

## CIPHI Alberta Branch – Executive Meeting

### October 3, 2007

*Present: Phi Phan, Koreen Anderson, Victor Mah, Keith Lee, Merry Turtiak, Adrea Simmons, Jason MacDonald, Jon Elliott, Sarah Nunn (representing Calgary), Andrea Hohne*

*Regrets: Garth Gosselin, Kara Bascom, No arctic zone*

	Agenda Item	Discussion & Decision	Action by
1.0	<b>Call to Order</b>	<b>6:15 PM</b>	
2.0	<b>In memoriam</b>	<b>Jack Hoselin</b>	
3.0	<b>Agenda</b>	<b>3.1 Additions or Deletions to Agenda</b> 6.3 CIPHI Booth 6.4 Arctic Zone 6.5 Branch Secretary Laptop 6.6 Leadership Award – Ron de Burger 6.7 Zone meetings	
		<b>3.2 Adoption of Agenda</b> Keith moved adoption of the agenda. Jon seconded. Carried	
4.0	<b>Adoption of Minutes</b>	<b>Adoption of Minutes of Previous Meeting – May 24, 2007</b> Adrea moved adoption of the previous meeting minutes. Victor seconded. Carried	
5.0	<b>Business Arising</b>	<b>5.1 Terms of Reference</b> <b>5.1.1 <u>AB Branch Corresponding Member to BOC</u></b> <ul style="list-style-type: none"> <li>• Position of corresponding member may be changing</li> <li>• Goal is to slim down the number of representatives per province</li> <li>• Corresponding members for the Branch stay as these are Branch positions, not BOC positions</li> </ul> <b>5.1.2 <u>Advocacy</u></b> <ul style="list-style-type: none"> <li>• Committee needs to be kept</li> <li>• Executive needs should ultimately feed issues to this</li> </ul>	<b>Tabled</b>  <b>Tabled</b>
		<b>5.2 2009 Annual Education Conference</b> <ul style="list-style-type: none"> <li>• Sarah Nunn provided the update</li> <li>• Generally committee is moving ahead, meeting again at the end of the month</li> <li>• Expect to know at end of year how many volunteers will be needed</li> <li>• Conference registration will be staying the same as in previous years</li> <li>• No theme as of yet, but horseshow logo</li> </ul>	<b>Continues</b>
		<b>5.3 Conference Sponsorship Policy</b>	<b>Tabled</b>

		<b>5.4 Branch Historical Documents</b>	<b>Tabled</b>
		<p><b>5.5 Financial Issues</b> <b>5.5.1 Bank accounts</b></p> <ul style="list-style-type: none"> <li>No amalgamation as of yet, not until end of 2007 Branch workshop</li> <li>This account will be reduced to a \$5000 operational amount, the remaining will move to general revenue.</li> </ul> <p><i>Action: Reconcile account for end of year 2007</i></p> <ul style="list-style-type: none"> <li>Also discussion in regards to the scholarship account, which is high</li> </ul> <p><i>Action: Follow previous split of money 40-40-20, ensure previous workshop applicable profits are moved into the scholarship account</i></p> <p><i>Action: New Executive will have to revisit the 40-40-20 split due to high amounts in scholarship account</i></p> <p><b>5.5.2 Professional Financial Advisor</b></p> <ul style="list-style-type: none"> <li>No action</li> </ul> <p><i>Action: Jon and Keith to provide names of providers/advisors</i></p>	<p><b>Keith</b></p> <p><b>Keith</b></p> <p><b>New Executive</b></p> <p><b>Keith &amp; Jon</b></p>
		<p><b>5.6 Honorariums for Executive Members</b></p> <ul style="list-style-type: none"> <li>In general policy works is working ok, pay first and then will be reimbursed by treasurer</li> </ul> <p><b>Q: Transferability of Benefits?</b></p> <ul style="list-style-type: none"> <li>Does not apply to anyone except Branch president, this will be added to policy</li> </ul> <p><i>Action: Clarify on policy document and circulate copy of policy to Executive and post on website.</i></p>	<p><b>Closed – once policy updated</b></p> <p><b>Victor/Phi</b></p>
		<p><b>5.7 2007 Fall Workshop</b></p> <ul style="list-style-type: none"> <li>Approximately 180 attendees</li> <li>Overall things are going well</li> <li>23 sponsors, tentative forecast of \$10,000 in profit</li> </ul>	<b>Continues</b>
		<p><b>5.8 Concordia Sponsorship Proposal</b></p> <ul style="list-style-type: none"> <li>Outstanding issue, sponsorship has not been paid</li> <li>Returns to the general membership for approval</li> </ul>	<p><b>Closed</b> <b>Cheque sent 10/16/07</b></p>
		<p><b>5.9 Volunteer Survey</b></p> <ul style="list-style-type: none"> <li>Many respondents indicated too busy at home and work to get involved</li> <li>Need to improve communications out to membership</li> <li>Define number of hours needed for commitment to committee/executive positions</li> </ul> <p><u>Aside: Website</u></p> <ul style="list-style-type: none"> <li>Website is being underutilized</li> <li>Suggestion that we try to ask Mike LeBlanc or another CIPHI Branch member to maintain and manage the site</li> </ul>	<b>Closed</b>

		<ul style="list-style-type: none"> <li>Another suggestion is to pay a contractor to maintain and manage the site.</li> </ul>	
<b>6.0</b>	<b>New Business</b>	<p><b>6.1 2008 Conference Registration</b></p> <ul style="list-style-type: none"> <li>Ed Gee to receive a 2008 conference registration from 2007 membership raffle</li> </ul> <p><i>Action: Keith to pay registration for Ed Gee</i></p>	<b>Closed</b>
		<p><b>6.2 Membership Early Bird Raffle</b></p> <ul style="list-style-type: none"> <li>Early bird prize will be a 2008 conference registration</li> </ul>	<b>Closed</b>
		<p><b>6.3 CIPHI Booth</b></p> <ul style="list-style-type: none"> <li>Available CIPHI Executive to help out at booth to distribute flashlights and answer questions</li> </ul>	<b>Closed</b>
		<p><b>6.4 Arctic Zone</b></p> <ul style="list-style-type: none"> <li>Having difficulty finding a member who is willing to act as zone councilor.</li> <li>NWT group would like an individual from Nunavut to step forward since they have been the representative for a long time</li> </ul> <p><i>Action: President will continue to try and find a representative</i></p>	<b>Continues – until zone rep found</b>
		<p><b>6.5 Laptop</b></p> <ul style="list-style-type: none"> <li>Current laptop is aging.</li> <li>Consider leasing option including software, hardware, etc</li> </ul> <p><i>Action: President will make some inquiries</i></p>	<b>Continues – Phi</b>
		<p><b>6.6 Leadership Award - Ron de Burger</b></p> <ul style="list-style-type: none"> <li>Will be presented at lunchtime, leadership award for advancement of CIPHI in the field.</li> </ul>	<b>Closed</b>
		<p><b>6.7 Zone Meetings</b></p> <ul style="list-style-type: none"> <li>Zone need to meet twice per year</li> </ul>	<b>Closed</b>
<b>7.0</b>	<b>Adjournment</b>	<b>7:20 PM</b>	