

## BC Branch CIPHI Executive Council Meeting

### Minutes

July 25, 2023 from 08:45 to 9:45 PST  
Via Google Meet

[meet.google.com/dtd-yrjj-wkm](https://meet.google.com/dtd-yrjj-wkm)

ITEM	DETAILS	NAME (S)																																																																								
	<b>Location:</b> Google Meet ( <a href="https://meet.google.com/dtd-yrjj-wkm">meet.google.com/dtd-yrjj-wkm</a> )																																																																									
<b>1.00</b>	<b>Roll Call</b>																																																																									
Members	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;"><b>Past President</b></td> <td style="width: 30%;"><b>Stephanie Tooke</b></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;"><b>Councillor</b></td> <td style="width: 30%;"><b>Tegbir Gill</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>President</b></td> <td>Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Timothy Millard</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>President -Elect</b></td> <td>VACANT</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Treasurer</b></td> <td><b>John Pickles</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Executive Secretary</b></td> <td>Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Amber Lee</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>1st Year Student Liaison</b></td> <td><b>Ricky Santos</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td>Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Payman Baharmand</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td>Jacqueline Chiu</td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Guests:</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>Councillor</b></td> <td><b>Meghan Byrnes</b></td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Stacey Sowa, CoPE BC Member</b></td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Angela Whalen, BoC BC Member</b></td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Tim Roark, BC Branch Historian</b></td> </tr> <tr> <td colspan="3"></td> <td colspan="3" style="background-color: #0056b3; color: white;"><b>Elden Chan, Webmaster</b></td> </tr> </table> <p style="margin-top: 10px;"><i>*Indicates maternity/paternal leave</i></p> <p style="margin-top: 10px;"><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	<b>Past President</b>	<b>Stephanie Tooke</b>	<input type="checkbox"/>	<b>Councillor</b>	<b>Tegbir Gill</b>	<input type="checkbox"/>	<b>President</b>	Valerie Jackson	<input type="checkbox"/>	<b>Councillor</b>	<b>Timothy Millard</b>	<input type="checkbox"/>	<b>President -Elect</b>	VACANT	<input type="checkbox"/>	<b>Councillor</b>	VACANT	<input type="checkbox"/>	<b>Treasurer</b>	<b>John Pickles</b>	<input type="checkbox"/>	<b>Councillor</b>	VACANT	<input type="checkbox"/>	<b>Executive Secretary</b>	Celine Hsin	<input type="checkbox"/>	<b>Councillor</b>	VACANT	<input type="checkbox"/>	<b>Councillor</b>	<b>Amber Lee</b>	<input type="checkbox"/>	<b>1st Year Student Liaison</b>	<b>Ricky Santos</b>	<input type="checkbox"/>	<b>Councillor</b>	Jessica Ip	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Payman Baharmand</b>	<input type="checkbox"/>	<b>Councillor</b>	Jacqueline Chiu	<b>Guests:</b>			<input type="checkbox"/>	<b>Councillor</b>	<b>Meghan Byrnes</b>	<b>Stacey Sowa, CoPE BC Member</b>						<b>Angela Whalen, BoC BC Member</b>						<b>Tim Roark, BC Branch Historian</b>						<b>Elden Chan, Webmaster</b>			All
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	<p><b>Call to order: 8:59AM</b></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><b>Quorum Met [ ]. Quorum not met [x].</b></p> <p><b><i>Meeting rescheduled for Aug 1, 2023</i></b></p>	All
<b>2.00</b>	<b>Approval of Agenda</b>	All
2.01	<p><b>Additions to Agenda:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Motion:</b>To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email July 21, 2023</p> <p><b>Motioned [ ]. Seconded [ ]</b></p>	All
<b>3.00</b>	<b>Approval of Minutes</b>	
<b>3.01</b>	<p><b>Motion:</b> To approve the drafted minutes from the BC Branch Executive Council Meeting held on June 27, 2023.</p> <p><b>Motioned [ ]. Seconded [ ].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motions:</b></p> <ul style="list-style-type: none"> <li>• Approval of purchase to change the BC Branch seal and crest. See agenda item 7.2</li> <li>• Nomination for Casey Neathway as President Elect. See agenda item 7.3</li> </ul>	All

