

## BC Branch CIPHI Executive Council

**Annual General Meeting**
**AGENDA**

**Venue:** Holiday Inn Express – Vancouver Centre  
 711 West Broadway Street, Vancouver, BC  
 December 8<sup>th</sup>, 2016

ITEM	DETAILS	NAME (S)
	Meeting Called to Order at 11:21 HRS PST <b>Members in Attendance:</b> 21 Regular Members <b>Proxy Ballots:</b> 0 received	
<b>1.00</b>	<b>Approval of Sergeant-at-Arms, Scrutineers, and Parliamentarian</b>	
	<p><b>Sergeant-at-Arms:</b>  <b>Motion:</b>            To approve, Stacey Sowa, as the Sergeants-at-Arms'.            Moved. Seconded. All in Favour. <b>Carried.</b></p> <p><b>Scrutineers:</b>  <b>Motion:</b>            To approve Catherine Sun and Emily Woodrow as the Scrutineers.            Moved. Seconded. All in Favour. <b>Carried.</b></p> <p><b>Parliamentarian:</b>  <b>Motion:</b>            To Approve Gary Tam as the Parliamentarian for the 2016 Annual General Meeting.            Moved. Seconded. All in Favour. <b>Carried.</b></p>	D. Chen
<b>2.00</b>	<b>Introduction of Officers</b>	
2.01	<ul style="list-style-type: none"> <li>The 2016 BC Branch Executive Council members were introduced to the membership delegation in attendance at the 2016 AGM.</li> </ul>	D. Chen
<b>3.00</b>	<b>In Memoriam</b>	
3.01	<ul style="list-style-type: none"> <li>A moment of silence was observed for the BC Branch Members we have lost this past year.</li> </ul>	D. Chen

ITEM	DETAILS	NAME (S)
<b>4.00</b>	<b>Approval of Agenda</b>	
4.01	<p><b>Amendments:</b></p> <ul style="list-style-type: none"> <li>• <b>None</b></li> </ul> <p><b>MOTION:</b> To approve the CIPHI BC Branch Annual General Meeting Binder as circulated via email on November 7, 2016 .Moved. Seconded. Question Called. All in Favour. <b>Carried</b></p>	D. Chen
<b>5.0</b>	<b>Approval of Minutes – December 3<sup>rd</sup>, 2015</b>	
5.01	<p><b>Addition:</b></p> <ul style="list-style-type: none"> <li>• <b>None</b></li> </ul> <p><b>MOTION:</b> To approve the Minutes from the BC Branch September 3<sup>rd</sup>, 2015 AGM Meeting Minutes as circulated with in the 2016 AGM Binder via e-mail on November 7, 2016.</p>	D. Chen
<b>6.0</b>	<b>Officers' Reports</b>	
6.01	<p><b>Presidents Report 2016:**</b></p> <ul style="list-style-type: none"> <li>• BC Branch + VCH committed to hosting the 2017 AEC</li> <li>• BC Branch will be recommitting our efforts to continuing education by resuming our educational webinar series. In doing so we looked to engage the membership as well as our employers to be able to provide relevant and valuable learning opportunities.</li> <li>• In terms of the Finances, the Branch in 2015 incurred a deficit which will mostly likely occur in 2016. While expenses have certainly not increased beyond historical norms, the revenue generated by the branch has continued decline in recent years.</li> <li>• Starting in 2017, CIPHI National will be implementing mandatory membership for all newly certified individuals.</li> <li>• Branch Membership numbers were increased marginally over last year</li> </ul>	G. Moseley

ITEM	DETAILS	NAME (S)
	<p><b>MOTION:</b> To approve the President report as submitted/circulated Moved. Seconded. All in Favour. <b>Carried.</b></p> <p><b>Treasurers Report 2016:</b></p> <ul style="list-style-type: none"> <li>• Jan – June 30<sup>th</sup>, 2016 Audit Report completed by Debby Peng, Financial status within 6 months of AGM</li> <li>• Revenue returns were certainly less than anticipated</li> <li>• Accounts remain however still remain in relatively healthy status</li> <li>• Report that while the year was still was a deficit, having a healthy reserve from previous fiscal year offset the decline in revenue, and still leaves the branch operationally stable for the immediate future at least. Continuing in this fashion for the foreseeable future will however not be sustainable</li> <li>• Proposal budget for 2017 is conservative with fiscally reasonable revenue predictions.</li> </ul> <p><b>MOTION:</b> To approve the Treasurer's Report as submitted. Moved. Seconded. Question. All in Favour. <b>Carried.</b></p> <p><b>Auditor's Report:</b></p> <ul style="list-style-type: none"> <li>• Auditors: Nadia White (Kyerematen) and Debby Peng</li> <li>• Confirmed that the financial status for the period of January 1 to December 31, 2015 fairly represented the financial position of the BC Branch.</li> </ul> <p><b>MOTION:</b> To approve Auditor's Report as submitted within the 2016 AGM Binder. Moved. Seconded. Question. All in Favour. <b>Carried.</b></p>	

