

CIPHI Alberta Branch – Executive Meeting Teleconference - May 16, 2008

In attendance: Phi Phan, Koreen Anderson, Jason MacDonald, Keith Lee, Garth Gosselin, Karen Clarke, Andrea Hohne, Victor Mah, Merry Turtiak

Regrets: Jon Elliott, Adrea Simmons

| | Agenda Item | Discussion & Decision | Action by |
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| 1.0 | Call to Order | 9:05 AM | |
| 2.0 | In memoriam | No names submitted | |
| 3.0 | Agenda | 3.1 Additions or Deletions to Agenda 6.6 President's Award 6.7 L.E. Stewart Award 6.8 Other Awards 6.9 Contact Listing 6.10 Retirements 6.11 National President and National President Elect | |
| | | 3.2 Adoption of Agenda Motion to accept agenda. Seconded. Carried. | |
| 4.0 | Adoption of Minutes | Adoption of Minutes of Previous Meeting – May 24, 2007 Motion to accept previous minutes. Seconded. Carried | |
| 5.0 | Business Arising | 5.1 Terms of Reference 5.1.1 AB Branch Corresponding Member to BOC <ul style="list-style-type: none"> • This position no longer exists. BOC has reviewed their positions and term limits are being enforced. Peer will continue for the next year, then a new person will have to be appointed. 5.1.2 Advocacy <ul style="list-style-type: none"> • Jason is still working on their development. • <i>Action: To circulate when drafted.</i> | Closed Continue - Jason |
| | | 5.2 2009 Annual Education Conference Update <ul style="list-style-type: none"> • Everything is well on target and moving ahead. • Each day is expected to follow a federal theme and was well promoted at the Health Canada conference • Peer submitted a report for the AGM • Question: Sponsorship committee requested the Executive consider sponsoring an event at NEC 2009. • <i>Motion: In absence of an outside sponsor, AB Branch consider sponsoring the President's Banquet to the amount of \$10,000. Seconded.</i> • Discussion: <ul style="list-style-type: none"> ○ Concern this motion may be passed at AGM due to | Continue |

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| | | <p>regional bias.</p> <ul style="list-style-type: none"> ○ Plan to poll the membership after the AGM. ○ <i>Friendly amendment: at the discretion of the Executive.</i> <p>Motion now reads: <i>In absence of an outside sponsor, AB Branch considers sponsoring the President's Banquet to the amount of \$10,000 at the discretion of the Executive. (Seconder agrees). Carried.</i></p> <p><i>Action: Keith will bring forward to the membership.</i></p> | Action |
| | | <p>5.3 Conference Sponsorship Policy</p> <ul style="list-style-type: none"> • Koreen is drafting the policy. Questions to consider around this policy: (1) How does the conference apply to your job? (2) Need to provide a report? (3) Review process? (4) When can they apply? and (5) amount available to how many any? | Koreen |
| | | 5.4 Branch Historical Documents | Removed |
| | | <p>5.5 Financial Issues</p> <p>5.5.1 Bank accounts</p> <ul style="list-style-type: none"> • Workshop accounts have not been audited and some accounts have not yet be amalgamated. The reason they have not been audited was due to conflict with previous workshop committees about Executive interference. <p><i>Action: Phi will resolve issues with the 2007 committee.</i></p> <p>5.5.2 Professional Financial Advisor</p> <ul style="list-style-type: none"> • Jon identified some financial advisors but it was unclear as to what actions to take until we speak to Revenue Canada. <p><i>Action: Keith speak to Canada Revenue to find our rules for our type of organization.</i></p> | Keith |
| | | <p>5.6 2007 Fall Workshop</p> <ul style="list-style-type: none"> • Financial Summary provided for the AGM. • Profit was \$15, 178 | Closed |
| | | <p>5.7 Arctic Zone Representative</p> <ul style="list-style-type: none"> • Had one temporarily but that person has moved on to another position. <p><i>Action: Phi will recontact Duane Fleming to determine who may be interested.</i></p> | Phi |
| | | <p>5.8 Laptop</p> <ul style="list-style-type: none"> • Not cost effective to lease a computer. • Current computer is working ok, no need for a new one at this time. | Closed |
| 6.0 | New Business | <p>6.1 Fall 2008 Workshop Update</p> <ul style="list-style-type: none"> • Planning well underway • Difficulty in finding speakers who do not wish to be compensated for their time. • Victor is heading up sponsorship committee | Continues |
| | | <p>6.2 Appreciation Gift for Dan Richen</p> <ul style="list-style-type: none"> • Dan has operated the hockey pool for many years and it was felt it was time to recognize his time and commitment. | Closed – After follow-up, hockey tickets |

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| | <ul style="list-style-type: none"> • <i>Motion: The AB Branch pay for Dan and his wife Cheryl tournament fees at the AB Branch golf tournie or provide hockey ticket to a Calgary Flames game. Seconded.</i> • Discussion: Keith will check if they will be available for golf tournie. • <i>Carried.</i> | will be purchased. |
| | <p>6.3 Terms of Reference – Newsletter Committee</p> <ul style="list-style-type: none"> • Suggest a changing in wording that the <i>Editor must provide an opportunity for members of the committee to review the newsletter before it's circulated.</i> <p><i>Action: Phi or Merry will bring this back to Committee chair.</i></p> | Merry/Phi |
| | <p>6.4 Purchase/Use of a POS machine</p> <ul style="list-style-type: none"> • A lot of email discussion about using this service • Also have to consider the security of the receipts and information being provided to the Executive. • <i>Action: Take to AGM for membership consideration.</i> | Keith |
| | <p>6.5 EPH Week</p> <ul style="list-style-type: none"> • <i>Motion: Moved that RHAs can apply to their applicable zone councilors for funds up to \$300 to promote EPH Week. Seconded.</i> • Discussion: <ul style="list-style-type: none"> ○ Needed due to limited dollars available but not sure how to proceed with how to do this. ○ What about AHW and Feds? • This motion was retracted. • <i>Motion: Koreen moves to investigate a mechanism for providing funding to RHAs/Zones to promote EPH Week. Seconded. Carried.</i> • Is there more the Branches could be doing to branch this event? <ul style="list-style-type: none"> ○ From the national committee it was felt it was more important to get local perspectives. • Is there more CIPHI merchandise to “give away?” <p><i>Action: Phi will take back to National Executive</i></p> | <p>Continues – Koreen</p> <p>Phi</p> |
| | <p>6.6 President’s Award</p> <ul style="list-style-type: none"> • 2006 Award: J. Ivor Norlin • 2007 Award: Lindsay Suvillan <p><i>Action: Merry to create certificates and Keith to provide cheques for AGM</i></p> <ul style="list-style-type: none"> • Victor to circulate final draft, but there will be two awards for the two different streams – one stream starts in September and second in May. | Keith/Merry |

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| | | 6.7 L.E. Stewart <ul style="list-style-type: none"> Is there better ways to promote this award? Felt the Executive is doing all it can. | Closed |
| | | 6.8 Other awards <i>Action: Koreen to resent to Victor to make sure they look the same, and will aim for FGM distribution.</i> | Closed |
| | | 6.9 Contact Listing <i>Action: Merry to update listing and recirculate.</i> | Closed |
| | | 6.10 Retirements FYI – Phi sends out a letter of recognition to the individual retiring. | Closed |
| | | 6.11 National President and National President Elect FYI – Adam Grant is the incoming national president. No one has expressed interest in becoming President Elect. | Closed |
| 7.0 | Adjournment | 10:15 AM | |

