

**CIPHI Alberta Branch – Executive Meeting**

February 21, 2004 – 9:00 AM

Executive Present: Victor Mah, David Crowe, Dan Richen, Keith Lee, Phi Phan, Merry Turtiak, Simon Sihota, Koreen Westly, Phil Callbeck

Regrets: Jay Jorgenson, Rhian Harrison, Cheryl Galbraith

Guests: Tony Thepsouvanh, Peer Mikkelsen

	<b>Agenda Item</b>	<b>Discussion &amp; Decision</b>	<b>Action by</b>
1.0	<b>Call to Order</b>	9:04 AM	
2.0	<b>In memoriam</b>	None	
3.0	<b>Agenda</b>	3.1 Additions or Deletions to Agenda 6.2 Correspondence Item - Canada Health Protection Act	
		3.2 Adoption of Agenda Moved. Seconded. Carried.	
4.0	<b>Adoption of Minutes</b>	Adoption of Minutes of Previous Meeting – May 31, 2003 Moved. Seconded. Carried	
5.0	<b>Business Arising</b>	5.1 Financial Issues – Audit <ul style="list-style-type: none"> <li>• Auditors are reviewing 2003 year and should have available for AGM.</li> <li>• Ludmilla Schmidt &amp; Edwina Kordyback are the auditors.</li> <li>• Treasurer’s report was sent out and reviewed by executive.</li> <li>• Profits for national: Branch portion: \$43,717.64 plus interest</li> </ul>	Keith
		5.2 Annual Education Conference 2003 – Executive Summary <ul style="list-style-type: none"> <li>• Please refer to report provided to the Executive</li> <li>• Table of Contents was also available for planning of the next AEC conference.</li> </ul>	Closed
		5.3 Constitution & Bylaws <ul style="list-style-type: none"> <li>• Proxy voting will have defined choices; blind voting will not be accommodated.</li> <li>• Zone councilors – will not be provided with proxy voting</li> </ul>	Merry

		<p>5.4 President's Award Review</p> <ul style="list-style-type: none"> <li>• Latest version – December 2003</li> </ul> <p><b>Action: Send out to Executive</b></p>	Victor
		<p>5.5 Health Professions Act</p> <ul style="list-style-type: none"> <li>• We do not fit under the health professions act, either we get that act change or we define our own act.</li> <li>• Call out to the membership part of this committee for continuing education and recognition of the profession.</li> </ul> <p><b>Action: Strike continuing education committee</b></p>	Victor
		<p>5.6 Branch Newsletter &amp; Website</p> <ul style="list-style-type: none"> <li>• Newsletter: involving more people to help out Rabindra; may possibly take it over.</li> </ul> <p><b>Action: Call for people to belong to the Newsletter committee</b></p> <ul style="list-style-type: none"> <li>• Website: some changes to deal with difficulties with the site. A quick survey by Dan of users to see if there are any problems will be conducted</li> </ul> <p><b>Action: Conduct survey of members using the site</b></p> <ul style="list-style-type: none"> <li>• Q: Can we improve the website for members of the public?</li> <li>• A: Should be a function of the national website to provide information to the public, the Branch website is designed for members, and the clearinghouse idea will be pursued.</li> </ul>	Victor  Dan
		<p>5.7 Zone Boundary Changes</p> <ul style="list-style-type: none"> <li>• Become effective after AGM.</li> </ul>	Continued
		<p>5.8 Environmental Health Week 2004 &amp; Committee</p> <ul style="list-style-type: none"> <li>• Went fairly well for its 2<sup>nd</sup> year.</li> <li>• National would like to set up a committee to set up a small working group to provide information and ideas to health authorities or members to promote the week.</li> </ul> <p><b>Action: Call out to membership for a group of people at the branch level to co-ordinate and suggest activities with one individual will sit on the national committee.</b></p>	Victor
		<p>5.9 Oath of PHIs</p> <ul style="list-style-type: none"> <li>• Addressed issue to NEC and will be pursued at</li> </ul>	Continued



		National meeting	
		5.10 Branch Letterhead & Logo <ul style="list-style-type: none"> <li>Helps in the branding process and identification</li> <li>Logo – going to be customized using the half maple leaf with branch identified underneath the logo</li> </ul>	Closed
6.0	<b>New Business</b>	6.1 Intercall <ul style="list-style-type: none"> <li>Appears to be working well and is certainly a cheaper option than other providers</li> </ul>	Closed
		6.2 Correspondence <ul style="list-style-type: none"> <li>Financial Spending suggestion <ul style="list-style-type: none"> <li>FightBac program – RHA can request the funds if necessary to support the program in their areas</li> </ul> </li> <li>Water Field Manual <ul style="list-style-type: none"> <li>AHW may be looking for funding for national distribution; second edition will be more polished and allow more open usage for all health professionals</li> <li>Needs to be done by the March 27, 2004</li> </ul> </li> <li>Fee for inspection <ul style="list-style-type: none"> <li>Was in the Mazinkowski report to recover costs by the RHA; should a position statement be developed.</li> <li>An issue to be aware of</li> </ul> </li> <li>Canada Health Protection Workshop <ul style="list-style-type: none"> <li>March 16, 2004 – Coast Terrace Inn Edmonton, asked if the Branch would like to participate at this workshop.</li> </ul> </li> <li>CIPHI Web Based Fact Sheets <ul style="list-style-type: none"> <li>Rabindra is reviewing and creating a sheets to be posted however this should be a national project.</li> </ul> </li> <li>Avian Flu Position Statement <ul style="list-style-type: none"> <li>Not at this time</li> </ul> </li> <li>Concordia Presentation <ul style="list-style-type: none"> <li>Executive to attend and help on possibly 2 dates per year; sponsor a breakfast to help promote a relationship with the Branch</li> </ul> </li> </ul>	Victor
		6.3 CWWA Conference	



