

**CIPHI Alberta Branch – Executive Meeting  
(Part I)  
April 21, 2006**

**Present:** Phi Phan, Victor Mah, Keith Lee, Kara Bascom, Koreen Westly, Adrea Simmons, Rebecca Johnson, Doug Johnston, Merry Turtiak  
**Regrets:** Rhian Harrison, Andrea Angus

	<b>Agenda Item</b>	<b>Discussion &amp; Decision</b>	<b>Action by</b>
1.0	<b>Call to Order</b>	7:25 PM	
2.0	<b>In memoriam</b>	Mr. William Kent	
3.0	<b>Agenda</b>	3.1 Additions or Deletions to Agenda	
		3.2 Adoption of Agenda Victor moves to accept meeting agenda. Keith seconds. Carried	
4.0	<b>Adoption of Minutes</b>	Adoption of Minutes of Previous Meeting – October 5, 2005 Doug moves acceptance of previous meeting minutes. Koreen seconds. Carried.	
5.0	<b>Business Arising</b>	<b>5.1 Terms of Reference</b>  5.1.1 <u>Website</u> Adrea moves acceptance of website terms of reference. Kara seconds. Discussion. Carried.  5.1.2 <u>AB Branch Corresponding Member to BOC</u> Tabled.  5.1.3 <u>Advocacy</u> Tabled.	Closed  Phi Phan  Victor Mah
		<b>5.2 Awards Review</b> 5.2.1 <u>Promising Professional Award</u> o Concern about tracking of members in good standing. o About double recognition of a new member; should be recognizing those who have been in the field for a long time. o Good to increase internal support o Agree that ambition should be to support internally,	Continues  Awards Committee Chair

		<p>its nice to have that light of support for a new colleague</p> <ul style="list-style-type: none"> <li>○ Concerns about how we are going to select a candidate</li> <li>○ Challenge the managers to submit a name; keep in mind that the nominees made be nominated by non-members (some managers are not PHIs)</li> <li>○ Criteria would be subjective similar to L.E. Stewart</li> <li>○ Executive can solicit the managers for the names.</li> </ul> <p><i>Victor moves to proceed with the award. Doug seconds. All in favour: 7. Objections: 1 (Koreen). Motion carried.</i></p> <p><b>5.2.2 <u>Addition of monetary value to membership awards</u> (donation to EHFC)</b></p> <ul style="list-style-type: none"> <li>○ Suggestion from the membership</li> </ul> <p><i>Motion: Branch awards such as L.E. Stewart or Promising Professional will have a monetary award which will be donated in their name to the EHFC. Seconded.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>○ Why is the amount donated to EHF?</li> <li>○ Why specify monies to it?</li> <li>○ Symbolic donation</li> <li>○ Why are we telling people what to do with their award money?</li> <li>○ Maybe match award monies to go to EHFC Eg. \$100 to recipient, \$100 to EHFC</li> </ul> <p><i>All in favour: 1. Opposed 7. Motion defeated.</i></p> <p><i>Keith moves to attach a monetary amount to L. E. Stewart and other awards. Doug seconded. All in favour: 3. Opposed: 5. Motion defeated.</i></p>	
		<p><b>5.3 2005 Fall Workshop</b></p> <ul style="list-style-type: none"> <li>○ The workshop was very successful.</li> <li>○ As seen in balance sheet profit was \$22, 968.</li> </ul>	Closed
		<p><b>5.4 Millennium Fund (Legacy Initiative)</b></p> <ul style="list-style-type: none"> <li>○ This portion of meeting minutes are in a separate supplementary section.</li> </ul>	Continues
		<p><b>5.5 2006 Fall Workshop</b></p> <ul style="list-style-type: none"> <li>○ DTHR is hosting with the theme of emergency response and sour gas</li> </ul>	Continues



