

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

CIPHI BC BRANCH

ANNUAL GENERAL MEETING

MINUTES

Venue:

Steveston Room
 Sandman Signature Vancouver Airport
 10251 St. Edwards Dr., Richmond, BC

Date & Time:

Tuesday October 23, 2018 at 18:30 HRS PST

ITEM	DETAILS	NAME (S)
	Meeting Called to Order: 6:53 PM HRS PST Members in Attendance: 20 Regular + 1 Life Member Proxy Ballots: 9 received from regular members	
1.00	Approval of Sergeant-at-Arms, Scrutineers, and Parliamentarian	
	MOTION: To appoint Kuljeet Chattha as Sargent at Arms for the 2018 BC Branch Annual General Meeting. Gary Tam motioned. Nadia White seconded. Carried. MOTION: To appoint Jen Jacobsen and Keir Cordner as Scrutineers for the 2018 BC Branch AGM. Tim Roark motioned. Dale Chen seconded. Carried. MOTION: To appoint Gary Tam as Parliamentarian for the 2018 BC Branch AGM. Dale Chen motioned. Angela Whalen seconded. Carried.	G. Moseley
2.00	Introduction of Officers	
2.01	<ul style="list-style-type: none"> ○ The 2018 BC Branch Executive Council members, in attendance, were introduced to the attending membership delegation at the 2018 AGM. 	G. Moseley

ITEM	DETAILS	NAME (S)
3.00	In Memoriam	
3.01	<ul style="list-style-type: none"> ○ A moment of silence was observed for the BC Branch Members the Branch lost this past year. 	G. Moseley
4.00	Approval of Agenda	
4.01	<p>MOTION: To approve the addition of the BC Branch Historian Report to the agenda as it was first circulated via email on August 1, 2018.</p> <p>Dale Chen motioned. Keir Cordner seconded. Carried.</p> <p>MOTION: To approve the CIPHI BC Branch AGM Agenda as first circulated to the membership via email on August 1, 2018, in addition to the Carried Amendment, noted above, on October 23, 2018.</p> <p>Dale Chen motioned. Angela Whalen Seconded. Carried.</p>	G. Moseley
5.0	Approval of Minutes – November 6th, 2017	
5.01	<p>Addition:</p> <ul style="list-style-type: none"> ○ No additions or amendments requested. <p>MOTION: To approve the Minutes from the BC Branch November 6th, 2017 AGM Meeting Minutes as circulated with in the 2018 AGM Binder via e-mail October 5, 2018.</p> <p>Claudia Kurzac motioned. Jessica Ip seconded. Carried.</p>	G. Moseley
6.0	Officers' Reports	
6.01	<p>Presidents Report 2018:</p> <ul style="list-style-type: none"> ○ Reviewed details of attached report ○ No questions or comments from the membership. <p>MOTION: To approve the President's report as circulated via email within the 2017 AGM Binder.</p> <p>Gary Tam motioned. Kuljeet Chattha seconded. Carried.</p>	C. Neathway

ITEM	DETAILS	NAME (S)
	<p>Treasurer's Report 2017/18:</p> <ul style="list-style-type: none"> ○ 2017 was a successful year financially with the Conference success, the Branch will need to determine how to spend the funds over the next couple of years. ○ For 2019, expecting membership revenue to remain the same, revenues and expenses in general are following anticipated trends ○ Expenses are consistent, an opportunity to support a bursary for conference attendant, ongoing EHFC donation, BCIT funding opportunities ○ Expectation that the branch will spend a small amount more than we will be bringing in but the overall bank account has room for the expense. <p>MOTION: To approve the Treasurer's Report as submitted and circulated within the 2018 AGM Binder. Angela Whalen motioned. Kuljeet Chattha seconded. Carried.</p> <p>BC Branch BOC Rep Report 2018:</p> <ul style="list-style-type: none"> - See attached report for details with amendment to report: The April 2018 seating had a scenario removed from the exam because there was a <50% pass rate, scenario was based on Drinking Water. ○ Highlight: <ul style="list-style-type: none"> ○ Assistant Exam Coordinator, Angela Whalen, will be assisting Kuljeet Chattha ○ Current process to assess problematic questions (i.e. <50% pass rate) are reviewed by BOC and general topic area issues may be reviewed with schools. Health authorities are not being followed-up with regarding training gaps that may be leading to issues with these question areas ○ Exam composition is being closely reviewed and also the training/practicum component is under review. <p>MOTION: To approve the BC Branch BOC Representatives Report as submitted within the 2018 AGM Binder and amended during the AGM. Keir Cordner motioned. Jessica Ip seconded. Carried.</p>	

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	<p>2018 CoPE Rep. Report:</p> <ul style="list-style-type: none"> ○ See attached report for details ○ Highlights: <ul style="list-style-type: none"> ○ policies and procedures being created for enforcement/appeal process for maintained certification along with new mandatory membership. ○ Participation trends are increasing ○ Database was modified to generate “fail reports” and for making the program more user friendly. ○ Standard updated Power Point module has been produced for all provinces, presentation to BC planning is underway ○ Auditing process is being amended to be beyond the 5% random audit. Going forward those that do not meet their hours will fail and a process will be commenced for follow-up. An increase in work for CoPE representatives is expected. <p>MOTION: To approve the BC Branch CoPE Representative Report as presented within the 2018 AGM Binder Dale Chen motioned. Nadia White seconded. Carried.</p> <p>Branch Historian Report</p> <ul style="list-style-type: none"> - Still collecting photographs, information about retirees, information regarding in memorials, interesting environmental public health pieces - Photographs of the BC Branch Member of the Year Award Recipients was displayed at the AGM - Wooden CIPHI Crest & banners were lost through Purolator - crest will be \$6000-12000 to replace – Tim is still following up with Purolator to recover costs. - CIPHI rings were used in the past, Tim is interested in knowing if members would be interested <p>MOTION: To accept the BC Branch Historian Report as presented during the AGM. Gary Tam motioned. Claudia Kurzac seconded. Carried.</p>	

