

CIPHI Alberta Branch – Executive Meeting Teleconference - May 24, 2007

Present: Merry Turtiak, Phi Phan, Koreen Westly, Victor Mah, Jon Elliot, Doug Johnston

Regrets: Rebecca Johnson, Adrea Simmons, Kara Bascom, Andrea Hohne, Keith Lee, No Arctic Zone Councilor at present time

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order	5:04 PM	
2.0	In memoriam	No names submitted	
3.0	Agenda	3.1 Additions or Deletions to Agenda 5.15 EHO Classification 5.16 Food Auditor's Report 6.6 Volunteer Survey 6.7 Awards Night & Administration	
		3.2 Adoption of Agenda Doug moved adoption of agenda. Victor seconded. Discussion: None. Motion Carried.	
4.0	Adoption of Minutes	Adoption of Minutes of Previous Meeting – October 4, 2006 Jon moves acceptance of previous meeting minutes. Doug seconded. Discussion: None. Motion Carried.	
5.0	Business Arising	5.1 Terms of Reference 5.1.1 <u>AB Branch Corresponding Member to BOC</u> <ul style="list-style-type: none"> • Tabled 5.1.2 <u>Advocacy</u> <ul style="list-style-type: none"> • Tabled • The fate of this committee needs to be determined. <i>Action: These terms of reference will pursued by the future Executive.</i>	Executive Board

		<p>5.2 Awards Review 5.2.1 <u>Promising Professional Award</u></p> <p>Motion: Victor moves that the promising professional be brought forward to the membership and be awarded this calendar year. Doug seconded. Discussion: None. Motion: Carried.</p> <p><i>Action: Add to AGM 2007 Agenda.</i></p> <p>5.2.2 <u>Other Awards</u> Koreen moves the proposed awards be brought forward to the membership for discussion and approval at the AGM 2007. In addition, if accepted the awards would be implemented for this calendar year. Victor seconded. Discussion: None. Motion carried.</p> <p><i>Action: Add to AGM 2007 Agenda.</i></p>	<p>Closed – defer to Awards Committee</p> <p>Closed – defer to Awards Committee</p>
		<p>5.3 2006 Fall Workshop</p> <ul style="list-style-type: none"> Financial Statement <p>Keith provided a breakdown of costs for the 2006 Workshop. A net profit of \$3724.27 was earned. The Alberta Branch gives thanks to DTHR and the committee members for supporting the event.</p>	<p>Closed</p>
		<p>5.4 2009 Annual Education Conference</p> <ul style="list-style-type: none"> General Update <p>Conference is planned for the first week of May 2009 in K-Country. A call for committee/volunteer members will be requested soon.</p> <ul style="list-style-type: none"> Seed Money <p>Keith Lee has requested a motion be brought forward to the AGM for seed money in the amount of \$40,000 be provided to the conference committee.</p> <p>A portion of this money, \$16,000 has already been provided to the conference committee to secure the conference hotel. An additional \$6,000 is needed by Feb 1, 2008, followed by another \$6,000 by May 1, 2008 for a total of \$30,000 for the hotel costs alone. An additional \$10,000 is needed for general operating funds to provide for social activity deposits and meeting costs.</p> <p>The Executive wishes to share with the general membership this information and that it will be pressed upon future conference committees that there is a formal process which needs to occur. (i.e. approval of funds by the general membership).</p>	<p>Continues</p> <p>Closed</p>
		<p>5.5 Provincial Exam Coordinator</p> <p>Dale Nelson is the current coordinator and has expressed interest in continuing in this role. How provincial exam coordinators are selected is not clear and despite the question being placed before the BOC no</p>	<p>Closed</p>

	<p>response has been received.</p> <p>Note: In other provinces, the position of provincial exam coordinator and corresponding member to the Board are the duties of one member. The reasons for this are financial as the BOC supports the costs of the Provincial Exam Coordinator. Whereas, the AB Branch has occasionally split these duties between members as the demands are high. The Branch fully supports the costs of the corresponding member to attend BOC meetings.</p>	
	<p>5.7 Conference Sponsorship Policy</p>	Tabled
	<p>5.8 EPHW 2007</p> <p>Refer to the 2007 AGM EPHW Report.</p> <p><i>Action: New committee chair will be canvassed for at the AGM, with an expectation of a call for membership and committee becoming active in late August. Committee will be called together for end of August with a co-chair.</i></p>	Closed
	<p>5.9 Branch Social Events</p> <ul style="list-style-type: none"> • Hockey Pool <p>Prizes: \$50 for first, \$30 for second, \$20 for third</p> <ul style="list-style-type: none"> • 2007 Golf Tournament <p>July 7: Poster will be circulated to all membership shortly</p>	Closed
	<p>5.10 Branch Historical Documents</p>	Tabled
	<p>5.11 Financial Issues</p> <p>5.11.1 Bank accounts</p> <p>The reducing of bank account balances has not been completed and will likely now be done after the Fall Branch Workshop.</p> <p>5.11.2 Professional Financial Advisor</p>	Continues Tabled
	<p>5.12 Honorarium for Executive Members</p> <p>Victor moves that the Executive Benefits policy be brought forward to the AGM for membership approval. Doug Seconded. Discussion: All updates provided by the Executive have been updated. Copies will be made available at AGM. Motion carried.</p>	Continues
	<p>5.13 Benefits for Membership</p> <p>Should have been deleted from agenda.</p>	Closed
	<p>5.14 Executive Duties & Make-up</p> <p><i>Action: Phi Phan will recirculate the organizational structure.</i></p>	Closed once circulated
	<p>5.15 EHO Classification</p> <p>This item was brought forward by Phi to the National Executive</p>	Closed

