

Agenda

CIPHI Alberta Branch
Approved Executive Meeting Minutes
December 1, 2014

ITEM	DETAILS	ACTION ITEMS
	Meeting called to order at 12:03pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call</p> <p>Present: Wayne Quan, Thomas Cheung, Jon Elliott, Jessica Popadynetz, Koreen Anderson, Jason MacDonald, Danny Thepsouvanh, Kyle Wonsiak, Adrea Simmons, Jeremy Roberts, Scott Budgell</p> <p>Regrets: Daria Romanish</p> <p>Guests:</p> <p>1.2 In Memoriam:</p>	
2.0	Approval of Agenda	
	<p>Add:</p> <p>MOTION: Motion to approve the agenda</p> <p>NAME: J. Roberts /J. MacDonald</p>	Carried
3.0	Approval of September 22, 2014 and September 25, 2014 Executive Meeting Minutes	
3.1	<p>Add:</p> <p>Delete:</p> <p>MOTION: Move to approve the minutes from September 22 and 25, 2014</p> <p>NAME: J. MacDonald /T. Cheung</p>	<p>Carried</p> <p>J. Popadynetz to send approved minutes to Jeremy Vaughan</p>
4.0	E-mail Motions	
	none	
5.0	Standing Items: Operational Excellence	
5.1	<p><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></p> <p>5.2.1 – 2014 Budget – D. Thepsouvanh</p> <p>Current budget is business as usual.</p> <p>2014 Fall workshop: Total revenue ~\$78990, total expenditures \$66510, expecting about a \$12000 - 13000 profit, but still a few more cheques to collect.</p>	
5.2	<p><i>Bylaws: We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</i></p> <p>5.2.1 – Changes to Bylaws for 2014 – J. MacDonald</p> <p>Nothing to add. Bylaw changes are done and submitted to society.</p>	

5.3 **Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.**

5.3.1 – 2014 Fall Workshop Update – J. MacDonald

Overall, the finances for the workshop were good.

Along with the grant came a responsibility to summarize the findings (Rob Mahabeer gave a summary at the workshop). All obligations pertaining to the grant have been fulfilled but Jason would still like to generate a more formal report of the lessons. Stay tuned for more info.

5.3.2 – 2015 Fall Workshop – J. MacDonald

A proposal has been sent to the Executive re: Central zone (possible Red Deer) to host 2015 Fall Workshop.

As we move into 2015, much of the focus will also be on the 2016 AEC.

5.4 **AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.**

5.4.1 – 2015 AGM – J. MacDonald

No date has been set for the 2015 AGM. We may be able to roll it in with the Fall Workshop or with the event that Concordia is organizing to celebrate 20 years of the EH program.

Need to think about planning as it will be a big one with elections.

5.5 **Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.**

5.5.1 – Executive Benefits Policy – J. MacDonald and D. Thepsouvanh

Everyone should be familiar with new expense claim report.

If you are traveling overnight on CIPHI business, submit for incidentals.

May want to consider adding in the need for two Exec members to have expenses covered for NEC meetings.

5.5.2 – Financial Policy – J. MacDonald and D. Thepsouvanh

No updates on the policy.

We should be thinking about what the Branch's goal is for how much money we want to have in our bank account. How many years of an operating budget should we have?

D. Thepsouvanh and J. Elliott to summarize average operating expenses

5.6 **Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.**

5.6.1 – BOC Mock Oral Exam – J. MacDonald

Kelly Bauer organized, might need to invite her to the next meeting to get an update.

J. MacDonald and T. Thepsouvanh attended the "Concordia Advisory Group", on behalf of CIPHI as a guest. Other attendees included: AH, Nelson, Darcy (AHS), ESRD, AARD, etc.

Master's program – look for an update in 2015
Changing name to Concordia University of Edmonton.
2015 is the 20th anniversary of the EH program. CIPHI should work with them.
There is likely going to be a "homecoming" event in the summer of 2015.

5.7 Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.

5.7.1 – Twitter formal position – J. Elliott
No update.

5.7.2 – Consultant updates – J. Elliott
Leanne – haven't talked to her since fall workshop
Looking into legality of the credential, including ability to revoke. Reached out to Miller Thomson. AB Branch is leading this initiative and may be able to get free legal advice.

5.8 Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.

5.8.1 – Update on Assistant Zone Councilor Positions – ALL
ZCs: If you don't have an assistant ZC, start to look for one.
Jason Lee has agreed to be the assistant zone councilor for the Central Zone.

