| **6.1** | ***2022 AGM***  *October 24, 2022, at 4:30 PM*  *Reports and Elections – Deadlines*  *Not sure how attendance will look.*  Sept 14th will be the deadline for reports – A lot of us have terms that are up. | All: Please let Meaghen & Paul know if you want to be re-elected. |
| **6.2** | ***Brought to you by the campaign***  Updates  Special Meeting was approved for $10,500 dollars. May have seen some posts that CIPHI National was doing; ours posts should be scheduled for next week. Postmedia contract has been signed $4000 dollars in their outlets for 4 weeks. Also signed with Blackpress so details are being finalized. Pattison contract has been signed but locations are still being discussed. Posters have been shared with Zone Councillors. Talk to people if they want it printed – that has been included in our budget.  AHS comms will help promote EPH week.Comms will share for EPH week doing a few stories with health inspectors – video with what PHI does. |  |
| **7.0** | **Adjournment @ 12:59 PM** |  |
|  | **MOTION: Motion to adjourn**  ***NAME: P.Kascak, seconded by M. Allen.*** |  |
|  | **Next Meeting: September 20, 2022** |  |