		<ul style="list-style-type: none"> <li>○ Held at Holiday Inn 67<sup>th</sup> on October 5 &amp; 6</li> <li>○ Plan on providing at least one meal.</li> <li>○ Still need to be develop slogan</li> <li>○ Suggested slogan: Preparing for the worst by being our best</li> </ul> <p>Aside: How we generate revenue at workshops need to be discussed.</p> <p>Aside: Need to discuss how we decide who is going to host the workshop need to be decided.</p> <ul style="list-style-type: none"> <li>○ Split province into 3 zones and involve all the RHAs to aid in hosting.</li> </ul>	Next Executive Meeting
		<p><b>5.6 2009 Annual Education Conference</b></p> <ul style="list-style-type: none"> <li>○ Calgary will be hosting this event</li> <li>○ How registration will be handled is still an issue and needs to be resolved early in the planning process</li> </ul>	Continues Phi Phan
6.0	<b>New Business</b>	<p><b>6.1 Provincial Exam Coordinator</b></p> <ul style="list-style-type: none"> <li>○ Dan Richen is stepping down</li> <li>○ How succession of this position will occur is not clear. Unsure of if its a Branch or BOC decision.</li> </ul> <p><i>Action: Get clarification of BOC policy and request a letter of application from those people interested in the position.</i></p>	Phi Phan
		<p><b>6.2 Conference Sponsorship Policy – Proposal</b></p> <p><i>Merry moved that we review and create a policy of this type based on the Manitoba policy. Doug seconded.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ Is it needed? Has there been asking for it?</li> <li>➤ Policy should need be restricted to CIPHI or related professional events</li> <li>➤ Selection criteria may need to be clarified.</li> </ul> <p><i>Motion carried.</i></p>	Merry
		<p><b>6.3 EPHW 2007</b></p> <ul style="list-style-type: none"> <li>➤ Kori Woodard is willing to remain as chair and is already making plans</li> </ul>	EPHW Committee



		<ul style="list-style-type: none"> <li>➤ This event may be moving to the third week of January to improve exposure of our profession.</li> <li>➤ Criticism of the timing is that the students are not involved as classes are not in session due to Fall/Winter semester break</li> </ul>	Chair
		<p><b>6.4 Branch Social Events</b></p> <ul style="list-style-type: none"> <li>➤ CIBC Run for the Cure – not sure of how thing went; need to ensure we have good follow-up.</li> <li>➤ Events need to be part of the meeting reports or Branch newsletter.</li> </ul>	All Executive Members
		<p><b>6.5 CIPHI Sabbatical Exchange</b></p> <ul style="list-style-type: none"> <li>➤ Need to promote this program more internally to our Branch members. How to apply, application processes, who is going on the exchange and what their experiences are. Action: Communicating these items</li> <li>➤ Consider looking at a Branch exchange</li> </ul> <p><i>Action: Creation of a discussion paper on this topic.</i></p>	Victor Mah  All Executive Members
		<p><b>6.6 Branch historical files</b></p> <ul style="list-style-type: none"> <li>➤ Ongoing and need to start looking for other materials other people may be holding</li> </ul>	Merry Turtiak
		<p><b>6.7 Financial Issues</b></p> <p><u>6.7.1 Bank accounts</u></p> <ul style="list-style-type: none"> <li>○ Currently three accounts open - Branch General, Scholarship, and Workshop (held by Capital Health)</li> </ul> <p><i>Action: President and Treasurer needs to contact Edmonton Workshop committee to begin depleting this Workshop account</i></p> <p><u>6.7.2 Professional Financial Advisor</u></p> <ul style="list-style-type: none"> <li>○ With the level of income we generate it may be time to consider our investment options plus make sure we are following all the applicable rules and regulations.</li> </ul> <p><i>Action: Keith will look for applicable financial consultants.</i></p>	Phi Phan & Keith Lee          Keith Lee
		<b>6.8 Preparing for Core Competencies</b>	Closed



		<ul style="list-style-type: none"> <li>○ At this time the costs are at the National level</li> <li>○ Branches will be expected to provide or aid applicable education opportunities.</li> </ul>	
		<p><b>6.9 Honorariums for Executive members</b></p> <p><i>Motion: The Executive Board will have their membership dues paid for, beginning in 2007, based on previous year's involvement. Motion Carried.</i></p> <p><i>Action: This item will be brought forward for membership approval at the AGM.</i></p> <p>General Discussion:</p> <ul style="list-style-type: none"> <li>➤ Other benefits for Executive and Committee Chairs will be discussed.</li> <li>➤ Benefits could include attendance at conferences or other branch activities</li> </ul> <p><i>Action: This item will be brought forward for membership comments at the AGM.</i></p>	<p>Closed – moved to AGM agenda</p> <p>Continue</p>
		<p><b>6.10 Benefits for Membership</b></p> <p><i>Motion: Branch provide compensation to those members who carpool to attend meeting. Seconded.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ Suggestion came from member</li> <li>➤ Not a viable option not sure if it would help attendance.</li> </ul> <p><i>Motion defeated.</i></p> <p><i>Motion: Branch offer free membership every 5 years. Seconded.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>➤ Suggestion came from member</li> <li>➤ Tracking at this time could be an issue; maybe after new database is completed and in operation</li> <li>➤ With health spending account some members are not paying for their memberships</li> </ul> <p><i>Motion defeated.</i></p>	



