

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
CIPHI BC BRANCH

Annual General Meeting

MINUTES

Venue:

Cedar Bridge Room,
Sheraton Vancouver Airport Hotel
7551 Westminster Hwy, Richmond, BC

Date & Time:

Monday November 6th, 2017 @ 13:00 HRS PST

ITEM	DETAILS	NAME (S)
	Meeting Called to Order: 13:42 HRS PST Members in Attendance: 13 Regular Members Proxy Ballots: 0 received	
1.00	Approval of Sergeant-at-Arms, Scrutineers, and Parliamentarian	
	<p>Sergeant-at-Arms: Motion: To appoint Stacey Sowa, as Sargent at Arms for the 2017 BC Branch Annual General Meeting. Moved by Dale Chen, Seconded by Keir Cordner. All in Favour. Carried.</p> <p>Scrutineers: Motion: To appoint Debby Peng and Christine Chen as Scrutineers for the 2017 BC Branch AGM Moved by Gary Tam. Seconded by Tim Roark. All in Favour. Carried.</p> <p>Parliamentarian: Motion: To appoint Gary Tam as Parliamentarian for the 2017 BC Branch AGM. Moved by Denis Semial. Seconded by Claudia Kurzac. All in Favour. Carried.</p>	D. Chen

ITEM	DETAILS	NAME (S)
2.00	Introduction of Officers	
2.01	<ul style="list-style-type: none"> The 2017 BC Branch Executive Council members were introduced to the membership delegation in attendance at the 2017 AGM. 	D. Chen
3.00	In Memoriam	
3.01	<ul style="list-style-type: none"> A moment of silence was observed for the BC Branch Members we have lost this past year to date. 	D. Chen
4.00	Approval of Agenda	
4.01	<p>Amendments: None</p> <p>MOTION: To approve the CIPHI BC Branch Annual General Meeting Binder as circulated via email on October 20, 2017 Moved by Chris Morse. Seconded by Tim Roark. Question. All in Favour. Carried.</p>	D. Chen
5.0	Approval of Minutes – December 8th, 2016	
5.01	<p>Addition: None</p> <p>MOTION: To approve the Minutes from the BC Branch December 8, 2016 AGM Meeting Minutes as circulated with in the 2017 AGM Binder via e-mail on October 20, 2017. Moved by Gary Tam, Seconded by Jessica Ip. Question. All in Favour. Carried.</p>	D. Chen
6.0	Officers' Reports	
6.01	<p>Presidents Report 2017: -See details in attached report</p> <p>MOTION: To approve the President's report as circulated via email within the 2017 AGM Binder Moved by Stacey Sowa, Seconded by Angela Whalen. Question. All in Favour. Carried.</p>	G. Moseley

ITEM	DETAILS	NAME (S)
	<p>Treasurers Report 2016/17:</p> <ul style="list-style-type: none"> Financial outlook is that we are expected to break even at best with this year's budget. 2018 should hopefully bring finances back into balance. See details in Attached Report <p>MOTION: To approve the Treasurer's Report as submitted and circulated within the 2017 AGM Binder. Moved by Christine Chen, Seconded by Jessica Ip. Question. All in favour. Carried.</p> <p>Auditor's Report:</p> <ul style="list-style-type: none"> Auditors: Ralph Sears, Member-in-Good Standing, and Ross Adamson, Member-in-Good Standing See attached report for details <p>MOTION: To approve Auditor's Report as submitted within the 2017 AGM Binder. Moved by Tim Rorak, Seconded by Claudia Kurzac. Question. All in favour. Carried.</p> <p>BC Branch BOC Representative:</p> <ul style="list-style-type: none"> See attached report for details <p>MOTION: To approve the BC Branch BOC Representatives Report as submitted within the 2017 AGM Binder. Moved by Ann Thomas, Seconded by Stacey Sowa. Question. All in favour. Carried.</p> <p>CoPE Report:</p> <ul style="list-style-type: none"> See attached report for details <p>Motion: To approve the BC Branch CoPE Representative Report as presented within the 2017 AGM Binder. Moved by Stacey Sowa, Seconded by Gary Tam. Question. All in favour. Carried.</p>	

ITEM	DETAILS	NAME (S)
7.0	Appointment of Auditors	
7.01	<p>Motion: To appoint Angela Whalen and James Whalen as the auditors for the 2018 BC Branch financial statements. Moved by Stacey Sowa, Seconded by Keir Cordner. Question. All in Favour. Carried.</p>	D. Chen
8.0	Election of Officers	
8.01	<ul style="list-style-type: none"> • New Election of Officers Report presented as submitted. • List of existing Officers with standing nominations presented for discussion. • Floor opened for discussion and opportunity for standing nominations to be with-drawn. • All nominations accepted: Yes <p>MOTION: To approve report presented as submitted and to accept the standing nominations. Moved by Tim Roark, Seconded by Gary Tam. Question. All in Favour. Carried.</p>	D. Chen
9.0	Honorariums - BC Page Editor & Webmaster	
9.01	<p>Discussion:</p> <ul style="list-style-type: none"> • Last year the motion was passed to pay \$500.00 to the BC Page Editor and Webmaster. • Need identified for a mechanism to demonstrate accountability for provision of acceptable service to BC Branch. Should include the Term of contract, timelines for projects, on-going operations and maintenance. <p>MOTION: To approve honorarium for the BC Branch Webmaster for the 2017 calendar year of \$500.00 and the BC Page Co-Editors of \$500.00 Moved by Gary Tam, Seconded by Keir Cordner. Question. All in Favour. Carried.</p>	D. Chen

ITEM	DETAILS	NAME (S)
10.0	Awards	
	<ul style="list-style-type: none"> • Unfortunately the Branch did not received any eligible nominations for any of the Branch Awards prior to the Notice of the 2017 BC Branch AGM being issued. • Member of the Year • Honorary Member • Alex Nilsson 	D. Chen
11.0	New BC Societies Act Forum	
11.01	<p>Introduction:</p> <ul style="list-style-type: none"> • Overview of new legislated requirements • Societal Structure Pros and Cons • Revised BC Branch Constitution & By-laws • Opportunity here to choose to become a member funded society or remain public. • Need to consolidate the constitution and bylaws to comply with new Societies Act. Must file with provincial registry each time a change is made • Deadline for submission of updated and approved bylaws is November 28, 2018. 	D. Chen/ G. Moseley/ J. Pickles
	<p>Adjournment: Moved. Seconded. Carried at 15:06 HRS PST</p>	