

BC Branch CIPHI Executive Council Meeting

Minutes

September 26, 2023 from 08:45 to 9:45 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%;">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%;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President</td> <td>Valerie Jackson</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Timothy Millard</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">President -Elect</td> <td>Casey Neathway</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Nicole Pogoda</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Treasurer</td> <td>John Pickles</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Executive Secretary</td> <td>Celine Hsin</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Amber Lee</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1st Year Student Liaison</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Jessica Ip</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">2nd Year Student Liaison</td> <td>Ricky Santos</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Jacqueline Chiu</td> <td colspan="3" style="background-color: #d9e1f2;"> Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Angela Whalen, BoC BC Member</i> Tim Roark, BC Branch Historian Elden Chan, Webmaster </td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">Councillor</td> <td>Meghan Byrnes</td> <td colspan="3"> <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	Casey Neathway	<input type="checkbox"/>	Councillor	Nicole Pogoda	<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	VACANT	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	2nd Year Student Liaison	Ricky Santos	<input type="checkbox"/>	Councillor	Jacqueline Chiu	Guests: <i>Stacey Sowa, CoPE BC Member</i> <i>Angela Whalen, BoC BC Member</i> Tim Roark, BC Branch Historian Elden Chan, Webmaster			<input type="checkbox"/>	Councillor	Meghan Byrnes	<i>*Indicates maternity/paternal leave</i>			All
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	<p>Call to order: 8:48AM</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 Sept 25 2023</p> <p>Motioned [Angela]. 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 Sept 5, 2023.</p> <p>Motioned [Angela]. Seconded [Celine].</p>	All
4.00	Motions	
	<p>Motions:</p> <ul style="list-style-type: none"> • Approval of purchase to change the BC Branch seal and crest. See agenda item 7.2 	All

5.00	Standing Business	
5.01	<p>CoPE Update:</p> <ul style="list-style-type: none"> • Working with NEC to address NOPs not met • Changes to the PD model coming in 2024, won't affect entering of PD for 2023. • Communication strategies in progress to remind members to input PD hours by Jan 2024 	Stacey
5.02	<p>BC Page Update:</p> <ul style="list-style-type: none"> • Fall edition will be released on Oct 31, 2023. Submit submissions by Oct 17, 2023. <p>Action: Valerie to send Stacey an updated executive list for the BC page</p>	Stacey
5.03	<p>BOC Update:</p> <ul style="list-style-type: none"> • Updating policy for examination process on conflict of interest to align with NOP • Examination exclusions policy updated • BOC Form B updated to improve clarity • BOC candidates will now be given copies of the scenarios during exam • Practicum agency training to be restarted • Next international equivalency exam will be in April 2024 	Angela
5.04	<p>Historian Update:</p> <ul style="list-style-type: none"> • No updates • Motion was passed electronically for BC stamp/seal change request (see agenda item 7.2 for details). 	Valerie
5.05	<p>Finance Update: *</p> <ul style="list-style-type: none"> • Not available for meeting 	John
5.06	<p>Liaising with Ministry & Unions - News and Updates</p> <p>Action in progress: Valerie to review the draft letter to the ministry and get back to Jessica.</p>	Valerie

5.07	<p>Engagement/Social Media Update:</p> <ul style="list-style-type: none"> • NEC social media campaign in progress, will be used to post on BC social media sites. • EPH week this week (Sept 25 - Oct1) 	Valerie
5.08	<p>BCIT Branch Relations / Student Liaison</p> <p>Student Liaison</p> <ul style="list-style-type: none"> • First year student liaison will be confirmed once the new academic year starts <p>Mentorship Program</p> <ul style="list-style-type: none"> • Still have one student not paired with a mentor at this time. Hopefully will be able to find a mentor when school starts • Propose to change the program (application) timeline back to the September/October period. This year, starting in April as recommended by BCIT, didn't seem to work as well when it comes to meeting up with the mentee/mentor. Many people were away and the students seemed to be away or working or preoccupied with summer vacation and not really into meeting up. 	Jessica (update via email)
5.09	<p>NEC Update</p> <p>NEC met at ST John for annual conference this month</p> <ul style="list-style-type: none"> • Policy review underway for several policies • Communication policy update in progress <p>Membership fees</p> <ul style="list-style-type: none"> • Motion has passed at the AGM to increase CIPHI membership fees <p>Environmental Public Health Week</p> <ul style="list-style-type: none"> • Sept 25-Oct 1, 2023 • Education sessions and events happening everyday during EPH week. Details on the national social media website. 	Valerie

	<p>Suggestion for next year:</p> <ul style="list-style-type: none"> • Reach out to the ministry for a letter of recognition for next year's EPH week. • Start to put plans together for next year's EPH to allow sufficient time for rollout (ex. Proposing ideas/budgets, etc) 	
6.0	Old Business	
6.1	<p>Executive Council</p> <p>ACTION</p> <ul style="list-style-type: none"> • 3 Councilor Positions Vacant <ul style="list-style-type: none"> ○ Please continue to recruit 	Valerie
7.0	New Business	
7.1	<p>Recruitment and Retention - CIPHI BC Branch Recruitment Presentation</p> <ul style="list-style-type: none"> • Work in progress on developing the presentation • In contact with a BCIT program rep on doing a CIPHI presentation or having a booth at BCIT career fair and get the word out on what CIPHI does <p>Previous Action to All: Review and comment on the two presentations available in the shared drive</p>	Valerie
7.2	<p>BC Branch Stamp/Seal change request</p> <p>Motion has been passed electronically to approve the purchase of the updated BC Branch "Incorporated 1977" stamp and seal.</p> <p>Motioned: Valerie Jackson Seconded: Casey Neathway</p>	Valerie
7.3	<p>National Advocacy Campaign</p> <p>Be The Change Group 2023 CIPHI regional media buy guidance document has been emailed to the executive team for review.</p>	Valerie

	<p>Input needed from executives on our BC regional buys for the 2023-2024 campaign on the following:</p> <ul style="list-style-type: none"> • meetings/presentations • billboards/bus shelters • social media buys <p>Costs dependent on the type of media buy selected.</p>	
7.4	<p>Christmas luncheon and BC Branch AGM</p> <ul style="list-style-type: none"> • Date: December 14, 2023 • Time: 9am to 2pm • Advocacy campaign will be presented at the AGM • Contract for reserving space at Holiday Inn in December (AGM/Luncheon) has been confirmed. <p>Previous Action: Jessica to get a quote from the venue on the cost for booking the venue</p>	<p>Jessica (update via email)</p>
	<p>Adjournment at: 9:41AM Motioned []. Seconded []</p>	
	<p>Next Meeting: October 24, 2023</p>	