ITEM	DETAILS	NAME (S)
	<p><b>BC Branch BOC Representative:</b></p> <ul style="list-style-type: none"> <li>• Recognition of Exam Coordinators:               <ul style="list-style-type: none"> <li>○ Gundie Volk &amp; Kuljeet Chattha</li> </ul> </li> <li>• Recognition of Ron for his 4 year of service</li> <li>• Fall 2016 BOC Report:               <ul style="list-style-type: none"> <li>○ Three questions on the oral exam were reported to receive less than a 60% passing rate, as a result they were brought to attention of the National BOC Committee for review and reconsideration.</li> <li>○ One question on the oral exam which received less than a 50% across the country was subsequently removed from the exam and corresponding candidate results.</li> </ul> </li> </ul> <p><b>MOTION:</b> To approve the BC Branch BOC Representatives Report as submitted.* Moved. Seconded. All in Favour. <b>Carried.</b></p>	
7.0	<b>Appointment of Auditors</b>	
7.01	<ul style="list-style-type: none"> <li>• The floor was opened up for discussion and appointment of two new auditors.</li> <li>• Currently have Ms. Debby Peng willing to remain on and with no challenges was appointed again by acclamation.</li> <li>• Still in need of another auditor to review the 2016 Financial Statements for the BC Branch.</li> </ul>	D. Chen
8.0	<b>Motions and Resolutions</b>	
8.1	<ul style="list-style-type: none"> <li>• Nothing new to report for this calendar year</li> <li>• Advised that with the New Societies Act for BC coming into effect next year we will be looking to review the current Branch Constitution and By-laws and would expect several changes next year.</li> </ul>	D. Chen

ITEM	DETAILS	NAME (S)
<b>9.0</b>	<b>Election of Officers</b>	
9.01	<ul style="list-style-type: none"> <li>• New Election of Officers Report presented as submitted.</li> <li>• List of existing Officers with standing nominations presented for discussion.</li> <li>• Floor opened for discussion and opportunity for standing nominations to be with-drawn.</li> <li>• All nominations accepted. Yes or No?</li> <li>• Recognition of a nomination for Ms. Janelle Rimmell for the position of a councillor position within the Executive Council</li> </ul> <p><b>MOTION:</b> To approve report presented as submitted and to accept the standing nominations. Moved. Seconded. All in Favour. <b>Carried.</b></p>	G. Moseley
11.0	<b>Honorariums - BC Page Editor &amp; Webmaster</b>	
11.01	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Last year the motion was passed to pay \$500.00 to the BC Page Editor and Webmaster.</li> </ul> <p><b>MOTION:</b> To approve honorarium for the BC Branch Webmaster for the 2015 calendar year of \$500.00 and the BC Page Co-Editors of \$500.00 Moved. Seconded. All in Favour. <b>Carried.</b></p>	D. Chen
<b>12.0</b>	<b>Awards</b>	
	<ul style="list-style-type: none"> <li>• Eligible nominations were received in suitable form for the 2016 Calendar well in advance of the AGM</li> </ul> <p><b>MOTION:</b> To accept the following nominations as presented for</p> <ul style="list-style-type: none"> <li>• <b>2016 Member of the Year:</b> <ul style="list-style-type: none"> <li>○ <b>Nominee:</b> Gundie Volk</li> <li>○ <b>Nominators:</b> Tim Roark and Ron Popoff</li> </ul> </li> </ul>	D. Chen

ITEM	DETAILS	NAME (S)
	<ul style="list-style-type: none"> <li>• <b>2016 Alex Nilsson Award:</b> <ul style="list-style-type: none"> <li>○ Nominee : Tim Roark</li> <li>○ Nominators: Charlie Young, Cliff Van Alstyne</li> </ul> </li> </ul> <p>Moved. Seconded. All in Favour. <b>Carried.</b></p>	
	<p><b>Adjournment:</b> <b>Moved. Seconded. Carried at 12:08 HRS PST</b></p>	

### Calendar of Events

January	Membership renewal and PDHs due
April	CIPHI's Birthday BOC's – April 26 <sup>th</sup> , 2017
May	Drinking Water Week <ul style="list-style-type: none"> <li>• Occurs during different weeks</li> </ul>
June	Safe Kids Week 2014 June 7 <sup>th</sup> -14 <sup>th</sup> BC Page Spring Summer Edition to be Released
September	EPHW 2016 September 26 - 30 <sup>th</sup> <ul style="list-style-type: none"> <li>• Fourth week in September</li> <li>• National AEC</li> </ul> World Environmental Health Day: Thursday September 25 <sup>th</sup>
October	BOCs – October 26 <sup>th</sup> , 2016, October 25 <sup>th</sup> , 2017
December	Christmas Luncheon – Dec 8 <sup>th</sup> , 2016