ITEM	DETAILS	NAME (S)
7.0	Auditor's Review Report	
7.01	<p>Auditor's Report:</p> <ul style="list-style-type: none"> Auditors: Angela Whalen, Member-in-Good Standing, and James Whalen, Member-in-Good Standing <p>MOTION: To approve Auditor's Report as submitted within the 2018 AGM Binder as circulated via email. Jessica Ip motioned. Kuljeet Chattha seconded. Carried.</p>	C. Neathway
8.0	Appointment of New Auditors	
8.01	<p>Discussion:</p> <ul style="list-style-type: none"> Angela Whalen again volunteered to act as auditors again with James Whalen again Giurinder Saini also volunteered to act a scrutineer Question was posed to both volunteers in the room if they would like to work together and they were both amenable <p>MOTION: To appoint Angela Whalen and Gurinder Saini as the auditors for the 2019 BC Branch financial statements. Tiffany Chu motioned. Keir Cordner seconded. Carried.</p>	C. Neathway
9.0	Motions and Resolutions	
9.01	<p>Special Resolution – To Amend the CIPHI BC Branch Constitution and Bylaws (Registered with BC Registries)</p> <ul style="list-style-type: none"> Reviewed details of special resolution Looking to amend the CIPHI BC Branch Constitution and By-Laws to meet the intent of the New Societies Act. Member did have a suggested amendment to the Constitution regarding the 3rd clause because it is not a name or an object as required by the Act. Discussion that the existence of the 3rd clause would impede the participation of members from the Yukon. <p>MOTION: To remove the 3rd clause of the Constitution, namely "The operations of the Society are to be carried out throughout the Province of British Columbia". John Pickles moved. Jen Jacobsen seconded. Carried</p>	G. Moseley

ITEM	DETAILS	NAME (S)
	<p>MOTION: To Amend the Special Resolution to reflect the general meeting date as October 23, 2018 in point number 2. Casey Neathway motioned. John Pickles seconded. Carried.</p> <p>MOTION: To approve the Special Resolution with the updated date and removal of Clause 3 from the Constitution– To Amend the CIPHI BC Branch Constitution and By-laws (Registered with BC Registries) as amended during the AGM. Casey Neathway motioned. Gary Tam seconded.</p> <p>Voting results:</p> <ul style="list-style-type: none"> - Present: 21 in favour, 0 opposed - Proxy: 9 in favour, 0 opposed <p>Carried.</p>	
10.0	Honorariums - BC Page Editor & Webmaster	
10.01	<p>Discussion:</p> <ul style="list-style-type: none"> • The precedent established in 2016 was to pay \$500.00 to both the appointed operational positions with branch, those being the BC Page Editor and Webmaster. • Indication that the BC Branch web page has room for improvement for level of professionalism in comparison to other Branch websites. <ul style="list-style-type: none"> ○ The expectation is that the Web Master is expected to maintain the website but that a web designer may have to be contracted for an overhaul of the website. Even ongoing maintenance of website may require a contractor. ○ Room for a “website team” to support the Web Master fulfil the role ○ Web platform was being updated a couple of years ago but a malicious attack took place and the platform had to revert back, hindering an update • Discussion regarding whether there are other branch roles, specifically the Treasurer role, that should receive stipends and whether there should be terms established for BC Page Editor or BC Branch Webmaster 	G. Moseley

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	<p>Action Item: Executive council to review the ability to provide an honorarium for the Treasurer position.</p> <p>Action Item: Executive council to create a terms and reference for BC Branch Webmaster and BC Page Editor position to ensure quality deliverables are provided.</p> <p>MOTION: To approve honorarium for the BC Branch Webmaster for the 2019 calendar year of \$500.00 and the BC Page Editors of \$500.00 Keir Cordner motioned. John Pickles seconded. Carried.</p>	
11.0	Awards	
	<p>Discussion</p> <ul style="list-style-type: none"> Of note this year though, the Branch only just received a couple nominations near the deadline of October 10th. As such, the awards committee will be reviewing the nomination for the Member of the before further consideration of acceptance by the Executive Council. This award will be decided upon shortly after this meeting and details regarding any presentations will be shared with membership as soon as practical. Reviewed the Nomination for Dr. James Lu as an Honorary Member <p>MOTION: To approve Dr. James Lu as the recipient of the Honorary Member Award from the BC Branch. Tiffany Chu motioned. Gundie Volk seconded. Carried.</p>	G. Moseley
12.0	Election of Officers	
11.01	<ul style="list-style-type: none"> Review Election of Officers Report as presented along with the new executive council nomination forms – Gethsemane Luttrell, Michael Wu, Elizabeth Thomson List of existing Officers with standing nominations presented for discussion. 	D. Chen

ITEM	DETAILS	NAME (S)
	<ul style="list-style-type: none"> • Floor opened for discussion and opportunity for standing nominations to be with-drawn. • Interest in the current 3 vacancies (Recording Secretary & two councillor positions) to be directed to the President or the President-Elect. <p>MOTION: To approve the Executive Council Report, including standing nominations and election of new councillors. John Pickles motioned. Kuljeet Chattha seconded. Carried.</p>	
	<p>Adjournment:</p> <p>MOTION: To adjourn the meeting.</p> <p>Casey Moved. Tim Seconded. Carried at 8:25pm HRS PST</p>	

