

BC Branch CIPHI Executive Council Meeting

Minutes

February 28, 2023 from 08:45 to 10:15 PST
Via Google Meet

meet.google.com/dtd-yrjj-wkm

ITEM	DETAILS	NAME (S)																																																																														
	Location: Google Meet (meet.google.com/dtd-yrjj-wkm)																																																																															
1.00	Roll Call																																																																															
Members	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%; text-align: center;">Past President</td> <td style="width: 30%; text-align: center;">Stephanie Tooke</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%; text-align: center;">Councillor</td> <td style="width: 30%; text-align: center;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President</td> <td style="text-align: center;">Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Timothy Millard</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President -Elect</td> <td style="text-align: center;">VACANT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Treasurer</td> <td style="text-align: center;">John Pickles</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Executive Secretary</td> <td style="text-align: center;">Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Amber Lee</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1st Year Student Liaison</td> <td style="text-align: center;">Ricky Santos</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">2nd Year Student Liaison</td> <td style="text-align: center;">Payman Baharmand</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Jacqueline Chiu</td> <td colspan="3" style="background-color: #0056b3; color: white; padding: 5px;">Guests:</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td style="text-align: center;">Meghan Byrnes</td> <td colspan="3" style="background-color: #0056b3; color: white; padding: 5px;">Stacey Sowa, CoPE BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #0056b3; color: white; padding: 5px;">Angela Whalen, BoC BC Member</td> </tr> <tr> <td colspan="6" style="background-color: #0056b3; color: white; padding: 5px;">Tim Roark, BC Branch Historian</td> </tr> <tr> <td colspan="6" style="background-color: #0056b3; color: white; padding: 5px;">Elden Chan, Webmaster</td> </tr> <tr> <td colspan="6" style="padding: 5px;"><i>*Indicates maternity/paternal leave</i></td> </tr> </table> <p style="text-align: center; margin-top: 10px;"><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	Past President	Stephanie Tooke	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	Councillor	Timothy Millard	<input type="checkbox"/>	President -Elect	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	1st Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	2nd Year Student Liaison	Payman Baharmand	<input type="checkbox"/>	Councillor	Jacqueline Chiu	Guests:			<input type="checkbox"/>	Councillor	Meghan Byrnes	Stacey Sowa, CoPE BC Member			Angela Whalen, BoC BC Member						Tim Roark, BC Branch Historian						Elden Chan, Webmaster						<i>*Indicates maternity/paternal leave</i>						All
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	<p>Call to order: 8:53AM</p> <p>* denotes that a document was circulated for NEC to review prior to the meeting</p>	
1.1	<p>Confirm quorum (Bylaw 5.5 - <i>The quorum for the transaction of business at an Executive Committee meeting is five</i>)</p> <p>Quorum Met [x]. Quorum not met [].</p>	All
2.00	Approval of Agenda	All
2.01	<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • None <p>Motion:To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email February 21, 2023</p> <p>Motioned [Jessica]. Seconded [Celine]</p>	All
3.00	Approval of Minutes	
3.01	<p>Motion: To approve the drafted minutes from the BC Branch Executive Council Meeting held on January 17, 2023.</p> <p>Motioned [Jessica]. Seconded [Celine].</p>	All
4.00	Motions	
	<p>Motion:</p> <ul style="list-style-type: none"> • None 	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • No update at this time 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • No update at this time 	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • BOC written segment revamp still underway • New marking rubric has been drafted which will be used to assess the BOC written assignments • Exploratory sessions underway to test out new exam format 	Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • BC Branch Crest currently states 'Registered' in 1988 when we are no longer a registered society • Tim will send out the revised BC Branch Crest design to the executive council for review • Working with BCIT to scan all past BCIT Environmental Health student photos to have it on file • Working on getting all previous BC pages up on CIPHI BC website • Working on getting all the previous written copies of the council minutes since 1925 scanned 	Tim
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Year end draft bank report has been circulated via email • Jan bank statement has not arrived yet 	John

5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <ul style="list-style-type: none"> • No update <p>Completed Action: Valerie to send Jessica the FNHA Environmental Technician job description</p>	Valerie
5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • New communications calendar available in shared drive to input content topics 	Teg
5.08	<p>BCIT Branch Relations / Student Liaison</p> <ul style="list-style-type: none"> • School semester is coming to an end • New first year rep needed for the upcoming school year • First round of mentorship program coming to an end. Evaluation form to be sent out for feedback. <p>Completed Action: Valerie to connect with Elden to link the guide to mentorship pdf to CIPHI BC website</p> <p>New Action: Valerie to send pdf version of the mentorship guide to Elden to link to website</p>	Jessica
5.09	<p>NEC Update</p> <ul style="list-style-type: none"> • Update to be sent via email 	Valerie
6.0	Old Business	
6.1	<p>Education Committee</p> <p>Completed Action: Valerie to send updated proposed committee and role list to the BC Branch executives.</p> <p>See Section 7.1 for committee roles update.</p>	Valerie

6.2	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> • 4 Councilor Positions Vacant <ul style="list-style-type: none"> ◦ Please continue to recruit • Call for president elect. Position is vacant for 2023. 	Valerie
6.3	<p>CIPHI Emails</p> <p>Action in progress: Valerie to reset the CIPHI email for Jackie and Jessica and set up a new CIPHI email for Timothy.</p>	Valerie
7.0	New Business	
7.1	<p>CIPHI BC Committees</p> <ul style="list-style-type: none"> • Previous note: Policy and Bylaw lead needed-proposed change to our Bylaw to allow for the President to Virtually host the AGM • New committee roles have been drafted and reviewed with the team during the meeting • Idea: Councilor recruitment info session to have more people involved with the council and fill the roles for the committees <p>Action: Valerie to circulate the final version of the committee roles and see who wants to be under each committee</p> <p>Action: Valerie to draft together a presentation for a councilor recruitment info session for the team to review</p>	Valerie
7.2	<p>BCIT Research Study</p> <ul style="list-style-type: none"> • A BCIT student has sent an email to the executive council regarding consent to distribute a questionnaire to CIPHI BC members for his BCIT research project. 	Valerie

	Action: Valerie to send out a digital motion for BC CIPHI Branch approval to distribute the student research survey to BC Branch members.	
	Adjournment at 10:00AM Motioned []. Seconded []	
	Next Meeting: March 28 , 2023	