

## BC Branch CIPHI Executive Council Meeting

### Minutes

October 24, 2023 from 08:45 to 9:45 PST  
Via Google Meet

meet.google.com/dtd-yrjj-wkm

ITEM	DETAILS	NAME (S)																																																												
	<b>Location:</b> Google Meet (meet.google.com/dtd-yrjj-wkm)																																																													
<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%;">Councillor</td> <td style="width: 30%;">Nicole Pogoda</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>President -Elect</b></td> <td><b>Casey Neathway</b></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</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>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>1st Year Student Liaison</b></td> <td><b>Shavideep Singh</b></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Tegbir Gill</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><b>2nd Year Student Liaison</b></td> <td><b>Ricky Santos</b></td> </tr> <tr style="background-color: #0070c0; color: white;"> <td colspan="6" style="text-align: left;"><b>Guests:</b></td> </tr> <tr style="background-color: #e6f2ff;"> <td colspan="6" style="text-align: left;"> <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> </td> </tr> </table>	<input type="checkbox"/>	<b>Past President</b>	<b>Stephanie Tooke</b>	<input type="checkbox"/>	Councillor	Nicole Pogoda	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	<b>President -Elect</b>	<b>Casey Neathway</b>	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	<b>Treasurer</b>	<b>John Pickles</b>	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<input type="checkbox"/>	<b>1st Year Student Liaison</b>	<b>Shavideep Singh</b>	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	<b>2nd Year Student Liaison</b>	<b>Ricky Santos</b>	<b>Guests:</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><i>Those highlighted in yellow are absent</i></p> <p><i>*Indicates maternity/paternal leave</i></p>																																																													

	<p><b>Call to order: 8:48AM</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 [x]. Quorum not met [ ].</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 Oct 23, 2023</p> <p><b>Motioned [Jessica ]. Seconded [Timothy ]</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 Sept 26, 2023.</p> <p><b>Motioned [Celine]. Seconded [Jackie].</b></p>	All
<b>4.00</b>	<b>Motions</b>	
	<p><b>Motions:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	All

5.00	Standing Business	
5.01	<b>CoPE Update:</b> <ul style="list-style-type: none"> <li>• None available</li> </ul>	Stacey
5.02	<b>BC Page Update:</b> <ul style="list-style-type: none"> <li>• None available</li> </ul>	Stacey
5.03	<b>BOC Update:</b> <ul style="list-style-type: none"> <li>• None available</li> </ul>	Angela
5.04	<b>Historian Update:</b> <ul style="list-style-type: none"> <li>• New approved stamp/seal to be purchased</li> </ul>	Valerie
5.05	<b>Finance Update: *</b> <ul style="list-style-type: none"> <li>• Update via email: <ul style="list-style-type: none"> <li>○ Finances are in good shape</li> <li>○ Income statement up to Aug 31, 2023 has been circulated</li> <li>○ Income Statement and Balance Sheet up to June 30 2023 has been circulated</li> <li>○ These will be presented to the AGM together with the fiscal year January to December 2022.</li> </ul> </li> </ul>	John
5.06	<b>Liaising with Ministry &amp; Unions - News and Updates</b>  <b>Action in progress:</b> Valerie to review the draft letter to the ministry and get back to Jessica.	Valerie
5.07	<b>Engagement/Social Media Update:</b> <ul style="list-style-type: none"> <li>• Christmas AGM and Luncheon poster to be posted on social media once finalized</li> <li>• National advocacy campaign materials available for us to repost</li> </ul>	Teg/Valerie

5.08	<p><b>BCIT Branch Relations / Student Liaison</b></p> <p><b>Student Liaison</b></p> <ul style="list-style-type: none"> <li>• New BCIT first year rep: Shavideep Singh</li> </ul> <p><b>Mentorship Program</b></p> <ul style="list-style-type: none"> <li>• Mentorship program underway, one student still not matched up</li> <li>• Details of the mentorship program shared to BC Page</li> </ul>	Jessica
5.09	<p><b>NEC Update</b></p> <ul style="list-style-type: none"> <li>• Statistic from the advocacy campaign outputs will be finalized on Oct 26, 2023</li> <li>• National currently working on policy update</li> <li>• Education committee currently working on upcoming education sessions</li> </ul>	Valerie
<b>6.0</b>	<b>Old Business</b>	
6.1	<p><b>Executive Council</b></p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• 5 Councilor Positions Vacant <ul style="list-style-type: none"> <li>○ Confirmed with two inactive councilor members that they will be removed from the council members list</li> <li>○ Please continue to recruit</li> </ul> </li> </ul> <p><b>Action in Progress:</b> Valerie to send Stacey an updated executive list for the BC page</p>	Valerie
<b>7.0</b>	<b>New Business</b>	
7.1	<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> <li>• Currently setting up a date with BCIT on a CIPHI presentation</li> </ul>	Valerie

	<ul style="list-style-type: none"> <li>Reached out to advocacy director on quotes for updated promotion materials for booths (ex. banners, table cloth)</li> </ul> <p><b>Previous Action to All:</b> Review and comment on the two presentations available in the shared drive</p>	
<b>7.2</b>	<p><b>National Advocacy Campaign</b></p> <ul style="list-style-type: none"> <li>Be The Change Group 2023 CIPHI regional media buy guidance document has been emailed to the executive team for review</li> <li>Waiting on quotes from Be The Change Group for regional media buy</li> <li>Media buy quotes to be shared with council when available</li> </ul>	Valerie
<b>7.3</b>	<p><b>Christmas luncheon and BC Branch AGM</b></p> <ul style="list-style-type: none"> <li>Date: December 14, 2023</li> <li>Time: 9am to 2pm</li> <li>Advocacy campaign will be presented at the AGM</li> <li>Draft AGM and luncheon poster has been circulated via email</li> <li>Luncheon buffet menu and cost has been circulated via email (\$50/person). Cost went up from last year.</li> <li>Discussed the amount to charge for luncheon and subsidies (food) from CIPHI</li> <li>Finalized poster will be in upcoming BC Page and circulated</li> </ul> <p><b>Motion: To keep the 2023 luncheon fee the same as last year, with CIPHI subsidizing the difference.</b>  <b>Regular member: \$30          Student member: \$25</b>  <b>Retired member: \$20          Non-member: \$43</b></p> <p><b>Motioned [Jessica]. Seconded [Jackie]</b></p> <p><b>Motion has passed.</b></p>	Jessica
	Adjournment at: 9:25AM <b>Motioned [ ]. Seconded [ ]</b>	
	<b>Next Meeting: November 28, 2023</b>	