

## CIPHI Alberta Branch – Executive Meeting

### June 21, 2011 – Teleconference

### Minutes Approved on September 1, 2011

*In attendance:* Jason MacDondald (Chair), Koreen Anderson, Jon Elliott, Ihsan Sassi (Minutes), Tricia Herridge, Adrea Simmons, Marilyn Dahlgren, Daria Romanish, Lance Honish, Jessica Ponto, Greg Ward, Andrea Germann.

*Regrets:* Wayne Quan, Robert Savoury, Garth Gosselin, Jeremy Vaughan, Lena Jobb

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order		Jason called meeting to order 4:36pm
2.0	In memoriam	2.1 Not reported	
3.0	Agenda	3.1 Additions or Deletions to Agenda <i>Koreen motioned to change title on agenda, seconded by Jason.</i>	
		3.2 Adoption of Agenda <i>Motion adopted by Koreen, seconded by Jessica</i>	Koreen, Jessica
4.0	Adoption of Minutes	4.1 Adoption of Minutes of Previous Meeting – April 8, 2011 <i>Motion adopted by Marilyn, seconded by Jessica</i>	
5.0	Business Arising	5.1 Terms of Reference.	Tabled for October. Jason, forward current version to all
		5.2 Branch Awards  5.2.1 2011 Award Results 5.2.2 Updating/Revising of Awards	Closed  Final revisions are required, KOREEN will lead
		5.3 CUCA Scholarship <i>After review, the Executive decided that it could not support this initiative at this time due financial constraints.</i>	Closed JASON will call Karen McDonald to discuss
		5.4 Finances  5.4.1 Financial Policy 5.4.2 Tax Status Issues / 2010 Taxes <i>Marilyn, 10% AGM 2009 of profit transferred to scholarship fund. Should have been 20%. Is that an issue?</i>	<b>Will be done in October (Executive signatures required on policy)</b> MARILYN will meet with bookkeeper/accountant first before filing taxes. Tabled

	<p><b>5.5 Branch Technology</b> <b>5.5.1 Old Computer and Printer/Scanner</b></p>	<p><b>Tabled</b> Marilyn will give computer and printer to Peter at golf tournament. JON will recycle. Scanner will stay in storage room. MARILYN contact Keith for any stored branch information</p>
	<p><b>5.6 Golf Trophies/Historian</b></p>	<p>JESSICA will draft e-mail to call on to members to participate as historians.</p>
	<p><b>5.7 Strategic Plan</b> <i>Jason thinks we are doing well with the 2009 strategic plan. Outstanding item of communicating the benefits of membership through newsletter and websites. Jason commits to reviewing the building communities strategic plan document and send it out to the Executive</i> <b>5.7.1 Update on outstanding items</b> <b>5.7.2 CPC and MSC fall workshop discussion</b> <i>Marilyn wants clarification about people being out of the Environmental Health and maintaining professional development hours.</i> <i>How do we engage the members regarding CPC?</i></p>	<p><b>JASON will resend updated action plan.</b>  <b>DARIA will investigate whether there will be enough time for a FAQ session at fall workshop</b>  <b>JASON- FAQ on website?</b></p>
	<p><b>5.8 Review of Constitution and Bylaws</b> <i>Jason would like to engage new executive and dedicate some time</i></p>	<p><b>Tabled to October meeting</b></p>
	<p><b>5.9 AGM 2011</b></p>	<p><b>Closed</b></p>
	<p><b>5.10 Fall Workshop</b> <b>5.10.1 Fall Workshop 2011 Update</b> <i>Theme is “the future of public health”, trends and new ideas. Daria, keep track of sponsors and exhibitors and strengthen relationships.</i>  <b>5.10.2 AHS Workshop Proposal Update</b></p>	<p><b>Daria</b>  <b>LANCE will mention Fall Workshop in Newsletter</b>  <b>JASON will meet with AHS</b></p>
	<p><b>5.11 Golf Tournament 2011</b> <i>Towels are ready</i> <i>Award descriptions are also ready</i></p>	<p><b>IHSAN will send out another e-mail calling for any other interested participants</b></p>
	<p><b>5.12 Membership Gifts</b> <i>What kind of feedback was received from zone membership regarding gifts?</i></p>	<p><b>Zone Counselors ADREA, ANDREA, WAYNE send Zone</b></p>

		<i>Edmonton, Calgary, and Central zones are in favor of donations North, South, Federal feedback not yet received. \$5500 available for donation</i>	<b>feedback to Jason by July 10, 2011.</b>
		<b>5.13 Confirmation of previous email Motions</b>	<b>Tabled JASON send \$200 receipt from AEC to Marilyn</b>
<b>6.0</b>	<b>New Business</b>	<b>6.1 Newsletter Committee Report</b> <i>Lance would like to have a summary sent to Newsletter after every workshop, educational and social events.  Lance suggested to possibly update terms of reference for social committee to send summaries to Newsletter after events.</i>	<b>TRICIA, MARILYN to look after getting photos and event summary to LANCE for ABN</b>
		<b>6.2 BOC Committee Report</b> <i>None</i>	<b>Garth</b>
		<b>6.3 Social Committee Report</b> <i>Sock challenge will be planned again this year. Social events at AFL will be planned by workshop committee. Ensure sock challenge has more media exposure</i>	<b>Lena, Daria</b>
		<b>6.4 Website Committee Report</b> <i>None</i>	<b>Jeremy</b>
		<b>6.5 Membership Committee Report</b> <i>Greg has permission to call National for updated membership list with Executive notification.</i>	<b>JASON will ask about new successful BOC applicants at the AGM in Halifax</b>
		<b>6.6 Advocacy</b> <b>6.6.1 Committee Report</b> <b>6.6.2 Forgotten Albertan</b> <b>6.6.3 Pizza Police</b>	<b>JASON will be meeting with Bill Hohn of AHS to discuss how AHS may support Branch when derogatory language is used in the public sphere.</b>
		<b>6.7 CIPHI Alberta Branch 40<sup>th</sup> Anniversary</b> <i>July 22, 1971 registered under Societies Act. Social event at Fall Workshop may have 70s theme.</i>	<b>JASON FELTHAM is working on logo JASON send announcement letter on July 22.</b>
		<b>6.8 Centenary Celebration 2013</b>	<b>TABLED</b>
		<b>6.9 Smoking Policy</b>	<b>TABLED</b>
<b>7.0</b>	<b>Adjournment</b>	<i>Motion to adjourn by Marilyn at 6:13pm.</i>	

