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| **Item** | **Notes** | **Action Items** |
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| **1.0** | **Roll Call & Memoriam** |  |
|  | 12:00 PM  Call to order: Paul Kascak, Meaghen Allen, Jennifer Guth, Amanda Hepp, Karah Harvey, Leah Tomasevic, Manny Ahmad, Anca Nastase, Scott Budgell, Ryan Boyd, Daria Romanish, Andrew Kong,  Regrets: Rachel Burak, Ashley Yu  Memoriam: |  |
| **2.0** | **Adoption of Agenda** |  |
|  | Additions to agenda: Discussion on the strategic goals for the Alberta Branch – placed on 4.6  Motion:  Names: Amanda and Ryan |  |
| **3.0** | **Approval of Meeting Minutes** |  |
|  | **Motion: To approve the December 2022 meeting minutes as presented in the sent-out email.**  Names: S. Budgell, seconded by L. Tomasevic  Motion Carried |  |
| **4.0** | **Branch Business/Updates** |  |
|  | Committee Updates   * Finances – Leah   + *General - $9041.79, general account got very low, plan to have allocated funds was the correct decision.*   + *Issues with returning with Moneris – Looking to ship the machine back to wherever it needs to go.*   + *Need to relieve Danny of his signing authority duties (Treasurer). Will run it by Anca to see if she’s interested.*   + *We will soon see if the transition with Moneris to Stripe is ready for Feb 01.* * Exec benefits – Manny – *Work in Progress* * Policy to be updated to reflect the Canada Revenue Agency (CRA) documents on both milage and meal allowances. * Mileage rates   + [Automobile allowance rates - Canada.ca](https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html) * Meal allowances   + [Appendix B: Meals and allowances - Canada.ca](https://www.canada.ca/en/revenue-agency/corporate/about-canada-revenue-agency-cra/travel-directive/appendix-b-meals-allowances-april-2022.html) * Education sessions – Meaghen   + *Continued with the Educational sessions for the branch. Scheduling conflict with this month. Jan had to be scheduled for Feb 01.*   + *Update from National – I may be a member of the NEC; the funding and the national budget was approved for monthly sessions. Moreso on the soft skills.* * CoPE – Jennifer   + *As of Jan 24, only 19 member who hasn’t logged PDHs. Pretty good considering the number of Alberta Members. 2022 was 45 left. Audit training will occur in the next couple of months. Need to test the audit system. Haven’t been able to do that testing – expected to occur right away. Looking to start them around End of March.*   + *Meaghen - Do you know how many people lost their designation or membership? Jennifer - Do not know. We can ask if those stats are available.* * Alberta Branch Accountability Document – Scott   + ***Motion: To adopt the document as sent, without changes, and henceforth proceed with the document this year (2023).***   + Names: Leah, and Anca * Membership – Karah   + *Welcome pins and letters to new members*   + *Membership Committee has 5 plans over the course of the 2023 year. Accomplished the membership draw, winner was announced and*   + *Hockey Pool launched in 2022 – 62 people participating*   + *Feedback from the workshop, fitness challenges? Exploring the use of the participaction app. Determining the challenges and the team function. 8 person teams – free app. Looking to pitch in March 2023. One thing with the app is no messaging through it – looking to encourage community.*   + *Mentioned that 10,000 coffees app. Huge financial barrier, but wondering if we wanted to do an informal session? Make arrangements with a virtual coffee, something to do with EPH week.* * NEC confirms continued appointment of Daria Romanish to the BOC – Scott * The Alberta Branch voted via email and confirmed that Daria Romanish will remain as the BOC Rep for another term. * BOC Update – Daria   + *Three things – 1) I have taken over the portfolio for the international exam candidates – subcommittee is being established to determine which questions are tripping people up. Plan is to meet early Feb.*   + *2) The rewrite of the written portion of the BOC is well underway. Met with schools with the measures – they all seem excited. Main schools are requested to grab volunteers on the reformatted segment. Will happen in a month or so, and the results will help us determine what adjustments are needed. Proposed implementation is April 2025 exam.*   + *3) We meet twice a year as a group. Will be happening in April. Expect a bigger update in May’s meeting.*   + *Passing grade will be 70%* * Meaghen – Scott and I were at the NEC. Fee increases with BOC. Turned that down cause we did not want the cost to be burdened by the increases everywhere. Membership fees will be increasing to cover that. Alberta was alone being in favour for BOC increases, other branches voted against. | Leah & Scott: Look into a conference call with Moneris to give them a call to resolve this issue.  Manny: Continue working with the Exec Benefit document.  Scott: Get the National document to Manny as a guide.  Scott: To circulate the document that Karah provided. |
| **5.0** | **New Business** |  |
|  | Contact information for those new to the executive - Scott  *First and Last Name:*   * *Office Phone #:* * *Cell Phone #:* * *Preferred Mailing address:* * *Primary Email:* * *Secondary Email:*   ***Please send to Scott.***  Updating the Alberta Branch website – Manny  Photos, and Bio. No pictures of cats.  Pres Elect-NEC duties – Manny - What are my duties and expectations? Look into updating the ToR, Scott and Manny and Meaghen can look and see if there is anything that needs to be added. Branch will have to cover in-person meetings for the President-Elect.  Membership – Scott  *Life Members Compliance with PDH requirements*  *Section 2.01 6) Persons who are granted Life Membership must participate in the continuing professional competency program of the Corporation if they are working for an employer or an agency where the prerequisite for employment is the CPHI(C).*  *If the Life Member does not meet the PDH requirements then their Life Membership can be terminated and they would have to apply for reinstatement as per NOP #25 Termination and Reinstatement of Membership which applies " specifically to a person whose membership qualification described in By-Law Section 2.01 requires their participation in the CPC program of CIPHI."*  2023 workshop + AGM – Executive  AGM – Committee  When should it be held.  May 13th, In-Person Meeting, booked for the AGM? AGM for the 27th? Take away and confirm afterwards.  *Scott: To discuss with Mark Fehr regarding support regarding AHS support for educational leave for AHS.*  *Leah & Ludmilla – To get into contact with the auditor members and look at scheduling and training. Looking to do*  Retirees Advisory Council (RAC) - Scott  *Please see attached Draft By-law for review and discussion.*  *RAC is seeking support to become an advisory council instead of a committee.* | All: Please send to Scott your contact information and your bios.  Website: Remove notice for Membership director. Also are there other methods to request  Manny: To investigate why Google shows the old website even though the URL redirects if you manually input it. |
| **4.3** | **Budget meeting - Tabled** |  |
| **4.6** | Strategic goals for the Alberta Branch – Proposed By Ryan - Tabled |  |
| 5.0 | **Adjournment @ 12:59 PM** |  |
|  | **MOTION: Motion to adjourn**  **NAME: Scott, seconded by Paul** |  |
|  | **Next Meeting: February 27, 2023 at 12:00 PM** |  |