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| **Item** | **Notes** | **Action Items** |
|  | **Call to order:** |  |
| **1.0** | **Roll Call & Memoriam** |  |
|  | * 1. **Roll Call: Meaghen Allen, Manny Ahmad, Scott Budgell, Paul Kascak, Karah Harvey, Leah Danyluk, Ashley Yu, Olu Motajo**   2. **Regrets:Ryan Boyd, Daria Romanish, Jacqueline Schneider, Amanda Hepp**   3. **Guests:**   4. ***In Memoriam:*** |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Add: Nothing to add.  **MOTION:**  ***NAME****: P.Kascak, seconded by L. Danyluk* |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **April 2022 Minutes**  **MOTION:** To approve the April 2022 minutes as provided to the Executive.  *L. Danyluk, seconded By S. Budgell* - None Opposed |  |
| **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** Financial Update – Leah  No major updates at this time. Is attending fall workshops every other week. Expenses are trickling in as things wramp up. |  |
| **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   * Promotional Items – Tony had reached out to see if Branch is okay with promotional item coming out of the branch. Are we still okay with coming out of branch account?   **MOTION:** CIPHI AB Branch convers the cost of promotional item for the 2022 Branch Workshop worth approximately $3000 dollars.  *M. Allen, Seconded by P. Kascak* – None Opposed   * Sponsorship – They were looking at doing a draw for an early bird draw to cover workshop fees. Registration is just around 300 dollars due to a cost increase with the hotel. * CRA # - We don’t appear to have a CRA number. National needed a CRA number to get grants. 20-30 draws?   30 for 200 - $6000  20 for 300 – $6000  **MOTION:** That the Executive supports 20 sponsorships draws.  *S. Budgell, seconded by A. Yu* – None Opposed   * Website – Will check in to see if Jeremy can work on the website for updates. If not available or unable, to let Manny know. | *Paul: To remind Meaghen to confirm CRA number with National*  *Leah: How many members received sponsorship for the workshop before?*  *Members: Please send in a photo for the website as well as a brief Bio* |
| **4.3** | ***CoPE: Update from Alberta Representative:* 4.3.1** Update- J. Guth  The communications committee on COPE is working on resources for entering PDH hours; they’re aiming to release information for the fall season when members are more likely to enter. Currently MSC is not recording partial hours – working with IT to fix this.  Meaghen: Did we get a list of members that were suspended for PDH, or members that were suspended that did not pay their dues for the deadline?  Jennifer: There is a potential for next year that are members that will be in the progressive compliance cycle. Members need to send in an email stating that the membership dues are paid to be re-instated. Some members may look at being suspended due to already being on progressive compliance.  Olu: When CIPHI moved to 2-strikes before suspension, were members consulted?  Jennifer: This was an item voted on during a National AGM. Uncertain of the year but it was either 2018 or 2019.  Meaghen: This also applies to people certification that are people after 2017 that lose designation.  Olu: Meaghen or Jennifer, is National aware of our Lunch and Learns and can they claim this for PDH hours?  Meaghen: Yes, these can be claimed for 1 hour sessions. |  |
| **4.4** | ***BOC: Update from Alberta Representative***  **4.4.1** Update – D. Romanish - *TABLED* |  |
| **4.5** | ***Membership Committee:***  Karah: 5 people are now on the Committee   * Corrine Anderson * Anca Nastase * Katelyn Hubercheck * Kim Hong * Yvonne Liang   Met for the first time yesterday, there are some plans both in the short and long term. We are proposing a fun, predictions with the battle of Alberta. Series starts tomorrow at 7:30 AM. Will draft an email for Paul to circulate on behalf.  Paul: Meaghen would you be able to send this instead? I am going to be quite busy today.  Google Form –anybody can fill it out, assigned points for what we get right. Could look at hosting this/prizes – suggested a prize pool $50, $30, and $20.  Comments:  Meaghen – prize pool appears reasonable. Might be a potential to continue if Cal/Edmonton continues beyond semi-finals. Supportive of this  Leah: No objections – prizes seems reasonable  Manny: No objections  Paul: No objections  Ashley: Quick turnaround needed, but sounds like fun  Olu: No objections?  **MOTION:** That the Exective supports the Hockey Pool, and approves of the prize amounts of 50, 30, and 20 dollars.  *M. Allen, seconded by S. Budgell* - None opposed.  Karah: It is fine for membership board and executive to join the pool, since a google form. There is a draft letter for new members who get certified.  Olu: Would like to see the letter for new members - is it possible to get it by zone?  Karah: Considered this, but did not want to do this since many are temps/casuals that are jumping zone to zone for jobs. |  |
| **5.0** | **Projects and Initatives** |  |
| **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  Will need to update the forms to ensure they’re accurate with mailing information. Nominations have been received – good support for every category |  |
| **5.2** | ***Monthly AB Branch CIPHI Sessions***  5.2.1 Upcoming sessions  May Session – Climate Change  Sessions appear to be weill received. HPE will like to a presentation on indoor air quality on forest fires – rapid review. Will aim to do this for June instead, and will postpone the U of L speaker. |  |
| **5.3** | ***Board Accountability Project:***  5.3.1 Update Board Accountability Project – Document was not received by executive for review. | *Executive will review the document and 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  Manny and Jeremy have been updating the website.  Majority of our content from the old website will be archieved – anything 3+ years old.  Jeremy was having password issues but should now have access. Will discuss talking with Phi Phan about newsletter being a bulletin rather than a PDF. |  |
| **5.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***  No major updates. On April 29 Olu was able to go in person to welcome the new students and introduce CIPHI. |  |
| **6.0** | **New Business/Updates** |  |
| **6.1** | ***2022 AGM***  Meaghen: Have to give notice to members. Do this in conjunction with the workshop? Sunday – Tuesday. We could do it the weekend before. Meeting can be done on the Sunday before.  Scott: Should try for October 23rd – Squeeze it in at lunch.  Meaghen: We can try for Monday, but we need to know more about the schedule. | *Meaghen: To reach out to Tony for workshop schedule to fit in for AGM.* |
| **6.2** | ***Google Drive and Contact List/ Whats App***  Looking at setting up a WhatsApp group – would it be possible to do this? Anybody opposed? All members on the call are good, No members opposed | *Executive: To send contact information to Paul.* |
| **7.0** | **Adjournment @** |  |
|  | **MOTION: Motion to adjourn**  NAME: L Danyluk, seconded by S. Budgell. – None opposed |  |
|  | **Next Meeting: June 21, 2022 at 12:57 PM** |  |