	<ul style="list-style-type: none"> <li>Nomination for Nicole Pagoda as councillor. See agenda item 7.3</li> </ul>	
<b>5.00</b>	<b>Standing Business</b>	
5.01	<p><b>CoPE Update:</b></p> <ul style="list-style-type: none"> <li>Second audits for potential fails are pending. Still working through bugs with our new platform.</li> <li>Gearing up to meet in September in New Brunswick for our in person meeting ahead of the AEC.</li> </ul>	Stacey via email
5.02	<p><b>BC Page Update:</b></p> <ul style="list-style-type: none"> <li>Newsletter will launch next Monday. Draft will be sent out by this Friday for review.</li> <li>If anyone is interested in working on the BC Page as editor, please contact Stacey.</li> </ul>	Stacey via email
5.03	<p><b>BOC Update:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Angela
5.04	<p><b>Historian Update:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Valerie/Tim
5.05	<p><b>Finance Update:</b> *</p> <ul style="list-style-type: none"> <li></li> </ul>	John
5.06	<p><b>Liaising with Ministry &amp; Unions - News and Updates</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p><b>Previous Action:</b> Valerie to review the draft letter to the ministry and get back to Jessica.</p>	Jessica
5.07	<p><b>Engagement/Social Media Update:</b></p> <ul style="list-style-type: none"> <li></li> </ul>	Valerie/ Teg

	<p><b>Completed Action:</b> Valerie to send a post to encourage people to join our social media platforms to increase followers</p> <p><b>Completed Action:</b> Valerie to resend the email to members on requests for day of life as an EHO bio to be featured on the CIPHI website</p>	
5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <ul style="list-style-type: none"> <li>● Mentorship program update</li> <li>● Second and first year rep for the new academic year.</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>● The National Advocacy Campaign is moving forward. See New Business 7.4 for budget discussion</li> <li>● Presentation on the Advocacy Campaign by Valerie</li> </ul>	Valerie
<b>6.0</b>	<b>Old Business</b>	
<b>6.1</b>	<p><b>Executive Council</b></p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>● 4 Councilor Positions Vacant <ul style="list-style-type: none"> <li>○ Please continue to recruit</li> </ul> </li> </ul> <p>See New Business Section 7.3 for president-elect and councillor nominations</p>	Valerie
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<p><b>Recruitment and Retention - CIPHI BC Branch Recruitment Presentation</b></p> <ul style="list-style-type: none"> <li>● Work in progress on developing the presentation</li> </ul> <p><b>Previous Action to All:</b> Review and comment on the two presentations available in the shared drive</p>	Valerie

<p style="text-align: center;"><b>7.2</b></p>	<p><b>BC Branch Stamp/Seal change request</b></p> <ul style="list-style-type: none"> <li>• In 1977 the members of the BC Branch approved a motion at the BC Branch AGM requesting incorporation by the BC Government under the Societies Act. Approval was granted by the BC Government.</li> <li>• In 2012 the membership of the BC Branch approved a motion rescinding those sections of the BC Branch Bylaws regarding "Registration" and advised the BC Government of this decision. We now need to switch our seal/stamp from "Registered 1988" back again to "Incorporated 1977".</li> <li>• Quotes for the prices and design have been received</li> </ul> <p><b>Motion:</b> To approve the purchase of the updated BC Branch "Incorporated 1977" stamp and seal.</p> <p><b>Motioned [ ]. Seconded [ ].</b></p> <p><b>Previous Action:</b> Valerie to send details and electronic motion for the BC Branch stamp/seal change request. <b><i>Motion to be done electronically.</i></b></p>	<p style="text-align: center;">Valerie/Tim</p>
<p style="text-align: center;"><b>7.3</b></p>	<p><b>Nominations for Executive Council - <i>both motions to be done electronically.</i></b></p> <p><b>1. Nomination for President - Elect: Casey Neathway</b></p> <p><b>Motion:</b> <i>To nominate Casey Neathway to sit as president-elect on the CIPHI BC Branch.</i></p> <p><b>Motioned [Valerie]. Second [Jessica ].</b></p> <p><b>2. Nomination for New Councillor: Nicole Pagoda</b></p> <p><b>Motion:</b> <i>To nominate Nicole Pagoda to sit as councillor on the CIPHI BC Branch.</i></p>	<p style="text-align: center;">Valerie</p>

	<p><b>Motioned [ ]. Second [ ]</b></p> <p><b>Previous Action:</b> Valerie to send out the resume and nomination forms for the two nominations to the executive council and send the motion electronically.</p>	
<b>7.4</b>	<p><b>National Advocacy Campaign</b></p> <p>Input needed from executives on our BC regional buys for the 2023-2024 campaign.</p> <ul style="list-style-type: none"> <li>● meetings/presentations</li> <li>● billboards/bus shelters</li> <li>● social media buys</li> </ul> <p>Need to organize a general idea on the direction we think we will go and a budget we feel comfortable spending. This will be brought back to national advocacy to start getting actual numbers and specifics on what we can get.</p>	Valerie
<b>7.5</b>	<p><b>Christmas luncheon and BC Branch AGM Dec 14, 2023</b></p> <ul style="list-style-type: none"> <li>● Discussion: Whether we want to have a presentation on the advocacy campaign this year at CIPHI luncheon or do any education session.</li> </ul>	Jessica
	<p>Adjournment at: <b>Motioned []. Seconded [ ]</b></p>	
	<b>Next Meeting: August 29 , 2023</b>	