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| **Item** | **Notes** | **Action Items** |
|  | **Call to order:** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Allen, Kascak, Schneider, Boyd, Guth, Olu, Manny, Scott, Dnayluk, Ashley**   2. **Regrets:Daria, Chloe,**   3. **Guests: Amanda Hepp**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Add: 7.1 Karah Harvey as the membership committee role.  **MOTION: Motion to approve the agenda**  ***NAME****: Seconded by Paul, Seconded by Scott*  *None Opposed* |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **Email Motion – Will be voting on these minutes.** | Meaghen: To Send the minutes to Paul  Paul to send |
| **4.0** | **Recording of E-mail Motions** |  |
|  | ***NAME****: Seconded by* |  |
| **5.0** | **Standing Items: Operational Excellence** |  |
| **5.1** | ***Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.***  **5.1.1.** Financial Update – L. Danyluk  5.1.2 Special Budget Meeting – January 25, 2022 at 12PM  Finances haven’t changed since Dec. Send link to Robert  Meaghen: Send an expense form to have the money reimbursed. |  |
| **5.2** | ***Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.***  **5.2.1**  2022 AB Fall Workshop  No updates from Meaghen or Ryan. Still going ahead – no theme, | Ryan: Reach out to committee chairs for general update  Tony Thep – Geraaldine. |
| **5.3** | ***Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.***  **5.3.1** Zone Councillor updates  North Zone – Ashely, Nichole is moving out east, PHI 3 position is being interviewed for. PHI 2 for CDC. Francis passed the oral, two students going next round. North has about 6-8 vacant spots.  Ashley has been accepted as the new manager for Cortney’s position.  Edmonton – No update, been difficult to get updates from the Edmonton Group.  Central: Supinder filling in a tobacco based position.  Calgary – No major updates  South – Staff is consistent. One student returning to Ontario, other interested in a more urban centre. Hoping to fill vacancies. |  |
| **5.4** | ***CoPE: Update from Alberta Representative:* 5.4.1** Update- J. Guth  Still waiting on the test access for the COPE membership. Exptedthis week or next. Once obtained, will finish off COPE documents. New MSC to be up on Feb 1st. Once we have access, documents will be developed, items will be sent out to members. PD model is getting ready to do. Tutorial videos ind eveleopment. Reminder for PDH minutes has been sent out.  Meaghen: Quite a few members could not edit their hours. Attended the session this month. Communited to members to not enter those PDH hours yet. |  |
| **5.5** | ***BOC: Update from Alberta Representative***  **5.5.1** Update – D. Romanish  Not in person – May sent an email update |  |
| **5.6** | ***NEC: President to Update on National Initiatives.***  5.6.1 National Executive Committee Update  Planning for an in person meeting for Victoria. Meeting for  NEC, continue education committee, meet 1 tues a month, contributing for national education sessions. NEC sponsored. Would branches like to be sponsers for education sessions. Focus on getting big names that cost quite a bit of money.  Website is live. MSC coming soon  There is quite a bit of turnover for NEC. 2 year terms. Hard to get items accomplished. Now three members at large on the NEC that can be ‘worker bees’ of the NEC. Three year term for elections. |  |
| **5.7** | ***Monthly AB Branch CIPHI Sessions***   * + 1. January Session Summary – Thank you Jacquie for organizing the speaker. Good feddback from the speaker. Thank you note to speakers? Perry’s contact information?   Next update we can send perry’s information. Can send handwritten card. Best practice to send a card. Other comments was if it was recorded. Zoom capabilities.   * + 1. Upcoming sessions – Waiting on a phone call for the bed bug presentation Feb could be Nelson.. March is COVID-19 wastewater project.     2. Platform for sessions – Update. Unofrtunatrly need 10 licenses totalling 2700 dollars. Will approach NEC to share costs.Cant record sessions with this one. Capacity for 100. | Jacquie: Feb preseintation get back to Meaghen. Perrys contact infotmation |
| **5.8** | ***AB Branch Documents***   * + 1. By-law Review – Jacquie – No updates at this time     2. Educational Sponsorship Policy – Ryan – In Progress     3. Others – Update Tresurer Forms |  |
| **5.9** | ***Board Accountability Project:***  7.1.1 Update Board Accountability Project– S. Budgell – Another meeting comig up with some guidelines. Will bring to exec once completed. Garth, Cortney, Anka, Karah,.Scott. |  |
| **6.0** | **Standing Items: Advocacy** |  |
| **6.1** | ***Awards: We will continue to use our awards as a way to engage & support our members and partners.***  6.1.1 Award updates- A. Yu – No updates. Collecting Names. |  |
| **6.2** | ***EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.***  ***No updates*** |  |
| **6.3** | ***Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.***  6.3.1 Social Events – Hockey Pool and Golf – S. Budgell  Will need to open up sociale event further. |  |
| **6.4** | ***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  Any updates for AB Page?  Working with J Vaughan. He has access to the website now. Old information is now archived. Jan 31 old website comes down. Take time to update the new website. |  |
| **6.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***   * + 1. Non-voting student rep on Executive – Still waiting to hear back   Planning to gold a lunch and learn on feb 13. Ryan and Olu will host, and try to determine what to speak on. |  |
| **7.0** | **New Business/Updates** |  |
|  | ***7.1 Membership Chair Update***  ***Previously hosted by Erin Teare. Currently vacant since last year, Karah has expressed interest. Spoke with Erin to get information. Meaghen to send terms of the role.*** |  |
| **8.0** | **Adjournment @ 12:59** |  |
|  | **MOTION: Motion to adjourn**  ***NAME: Scott Motion, Olu Second.*** |  |
|  | **Next Meeting: Feb 15, 2022 at 12PM** |  |