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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, Manny Ahmad, Ashley Yu, Daria Romanish, Jennifer Guth, Amanda Hipp, Scott Budgell, Ryan Boyd, Karah Harvey, Jacqueline Schnider, Leah Tomasevic, Olu Motajo**
	2. **Regrets: Scott Budgell, Ashley Yu,**
	3. **Guests:**
	4. ***In Memoriam: Kenneth Bloom, passed last week. 50 year member, active in CIPHI and South Zone. Sent to retirement committee, card to family, discussing with Sean in South.***
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| **2.0** | **Adoption of Agenda** |  |
|  | Add: No additions**MOTION: To approve the Agenda** ***NAME****: Leah, Seconded by Manny**None Opposed* |  |
| **3.0** | **Approval of Meeting Minutes**  |  |
|  | **Email Motion for August 2022 Minutes** |  |
| **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 honorariums - LeahBiggest workload is the workshop. Made the final payment for the venue. Nothing major at this time, business as usual.Meaghen has sent over payment to ‘Be the Change’. What is a safe amount to have in the account? Should we increase, maintain, decrease? We have the money that is invested, and wondering prior coming into the workshop, $27,000 day to day general account, Be the Change las lowered this by $10000.Meaghen: Keep and eye on it, maintain for now.Meaghen – HonorariumsLeah & Ludmilla financial audits – typically receive honorariums $100 a person + compensation for a meal. 2019-2021 **MOTION: To issue an honorarion of $100 per person and meal expence be given to the financial auditors for 2019-2021.**Meaghen, Seconded by Ryan.None Opposed. | Paul : Include financial auditors as apart of the email fall update. |
| **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 - MeahgenMeahgenLeah and I met with organizers, issues with the hotel rooms being booked up. Able to release rooms and won’t be on the hook? Looking to get more information. Fall workshop has 115 registrants, good support from Concordia students and events are approaching sellout. 75 hotel rooms that had to be filled per night, however not anywhere close to be filled. App has been developed and is in the apple store. Biggest item is the hotel room at the moment. |  |
| **4.3** | ***CoPE: Update from Alberta Representative:* 4.3.1** Update- J. Guth*COPE is offering a draw for 5 $100 gift cards, that Members who log into the MSC Before Dec 1 and enter in a PDH. This is to try and reduce the backlog of potential questions.*Conference – Hoping to do a session for entering 1 PDH in the new MSC. Contest will be planned by COPE that will have people entered to win a prize. Next meeting is Oct 03. If the meeting isn’t planned for Oct 03, then we may need to look AB specific.Meaghen: Are we supposed to tell members about this contest, or is COPE going to handle this?Guth: Anyone who has entered in a PDH before Dec 1st will be automatically entered. Cant pull a list for people who logged into the new system, can pull a list for people who entered. Targetted emails who are using the MSC email. Plan to target people with no hours before Dec 1 for 1 hour, PDH 30 hours after Dec 1. |  |
| **4.4** | ***BOC: Update from Alberta Representative***  **4.4.1** Update – D. RomanishBOC board met in-person for National Conference. First time all members were together. Revised some docs for election process to chair and vice chair. Completed accommodations policy. 2 presentations on examiner training and policy changes and updates boc has undertaken.Quite a few attendance – lots of questions. Productive and useful. Continue to plug along the updated written submissions for BOC examinations. Our drop dead target date is sometime in Dec. May need to delay implementation if we miss the deadline. Should be on time.We continue to receive international applications to be exempt for schooling received here in Canada. Quite a few more students, larger pool of data.Appeals are no longer being looked by BOC, only be NEC.BOC Exam – Oct 26. Early Oct examiner training, NS rep eastern provinces. Marcy has had many requests, will see on date and time.Provincial workshop – Deliver a presentation on mentor training.Ryan: What is the pass rate on internationals?Daria: April 2022 – 12-13 candidates – 3 successful. MC Exam of 100 questions, risk based assessment. Work closely with a 3rd party consultant and ran it by content experts in the public health field. Tweaking and revising questions based on pass rates for specific questions. Based on the instructional objectives. Doesn’t negate need for practicum – but doesn’t need to do an EH degree. Must have 6 months working experience. Olu: Are we confident our certified inspector today will pass?Daria: Ran it by inspectors < 6 months and seasoned inspectors. No major differences in the pass rate. |  |
| **4.5** | ***Membership Committee:*** 4.5.1 Update – KarahWe did pull numbers 2019 to 2022, including that in AGM report. Most of the regular members logged into the MSC. 315 Reg members last year 312.Will be procedding with the hockey pool. NHL season opens on Oct 11. Aiming for Oct 01. Submission Deadline by Oct 10. Looking at doing a box pool with a few trades throughout the service. ‘Trashtalk’ allowed within the group.Will be joining CIPHI committee at the fall at Workshop. Anca will be taking that on. |  |
| **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 – Meaghen - Winners have been sent out. Will connect with Ashley for ordering awards. Could pick them up with the Conference. Will present at the awards luncheon. Can connect for members who aren’t available to deliver them.Awards National Level:Lance HonishErin Teare.Deborah Mooney5.1.2 Ordering awards – Awards have been ordered by our supplier in Spruce Grove. Operator is very easy to work with. |   |
| **5.2** | ***Monthly AB Branch CIPHI Sessions***5.2.1 Upcoming sessions – Oct Sesssion – Not Proceeding? Might reach out to Nelson. Jacquie was there anybody for Nov? Jacquie: Havent done yet.  |  |
| **5.3** |  ***Board Accountability Project:*** 5.3.1 Update Board Accountability Project - KarahWe did receive feedback, thank you to those who left comments. Addressed most of the changes – Garth is back yesterday so we will make a motion shortly (give him time to review). *Agenda Item – Present it at the AGM.* |  |
| **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. AhmedMeaghen:Has Jeremy deactivated old account yet? Manny: No, I emailed Brandy that the plan was to redirect. Havent heard back.  |  |
| **5.5** | ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.****Olu & Ryan*Cecilia reached out for EPH week. Ryan and I have been trying to get CIPHI to setup an event at Concordia where student can ask questions. Speed mentoring. Several inspectors will be attending. |  |
| **6.0** | **Old Business/Updates** |  |
| **6.1** | ***2022 AGM****October 24, 2022, at 4:30 PM**Reports and Elections* *In-person meeting* |  |
| **6.2** | ***Brought to you by the campaign*** UpdatesStrength through Collaboration. Email has been sent out to members. |  |
| **7.0** | **Adjournment @ 1:02 PM** |  |
|  | **MOTION: Motion to adjourn*****NAME: Meaghen, Seconded by Manny*** |  |
|  | **Next Meeting: Oct 17, 2022** |  |