5.8.2 – Branch Historians – K. Anderson
No updates

5.8.3 – Committee Chair positions - J. MacDonald
No updates on succession planning.

5.9 Alberta Branch Calendar: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.

5.9.1 – Important Dates to know – J. MacDonald
Early bird date is January 31, 2014
NEC meeting – 3rd week of January 2015
AEC in Ottawa– September 2015

5.10 Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2014.

5.10.1 – Terms of Reference update – J. MacDonald
Need some updates. Jason will draft and send to group for discussion.

ZCs: If you don't have an assistant ZC, start to look for one.

ALL: To think about their replacement and report back to Jason.

5.11	<p><u>NEC: President to Update on National Initiatives.</u> For the National Strategic Plan (next 3-5 years), AB has take home items. Does CIPHI need a national ethics committee? Part of this involves exploring the legalities around the credential.</p> <p>New registration form will be coming out soon. The 2015 version has an updates privacy policy.</p> <p>Lots of issues with MSC contact lists and info in MSC. Members should be getting email asking to confirm information.</p> <p>Introduction of topic: NEC meeting taking place in Ottawa in January. Jason wants to send two people. Look for motion to be taking place soon.</p>	
6	Standing Items: Advocacy	
6.1	<p><u>Awards: We will continue to use our awards as a way to engage & support our members and partners.</u> 6.1.1 – 2014 Awards update – J. MacDonald</p> <p>6.1.2 – 2015 Awards – J. MacDonald There has been a request from a member to rename an award after Bill Hohn.</p>	6.1.1 – Closed
6.2	<p><u>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</u> 6.2.1 – 2014 EPHW update – J. MacDonald</p> <p>6.2.2 – 2015 EPHW – J. MacDonald Likely moving towards more committee work for EPHW and out of the hands of the NEC.</p>	6.2.1 – Closed
6.3	<p><u>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</u> 6.3.1 – Zone Councilor engagement of members – ZCs If your zone is hosting Infoshare, try to get a short time slot on the agenda for CIPHI updates.</p> <p>6.3.2 – What does CIPHI do for me? – J. MacDonald No updates.</p>	
6.4	<p><u>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</u> 6.4.1 – Sock Drive 2014 – J. MacDonald Discussion around the continuance of the sock drive. Possibly change name to “CIPHI in the community.”</p>	

	<p>Discussed donation requests to charitable organizations. In order to organize volunteer events, there is sometimes a monetary donation also required (ie. Mustard seed dinner: \$1000). Might need a policy around this initiative. Be aware that this is member's money and they should have input into its use. Possibly a percentage of the budget for zone meeting money or Branch meetings?</p> <p>6.5 <u><i>Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</i></u> 6.5.1 – MSC – J. Elliott Jon was working with Barb Krar (MSC chair) to get enhancements. She has since left, Cameron Weighill is the new chair. Want a list to generate what zone the members are in.</p> <p>6.5.2 – Website – J. MacDonald No updates.</p> <p>6.5.3 – Emails – J. Elliott Other branches are looking at adopting Gmail. Jon presented to National and Ontario Branch. Will also be able to use/share Google drive.</p> <p>6.6 <u><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></u> 6.6.1 – Fall Edition of Alberta Branch News – J. MacDonald Great edition, good resources for information.</p> <p>6.7 <u><i>Advocacy: We will proactively pursue creative methods to promote the profession such as creating promotional materials for our displays, attending workshops as exhibitors and/or presenters, creating a poster contest, being involved in career fairs, etc.</i></u> 6.7.1 – EPH in the News – J. MacDonald PHAC has put out an announcement asking for Infection control people to go Africa to help with the Ebola outbreak.</p> <p>CPHI(C): what it stands for – Google search brought up Ontario Branch website and the National website. Reached out to Concordia students to write up a Wikipedia page on CPHI(C). They are currently working on the write up and will ensure it includes a link to the National website.</p>	<p>D. Thepsouvanh and T. Cheung to look at finances and propose budget for this initiative.</p> <p>J. Elliott to add gmails accounts for ZCs.</p>
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7	New Business	
7.1	2016 AEC Alberta won the bid to host the 2016 AEC to take place in Edmonton. Theme is innovation.	ALL: Any ideas to be brought forward to J. MacDonald, J. Elliott or T. Cheung
8	Adjournment MOTION: Motion to adjourn at 12:59pm NAME: J. MacDonald	
	Next Meeting: TBA	