		<p>Council as it arose from an action item put forward from a member. At this time the NEC does not want to take action on this item. The originating member has been informed of this decision.</p>	
		<p>5.16 Food Auditor's Report</p> <p>A request was made by the Executive to the Advocacy Committee Chair to provide a statement on this report. No action was taken by Advocacy Chair.</p>	Closed
6.0	New Business	<p>6.1 2007 Fall Workshop</p> <p>The workshop will be held at the Fantasyland Hotel – October 4 & 5, 2007. No general theme has been set although a variety of speakers has been solicited. Ideas for social events are being pursued and a call for committee members has been made by the conference chair Shauna Dimock.</p>	Continues
		<p>6.2 Concordia Sponsorship Proposal</p> <p>Proposal has been reviewed by the Executive and sent out to the general membership for their consideration. Further discussion is expected at the AGM.</p> <p>The Branch's contribution has already been noted by Concordia by plaques being created and displayed in the new building/classroom area. In addition, an advertisement in May 24, 2007 Edmonton Journal indicated the Branch as a major sponsor (see advertisement attached to these minutes). While the Branch appreciates the recognition, this has occurred in advance of our actual agreement to financially contribute. If the proposal is not accepted at the AGM, there is some concern about how the Branch will be perceived. However it was agreed that Concordia took this action on their own without Executive approval.</p> <p>Logo Usage: The CIPHI Alberta Branch logo was utilized without the permission of the Branch. Again, while the intentions of Concordia were good, it was without the permission of the Branch.</p> <p><i>Action: President to contact Concordia about this recognition and logo usage regardless of outcome of the AGM.</i></p>	Closed – once action completed
		<p>6.3 Membership Raffle</p> <ul style="list-style-type: none"> • Early Bird <p>National office would not provide the membership chair with a listing indicating which member's paid their membership dues prior to the December 31 deadline. As we can not determine which members did pay their dues prior to the deadline and the 2007 AEC is full, an alternative early bird prize needs to occur.</p> <p><i>Action: All members on the first quarter membership list will be entered into a draw for conference registration to the 2008 AEC in Nfld. A</i></p>	<p>Closed – once action item completed (completed 05/26/07)</p> <p>Merry</p>

		<p><i>second draw will occur next year for the same prize.</i></p> <p><i>Action: Treasurer to arrange payment for 2 conference registration fees for the 2009 AEC in St. John's, Nfld.</i></p>	Keith
		<p>6.4 Volunteer Survey Koreen created a volunteer survey in attempt to develop a better understanding of how the Branch can improve its volunteer base, and effectively perform the tasks of the Branch. The results will then be compiled and reported back to the Branch Executive and general membership.</p> <p><i>Action: Copies of the survey will be provided at the AGM as well as circulated to all Branch members.</i></p>	<p>Continues</p> <p>Merry – completed 05/28/07</p>
		<p>6.5 TACPHOGI Rollout Alberta Health & Wellness will be approaching CIPHI to support the rollout of this document through zone meetings or at workshop events.</p>	Closed
		<p>6.6 Environmental Health Law Conference Alberta Health & Wellness will be approaching CIPHI to offer support for this conference as well as ideas for content.</p>	Closed
		<p>6.7 Awards Night & Administration General Discussion:</p> <ul style="list-style-type: none"> • A luncheon format combined with the Annual General Meeting will be attempted started in 2008. • Rationale includes 1) improved recognition of a variety of EPH professionals; 2) improve attendance at the AGM and 3) held in the spring to be have more timely recognition of the members in the past year • To complete this task a new committee will be set-up, with the chair being the past-president of the Alberta Branch • While the first task of the committee will be to determine the terms of reference, some issues were discussed including 1) No current Executive member will be eligible for awards; 2) If a committee member is nominated for an award, the chair will ask them not to be party of the committee on the whole or not to part take in the discussion about an award; 3) No expectation of any monetary amount being tied to any award. <p><i>Action: This issue to be discussed at the 2007 AGM and a call for committee membership will occur.</i></p>	<p>Closed – forwarded to future committee</p> <p>Merry</p>
7.0	Adjournment	Victor moved meeting be adjourned at 6:30 PM.	