

CIPHI Alberta Branch – Executive Meeting

Teleconference

November 6, 2004 – 9:00 AM

Present: Phi Phan, Victor Mah, Tony Thepsouvanh, Merry Turtiak, Koreen Westly, Zaheen Nanji, Sarah Nunn, Tricia Herridge, Simon Sihota

Regrets: Rod Mattice, Keith Lee, Rhian Harrison

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order	9:10 AM	
2.0	In memoriam	<ul style="list-style-type: none"> Diane Hughes <p>Motion: Donate \$50 in memory of Diane Hughes to the John Janzen Nature Centre. Seconded. Carried.</p>	Keith
3.0	Agenda	<p>3.1 Additions or Deletions to Agenda 6.9 Survey of Alberta Public Health Inspectors</p>	
		<p>3.2 Adoption of Agenda Motion to adopt agenda. Seconded. Carried.</p>	
4.0	Adoption of Minutes	<p>Adoption of Minutes of Previous Meeting – February 21, 2004</p> <ul style="list-style-type: none"> In 6.12 – Correct to read: Lunch will be provided. 	Merry
5.0	Business Arising	<p>5.1 Constitution & Bylaws</p> <ul style="list-style-type: none"> Suspension of members still an issue Membership in a zone: A special resolution will be brought forward with this wording to the bylaw committee <p><i>A member will be assigned to a zone by their residential address, unless the member specifies in writing to a member of the Association Executive to be placed in an alternative zone.</i></p> <ul style="list-style-type: none"> Elections of Association Executive will be on the odd calendar years to avoid conflict with the nominations of the National President. 	Merry & Bylaw committee
		<p>5.2 Health Professions Act <i>Action: Simon & Tony will review this document and contact members of the previous Executive to see what actions have been taken in the past.</i></p>	Simon & Tony



	<p>5.3 Environmental Public Health Week 2005 & Committee</p> <ul style="list-style-type: none"> • There are approximately 420 posters available to the Alberta Branch for 2005. • The poster is also available in PDF format for electronic circulation. Additional colour copies .can be made at the discretion of the zone councilor <p><i>Action: Zone councilor must put in their request for posters by November 15, 2004 to the President.</i></p> <p>Committee: A committee had been struck to further develop ideas of how to promote EPH Week. However, as far as the Executive is aware this committee has not met.</p> <p><i>Action: Victor will contact the committee chair, Rabindra Mahabeer as soon as possible.</i></p>	<p>All Zone Councilors</p> <p>Victor</p>
	<p>5.4 Oath of PHIs</p> <p>Special resolution needs to be drafted for this change at the next Annual General Meeting to be held at 2005 National Education Conference in Toronto (September 2005).</p> <p><i>Action: Victor will draft proposed change and send to Debra Losito.</i></p>	<p>Victor</p>
	<p>5.5 Fall 2004 Workshop</p> <ul style="list-style-type: none"> • Due to a more specific topic, there were fewer inspectors at this conference. • Profit is expected to be in the range of \$8000-10000 • Potential in the future to move the conference to a different location in the future. <p><i>Action: Zaheen & Sarah to explore hosting the Branch Workshop in their respective zones.</i></p>	<p>Sarah & Zaheen</p>
New Business	<p>6.0 Terms of Reference Review</p> <p>6.0.1 President - accepted</p> <p>6.0.2 Vice President - accepted</p> <p>6.0.3 Treasurer - accepted</p> <p>6.0.4 Secretary - accepted</p> <p>6.0.5 Zone Councilors - accepted</p>	<p>Follow up as indicated.</p>

		<p>6.0.6 Membership – to be reviewed (Tricia) 6.0.7 Newsletter - accepted 6.0.8 Environmental Health Week – still required (Victor) 6.0.9 Advocacy – to be developed (Simon & Phi) 6.0.10 Alberta Branch Corresponding Member to the BOC – still required (Phi) 6.0.11 Website - still required (Phi)</p> <p>Motion: Acceptance of the following terms of reference – President, Vice President, Treasurer, Secretary, Zone Councilor). Seconded. Carried.</p>	
		<p>6.1 Awards Review 6.1.1 L. E. Stewart Award</p> <p>Motion: Proposed change of application deadline to December 31. Seconded. Carried.</p> <p>Motion: Proposed change to protocol that sitting members of the Association Executive can not receive this award. Seconded. Carried.</p> <ul style="list-style-type: none"> Award will be advertised in the ABN. <p>6.1.2 President's Award Motion: Proposed change of application deadline to December 31. Seconded. Carried.</p> <ul style="list-style-type: none"> Award will be advertised in the ABN and a reminder notice sent to Karen McDonald. <p>Action: Merry will make the appropriate amendments to these award protocols.</p> <p>6.1.3 Rookie of the Year Award</p> <ul style="list-style-type: none"> This award was brought forward to the membership to recognize new inspectors in the field. <p>Action: Phi will draft an award protocol for this award.</p> <p>6.1.4 Lilli Anne Zahara Award</p>	<p>Phi</p> <p>Phi & Merry</p> <p>Merry</p> <p>Phi</p>