	<ul style="list-style-type: none"> <li>Send from the Branch Executive 2 members to man the booth, RHA based looking at 4-6</li> <li>National is to provide some sponsorship monies to this conference</li> </ul> <p><b>Action: Register two people on behalf of the Branch</b></p>	Victor
	<p>6.4 Continuing Education</p> <ul style="list-style-type: none"> <li>✓ National is pursuing options. Phi Phan has stepped forward to assist this committee.</li> </ul>	Continues
	<p>6.5 Branch Brochures</p> <ul style="list-style-type: none"> <li>Two brochures have been updated and circulated to the Executive</li> </ul>	Closed
	<p>6.6 Membership Update &amp; Raffle</p> <ul style="list-style-type: none"> <li>See report AGM</li> <li>Finishing the raffle, zones are sending in there funds and draw will be at the AGM.</li> <li>Concordia – not requested so far any presentation to the students.</li> <li>Membership chair, Tony Thepsouvanh, will be resigning from his position.</li> </ul> <p><b>Action item: Agenda item for the AGM</b></p>	Merry
	<p>6.7 BOC Update</p> <p>Last meet in November 2003 and reviewing the PHI needs</p> <ul style="list-style-type: none"> <li>November – PHI needs assessment done by each Branch – Alberta report 2001 could it be updated?</li> </ul> <p><b>Action item: Survey RHAs for PHI needs assessment</b></p> <p>Three year plan has been implemented: Year One:</p> <ul style="list-style-type: none"> <li>✓ Practicum reports – clarifying what is needed in these reports and the marking guideline</li> <li>✓ Consistency – pooling all the questions nationally, and weighted professionally</li> <li>✓ Training of examiners and exam coordinators training and consistency – could be workshops attached to the branch conferences? All three examiners will mark oral exam questions, instead of just on marker.</li> </ul> <p>Year Two: Audit process</p>	Victor



	<p>Year Three: Review Changes</p> <p>Other news:</p> <ul style="list-style-type: none"> <li>• Appeal process – update and review, put onto website</li> <li>• Credentialing – NEC for the BOC – approving education opportunities to maintain Phi Phan expressed interest</li> <li>✓ QATAR – New school – coordinated by College of North Atlantic – UCCB would be final year and training in Canada; Practicum in Canada</li> <li>✓ Admin policy changes – no observers in the exam room</li> <li>✓ Change fail/pass – allow discretion of examiner to fail all or only part</li> <li>• Advisory meeting at Concordia – no meetings of late.</li> </ul> <p><b>Action: Contact Kevin McLeod regarding the activities of this advisory council.</b></p> <ul style="list-style-type: none"> <li>• Branch correspondent to the BOC would like to remain in this position for the next term.</li> </ul>	Victor
	<p>6.8 Capital purchase – Electronic equipment</p> <ul style="list-style-type: none"> <li>• Purchase of a laptop, portable hard drive, laser printer, and scanner for the Branch Secretary for maintenance of records</li> </ul> <p><b>Action: AGM Agenda Item</b></p>	Merry
	<p>6.9 Digitization of Branch Documents</p> <ul style="list-style-type: none"> <li>• Documents are still being sorted.</li> </ul>	Merry
	<p>6.10 Branch Awards</p> <ul style="list-style-type: none"> <li>• 25, 50 &amp; L.E. Stewart Award <ul style="list-style-type: none"> <li>- Brian Dalshaug - 25 yr pin</li> <li>- 50year plaque for Roy Griffiths still needs to be presented.</li> <li>- No nominations for 2003 L. E. Stewart</li> <li>- President's Award – next presentation 2005</li> </ul> </li> </ul> <p><b>Action: Calgary Zone Councilor Kristen Kliciak will be asked to contact Roy Griffiths to see if he can attend AGM.</b></p>	Kristen
	<p>6.11 Fall 2004 Workshop</p> <ul style="list-style-type: none"> <li>• Appear to still be going ahead however not sure of topic or location.</li> </ul>	Continues





		<ul style="list-style-type: none"><li>As to dropping the conference price, committee has not decided.</li></ul>	
		6.12 AGM – March 27, 2004 <ul style="list-style-type: none"><li>Lunch will be provided</li></ul> <b>Action: Forward items to the Branch Secretary</b>	All
7.0	<b>Adjournment</b>	10:55 AM	

