

BC Branch CIPHI Executive Council Meeting

Minutes

September 5, 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%;">Past President</td> <td style="width: 70%;">Stephanie Tooke</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President</td> <td>Valerie Jackson</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>President -Elect</td> <td>Casey Neathway</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Treasurer</td> <td>John Pickles</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Executive Secretary</td> <td>Celine Hsin</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Amber Lee</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jessica Ip</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Jacqueline Chiu</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Meghan Byrnes</td> </tr> </table> <p style="text-align: center;"><i>Those highlighted in yellow are absent</i></p>	<input type="checkbox"/>	Past President	Stephanie Tooke	<input type="checkbox"/>	President	Valerie Jackson	<input type="checkbox"/>	President -Elect	Casey Neathway	<input type="checkbox"/>	Treasurer	John Pickles	<input type="checkbox"/>	Executive Secretary	Celine Hsin	<input type="checkbox"/>	Councillor	Amber Lee	<input type="checkbox"/>	Councillor	Jessica Ip	<input type="checkbox"/>	Councillor	Jacqueline Chiu	<input type="checkbox"/>	Councillor	Meghan Byrnes	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Councillor</td> <td style="width: 70%;">Tegbir Gill</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Timothy Millard</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Councillor</td> <td>Nicole Pogoda</td> </tr> <tr> <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>VACANT</td> </tr> <tr> <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>1st Year Student Liaison</td> <td>VACANT</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>2nd Year Student Liaison</td> <td>Ricky Santos</td> </tr> </table> <p style="background-color: #0056b3; color: white; padding: 2px;">Guests:</p> <p style="background-color: #e6f2ff; padding: 2px;"><i>Stacey Sowa, CoPE BC Member Angela Whalen, BoC BC Member Tim Roark, BC Branch Historian Elden Chan, Webmaster</i></p> <p style="font-size: small;"><i>*Indicates maternity/paternal leave</i></p>	<input type="checkbox"/>	Councillor	Tegbir Gill	<input type="checkbox"/>	Councillor	Timothy Millard	<input type="checkbox"/>	Councillor	Nicole Pogoda	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	Councillor	VACANT	<input type="checkbox"/>	1st Year Student Liaison	VACANT	<input type="checkbox"/>	2nd Year Student Liaison	Ricky Santos
<input type="checkbox"/>	Past President	Stephanie Tooke																																																			
<input type="checkbox"/>	President	Valerie Jackson																																																			
<input type="checkbox"/>	President -Elect	Casey Neathway																																																			
<input type="checkbox"/>	Treasurer	John Pickles																																																			
<input type="checkbox"/>	Executive Secretary	Celine Hsin																																																			
<input type="checkbox"/>	Councillor	Amber Lee																																																			
<input type="checkbox"/>	Councillor	Jessica Ip																																																			
<input type="checkbox"/>	Councillor	Jacqueline Chiu																																																			
<input type="checkbox"/>	Councillor	Meghan Byrnes																																																			
<input type="checkbox"/>	Councillor	Tegbir Gill																																																			
<input type="checkbox"/>	Councillor	Timothy Millard																																																			
<input type="checkbox"/>	Councillor	Nicole Pogoda																																																			
<input type="checkbox"/>	Councillor	VACANT																																																			
<input type="checkbox"/>	Councillor	VACANT																																																			
<input type="checkbox"/>	Councillor	VACANT																																																			
<input type="checkbox"/>	1st Year Student Liaison	VACANT																																																			
<input type="checkbox"/>	2nd Year Student Liaison	Ricky Santos																																																			
		All																																																			

	<p>Call to order: 8:55AM</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 []. Quorum not met [x].</p> <p>Updates and motions to be done electronically. Next meeting on Sept 26, 2023.</p>	All
2.00	Approval of Agenda	All
2.01	<p>Additions to Agenda:</p> <ul style="list-style-type: none"> • <p>Motion:To approve the Agenda for today's BC Branch Executive Council Meeting as circulated via email Sept 1, 2023</p> <p>Motioned []. Seconded []</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 Aug 1, 2023.</p> <p>Motioned []. Seconded [].</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	CoPE Update: <ul style="list-style-type: none"> • 	Stacey
5.02	BC Page Update: <ul style="list-style-type: none"> • 	Stacey
5.03	BOC Update: <ul style="list-style-type: none"> • 	Angela
5.04	Historian Update: <ul style="list-style-type: none"> • 	Valerie
5.05	Finance Update: * <ul style="list-style-type: none"> • 	John
5.06	Liaising with Ministry & Unions - News and Updates Action in progress: Valerie to review the draft letter to the ministry and get back to Jessica.	Jessica
5.07	Engagement/Social Media Update: <ul style="list-style-type: none"> • 	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>Environmental Public Health Week</p> <p>Previous Action: Valerie to propose ideas on what we can do to celebrate Environmental Public Health Week.</p> <ul style="list-style-type: none"> • Examples: Collaboration with local municipalities, drafting a letter of appreciation, etc <p>Previous Action: Valerie to draft a budget proposal for Environmental Public Health Week events</p>	Valerie
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	

<p>7.1</p>	<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>	<p>Valerie</p>
<p>7.2</p>	<p>BC Branch Stamp/Seal change request</p> <ul style="list-style-type: none"> ● 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. ● 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". ● Quotes for the prices and design have been received <p><i>Motion to be done electronically. Valerie to send out electronic motion and details.</i> Motion: To approve the purchase of the updated BC Branch "Incorporated 1977" stamp and seal.</p>	<p>Valerie</p>
<p>7.3</p>	<p>National Advocacy Campaign</p> <p>General budget discussion</p> <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>Valerie</p>

<p>7.4</p>	<p>Christmas luncheon and BC Branch AGM</p> <ul style="list-style-type: none"> • Date: Date 14, 2023 • Time: 9am to 2pm • Brainstorming discussion: Whether we want to have a presentation on the advocacy campaign this year at CIPHI luncheon or do any education session. • 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: Motioned []. Seconded []</p>	
	<p>Next Meeting: September 26 , 2023</p>	