		<ul style="list-style-type: none"> Perceived that this will be a National Award <p><i>Action: Development of this award procedure will be directed back to Mr. Tim Roark and the Environmental Health Foundation.</i></p>	Phi
		<p>6.2 Early Bird Raffle Draw Prize</p> <ul style="list-style-type: none"> The early bird prize for members renewing their membership by December 31 early will be the registration fee for the 2005 National Education Conference. 	Closed
		<p>6.3 Corporate/Affiliate Xmas Card</p> <p><i>Action: Phi will send out Christmas Cards to our corporate sponsors.</i></p>	Phi
		<p>6.4 Branch Website</p> <ul style="list-style-type: none"> Still having some access problems to the Alberta Branch Website. Complaints about information not being updated on the website. Clearinghouse portion still needs to be developed. <p><i>Action: Phi to speak with our webmaster Dan Richen to see what other options are available to enhance or make changes to the Branch website.</i></p>	Phi
		<p>6.5 Expense Claim Reimbursement (tabled)</p>	Tabled
		<p>6.6 Job posting circulation</p> <ul style="list-style-type: none"> Concerns about forwarding job postings to the membership when we have an area on the National website designed for this purpose. <p><i>Motion: Any parties wishing to circulate job postings will be forwarded to the Position Place on the National CIPHI Website. Seconded. Carried.</i></p>	Closed
		<p>6.7 2005 Law conference</p> <ul style="list-style-type: none"> First organizational meeting to be held in Red Deer on November 10, 2004 Tentative date is June 2005 in Banff <p><i>Action: Merry will send out email to the membership on</i></p>	Merry



		<i>what topics the membership would like to see discussed at this law conference.</i>	
		6.8 AGM Meeting Date <ul style="list-style-type: none"> Tentative date April 30 in Red Deer 	
		6.9 Survey of Alberta Public Health Inspectors – SARS <i>Motion: Propose circulation of survey regarding the role of public health inspectors during the SARS outbreak. Seconded.</i> Discussion: <ul style="list-style-type: none"> Concerns noted about future practices for continually circulating surveys to the branch membership – suggested alternative is to send via Environmental Health Directors and from there distribute to staff. Suggested that as part of the email used to circulate the survey, that any opposition to circulating such surveys be lodged with the Executive. CIPHI - Alberta Branch will be recognized for its assistance in the survey <i>Vote: 5 in favour, 1 opposed – Koreen objection recorded. Carried.</i> <i>Action: Merry will inform Dr. Cindy Jardine and circulate survey with suggested disclosure clause.</i>	Merry
		6.10 Alberta Onsite Wastewater Contractors' Association <ul style="list-style-type: none"> Phi has been requested to provide a presentation to this conference regarding our role and concerns about on-site sewage disposal. Unsure of costs to attend this conference <i>Action: Phi to project costs of his attendance to speak at this conference.</i>	Phi
		6.11 Zone Meetings <ul style="list-style-type: none"> Central – Number of registrants 15 with 10 	Closed

		<p>being inspectors however speaker is requesting a minimum of 30 attendees. The invitation to attend has been extended to outside groups but still would like to increase attendance.</p> <ul style="list-style-type: none"> Northern Zone – next meeting scheduled for March 16 & 17. 	
		<p>6.12 Branch Gifts</p> <ul style="list-style-type: none"> Concerns about cost of shipping out the items this year and poor membership listing so items could not be sent out with zone councilors present at fall general meeting. Proposed 2005 branch gift be a lapel pin with the new CIPHI - Alberta Branch logo. <p><i>Action: Victor will research costing of this item.</i></p>	Victor
7.0	Adjournment	11:10 AM	

