

**CIPHI Alberta Branch – Executive Meeting
October 4, 2006**

Present: Phi Phan, Koreen Westly, Keith Lee, Merry Turtiak, Adrea Simmons, Rebecca Johnson, Doug Johnston, Andrea Hohne, Jon Elliot

Regrets: Rhian Harrison, Kara Bascom, Victor Mah

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order		7:15 PM
2.0	In memoriam	No names submitted	
3.0	Agenda	3.1 Additions or Deletions to Agenda No additions or deletions	
		3.2 Adoption of Agenda Moved adoption of the agenda. Seconded. Carried.	
4.0	Adoption of Minutes	Adoption of Minutes of Previous Meeting – April 21, 2006 (Part I) Adoption of Minutes of Previous Meeting – April 21, 2006 (Part II) Moved acceptance of previous meeting minutes. Seconded. Carried.	
5.0	Business Arising	5.1 Terms of Reference 5.1.1 <u>AB Branch Corresponding Member to BOC</u> 5.1.2 <u>Advocacy</u>	Tabled (Phi to follow up) Tabled (Merry to follow up)
		5.2 Awards Review 5.2.1 <u>Promising Professional Award</u> <ul style="list-style-type: none"> o This document has just become available and Executive has not had time to review. <i>Action: All Executive to review and send comments back to Victor by October 13, 2006.</i>	Victor All Executive

		<p>5.3 Millennium Fund (Legacy Initiative)</p> <ul style="list-style-type: none"> ○ Financial Strategy – have not completed 5 year planning ○ EHFC – funds have been donated, and will be reviewed on a yearly basis 	<p>Keith</p> <p>Standing spring Exec. Meeting agenda item</p>
		<p>5.4 2006 Fall Workshop</p> <ul style="list-style-type: none"> ○ Going well, 120 delegates, maximum capacity ○ High number of municipal delegates ○ Expect profit, sponsorship below previous years but likely related to the topic. <p><i>Action: Discuss with RHAs as to who would like to host for 2007 & 2008</i></p>	<p>Continues</p> <p>Phi Phan</p>
		<p>5.5 2009 Annual Education Conference</p> <ul style="list-style-type: none"> ○ K-country, earlier then usual conferences (April – May) ○ Chair is Rob Bradbury ○ 75th Year of the Institute ○ Encourage all members to get involved 	<p>Continues</p>
		<p>5.6 Provincial Exam Coordinator</p> <ul style="list-style-type: none"> ○ Dale Nelson is coordinator for October ○ Require clarification about who selects BOC positions ○ Some frustrations being felt by how BOC is communicating <p><i>Action: Request members to put name forward for BOC Examiner positions in next newsletter</i></p>	<p>Phi Phan</p> <p>Koreen Westly</p>
		<p>5.7 Conference Sponsorship Policy</p> <p>Tabled</p>	<p>Merry</p>
		<p>5.8 EPHW 2007</p> <ul style="list-style-type: none"> ○ No report for FGM ○ Committee not formally formed yet ○ Changed EPHW to the third week of January 15 – 22 	<p>EPHW Chair/Koreen</p>
		<p>5.9 Branch Social Events</p> <ul style="list-style-type: none"> ○ Tony T. will provide verbal report at FGM ○ Hockey pool – not sure of status, will change with Dan. 	<p>Tony T.</p> <p>Keith</p>



		5.9 CIPHI Sabbatical Exchange Tabled	Victor
		5.10 Branch Historical Documents Tabled: Note: Storage space for the records has been rented will show up as a separate line item on Treasurer's report.	Merry
		5.11 Financial Issues 5.11.1 Bank accounts o Workshop account has been reduced 5.11.2 Professional Financial Advisor o Engaged Trevor Geoff, CGA o Reviewing finances and audits, will likely have to have a GST # and it will apply to the selling of thermometers and workshops. This is being reviewed by Revenue Canada o Fee: As we are a non-profit, likely a reduced fee o Not advising on investing, that will have to outsourced to a different company/individual	Closed Keith
		5.11 Honorarium for Executive Members & Committees o Victor composed document o Executive felt still needed direction from the membership, so a variety of motions will be directed to the floor for discussion and feedback.	Victor
		5.14 Benefits for Membership o Closed – should have been removed from agenda	Closed
		5.15 Executive Duties & Make-up o Recirculate document so it can be removed from agenda	Phi
6.0	New Business	6.1 EHO Classification o Motion from Capital Zone to the Executive as follows: <i>In consideration of current classification reviews by the Health Sciences Association of Alberta and HBA Services (employer's agent), it is proposed that the Alberta Branch executive establish a position on EHO classification that is consistent with the developing concept of core competencies and proficiency.</i>	Rebecca/Phi



		<ul style="list-style-type: none"> o Executive felt this was not a Branch issue but more related to core competency issues at the National level. <p><i>Action: Phi will follow up with National and advise mover of the motion, Mr. Steve Probert of actions and recommendations.</i></p>	
		<p>6.2 Food Auditor's Report</p> <ul style="list-style-type: none"> o All Executive should review document o Forward to Advocacy committee for position statement of Branch o Depending on outcome, could issue a news release or letter to the editor. o No national statements 	Advocacy (Phi will advise chair Simon Sihota)
7.0	Adjournment	Meeting adjourned 9:10 PM	