		<p><b>6.11 Research Grants for Academics</b></p> <p><i>Motion: Branch offer research grants for applicable research studies to Environmental Health. Seconded.</i></p> <p>Discussion</p> <ul style="list-style-type: none"> <li>➤ Suggestion brought forward from a member</li> <li>➤ Branch not currently in a financial position to offer such incentives.</li> <li>➤ Could be reviewed at a later date</li> </ul> <p><i>Motion defeated.</i></p>	Closed
		<p><b>6.12 Executive Duties &amp; Makeup</b></p> <ul style="list-style-type: none"> <li>➤ Duties of the Executive Board need to be further clarified and shifted.</li> <li>➤ Phi created a draft document for review and discussion</li> <li>➤ While the president is ex-officio of all committees, the committee chairs will be overseen by Associate Executive.</li> <li>➤ Some more fine tuning of this draft will occur</li> </ul>	Phi Phan - recirculate to Executive for approval
7.0	<b>Adjournment</b>	10:05 PM Executive Meeting: Continue 9:00 AM on April 22, 2006	



## CIPHI Alberta Branch – Executive Meeting

### Part II

April 22, 2006

**Present:** Phi Phan, Koreen Westly, Victor Mah\*, Keith Lee, Adrea Simmons, Rebecca Johnson, Doug Johnston, Kara Bascom

**Regrets:** Rhian Harrison, Merry Turtiak, Andrea Angus

\* Recording Secretary

	Agenda Item	Discussion & Decision	Action by
1.0	<b>Suspension of Executive Meeting – April 21, 2006</b>	Victor: Motion to continue Executive meeting the following morning at 9:00am. Seconded by Keith Lee. Carried. 9:50pm - April 21, 2006	
2.0	<b>Resumption of April 21, 2006 Executive meeting</b>	Keith: Motion to resume Executive meeting. Seconded by Rebecca. Carried. 9:20am	
8.2	<b>Legacy Initiative</b>	<p>Keith speaks to the “Legacy Initiative: A Discussion Paper”.</p> <p>Topic: Financial Strategy Basics Keith had mentioned the Executive had previously discussed in obtaining the services of a financial advisor and that he was to write-up a five year average and breakdown of the Branch’s operating expenses.</p>	Keith Lee
	Step One: Creating a Secure Foundation to Invest in the Future	<p>Opportunities: 1. <i>Grow the Membership Campaign</i></p> <p>Victor: Motion to adopt the “<i>Grow the Membership Campaign</i>” as outlined. Seconded by Rebecca.</p> <p>The Executive feels at this time the Branch does not have the necessary resources (administratively and electronically) to implement this task. Other work is being currently done at the national level in regards to the development of a data base.</p> <p>Question called. Motion defeated.</p>	
		Opportunities: 2. <i>Grow the Environmental Health Foundation of Canada Campaign</i>	

		<p>Keith: Motion to adopt “<i>Grow the Environmental Health Foundation of Canada Campaign</i>” as outlined. Seconded by Kara.</p> <p>The consensus of the Executive at this time is that the Branch could not force EHFC to participate in a project the Foundation did not believe was a priority. The Executive does believe in the EHFC has an important role to play in the advancement of EPHPs.</p> <p>Question called. Motion defeated.</p> <p>Keith: Motion to donate \$1000 on an annual basis to the Environmental Health Foundation of Canada. The donation is to be reviewed annually. Seconded by Kara.</p> <p>Question called. Motion carried.</p>	
		<p>Opportunities: 3. <i>Grow the Bachelor of Environmental Health (After-Degree) Program at Concordia Campaign</i></p> <p>Doug: Motion to adopt the “<i>Grow the Bachelor of Environmental Health (After-Degree) Program at Concordia Campaign</i>” as outlined. Seconded by Rebecca.</p> <p>The Executive does not feel at this time this is the Branch’s role.</p> <p>Question called. Motion defeated.</p>	
		<p>Opportunities: 4. <i>Grow the Branch Administrative Capacity Campaign</i></p> <p>Keith: Motion to adopt the “<i>Grow the Branch Administrative Capacity Campaign</i>”. Seconded by Kara.</p> <p>The Executive does not feel at this time that members have the time to complete such training given that the positions are voluntary and elected.</p> <p>Question called. Motion defeated</p>	
	<p><b>Step Two: Strategic</b></p>	<p>The services of a financial advisor are being sought. Once this has been addressed the educational</p>	



	<b>Development Re-Investment</b>	development component will be re-visited. The issue of awards associated with financial remuneration was previously dealt with. The suggestions of new awards are to be further considered by the Awards Committee.	Victor Mah
	<b>Step Three: Recognizing our Branch's Maturity</b>	<p>The services of a financial advisor are being sought. Once this has been addressed this component will be re-visited.</p> <p>The Executive is thankful to the author of the discussion paper and believes the document provides a good start for the Alberta Branch to mature as an effective professional organization.</p>	
3.0	<b>Adjournment</b>	9:50am	