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| **Item** | **Notes** | **Action Items** |
|  | **Call to order: 12:06 PM** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Manny Ahmad, Scott Budgell, Paul Kascak, Olu Motajao, Leah, Ashley, Amanda**   2. **Regrets: Meaghen, Jacqueline, Jennifer, Daria**   3. **Guests: Jiezen**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Add: 6.5 Jiezen Introduction – Update  **MOTION:**  ***NAME****: L. Danyluk, Seconded by R. Boyd* |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **Motion to approve the December 2021, as well as the January and February 2022 minutes.**  *Tabled to April Meeting.* | All: Please review the sent minutes for any changes or additions needed. |
| **4.0** | **Recording of E-mail Motions** |  |
|  | ***None Received.*** |  |
| **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 - Leah  The cheque from Natonal for membership dues has arrived. An $8000 cheque will be going towards the JW Mariott for the AB Workshop.  Reminder to all on the executive to submit expense claims for membership dues if you haven’t done so.  5.1.2 Special Budget Meeting Summary - Leah  Leah did not receive the required information that she needed for signing authority. If you’re one of the three who needed to provide that information to Leah do so. | Paul: To send a reminder email to the three signing authorities to please provide Leah the necessary information. |
| **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 – Ryan (w/ Meaghen’s email)  Will be reconvening our planning meetings for the CIPHI Alberta Branch Fall Workshop in late March 2022. We will revisit the work and planning that has already been done and refocus our efforts to provide a relevant theme, educational agenda, and social program to our members |  |
| **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 (Ashley) – Edson/Hinton looking for candidates. No mat leaves at this time. No major updates.  Edmonton (Olu) – No updates.  Central (Manny) – Pam Kutadu on mat leave at the end of May. No major updates  Calgary (Paul) - There has been a lot of movement within the zone. Several permanent positions have been filled. Jozeph from North Zone has accepted a permanent position on the safe food team, and Paul (speaking) has accepted a permanent position on the built environment team.  South (Amanda) – No updates  Federal (Ryan) – Temp. position has been filled . Wilson Leung has accepted a one year position.  Arctic (absent) – No update. Email to arctic zone and no response on potential Zone councilor. |  |
| **5.4** | ***CoPE: Update from Alberta Representative:* 5.4.1** Update- J. Guth - Tabled |  |
| **5.5** | ***BOC: Update from Alberta Representative***  **5.5.1** Update – D. Romanish - Tabled  Email to be sent by Paul to members regarding mock and real BOC to call for volunteers. However, this is delayed for MSC problems as all Branch Secretaries and Presidents do not currently have access to pull member lists. | Paul: To reach out to National to sort out this issue. |
| **5.6** | ***NEC: President to Update on National Initiatives.***  5.6.1 National Executive Committee Update - Tabled |  |
| **5.7** | ***Monthly AB Branch CIPHI Sessions***  5.7.1 March Session – Waste Water and COVID Surviellance – Session well attended.   * + 1. Upcoming sessions * April - PHAC on Kimchi outbreak * May – Climate Change and PH   Olu: We should look into creating a survey to send out to members to better determine what sorts of topics and informational sessions would be useful to our members. | Paul: To begin creating a survey to send out in early May. |
| **5.8** | ***AB Branch Documents***   * + 1. By-law Review (Meaghen Email) - Jackie reviewed by-laws and no changes were needed.     2. Educational Sponsorship Policy (Ryan) – Looked it over, didn’t see much that needed updating. National policy, feedback Meaghen.     3. Others - |  |
| **5.9** | ***Board Accountability Project:***  5.9.1 Update Board Accountability Project – (Meaghen Email)  The Working group was going to present a document to Exec this month , but I postponed it till next month so I could be present. |  |
| **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  Just finished the write-up. Will send to Paul for sending ASAP. | Paul: To send out awards email as soon as an updated member list is obtained. |
| **6.2** | ***EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.***  6.2.1 - Tabeld |  |
| **6.3** | ***Membership Engagement: Zones will actively engage membership each month through Info share, meetings, phone calls, etc.***  6.3.1 Social Events – All  Ryan: Should we look at doing a town hall to check in on the members?  Paul: A town hall is a great idea, but it may depend on the time that we do the town hall. Too soon to September and we’ll just have the AGM, summertime may not have good turnout. If we will do a town hall, we may need to look at the month of May. We would probably want a provincial town hall.  Will bring it up to Meaghen once she returns from vacation. |  |
| **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.Allen and M. Ahmed  Nothing new regarding the website. Paul demonstrated the new MSC website to the executive and strongly encouraged them to follow the instructions sent out to create an account. |  |
| **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 (Jiezen)   EHSU has some concerns regarding maintaining the mentorship program. As students, they do not get enough exposure to the field. As of now, students only have practicum for initial exposure.  Students have taken part of volunteering events where they can due to COVID logistics. In April students will volunteer with the food bank, and will volunteer for the Habitat for Humanity run.  Due to the faculty strike, many classes were cancelled. Cecilia (Director) did well in re-scheduling classes so students were not too far behind.  There has been some confustion regarding CIPHI Membership Sign-up. This is especially important with interviews coming up soon.  Related to mentorship, the students appreciate lunch & learns to learn about other aspects of EPH (e.g. Tobacco enforcement). Amanda Hepp has previously reached out regarding lunch chats but hasn’t heard from Cecilia. | Amanada: To reach out to Ceilia to arrange for a lunch and learn. Alternatively, Jiezen could tell Ceilia to reach out to Amanda.  Olu or Ryan: To reach out to the student body to provide instructions on how to sign up for the CIPHI membership. |
| **7.0** | **New Business/Updates** |  |
|  | *None Stated* |  |
| **8.0** | **Adjournment @ 12:43 PM** |  |
|  | **MOTION: Motion to adjourn**  ***NAME: A. Yu, O. Motajao*** |  |
|  | **Next Meeting: April 19, 2022 at 12PM** |  |