

CIPHI Alberta Branch Fall General Meeting – September 16, 2009

Present:

Voting members:

Koreen Anderson	Gregory Ward	Balden Sandha
Merry Turtiak	Ihsan Sassi	Dragan Sikanja
Carol Brittain	Michael Khan	Phi Phan
Andrea Simmons	Lindsay Freistadt	Tanya MacNeil
Nadine Newman	Jon Elliott	Megan Behnke
Sarah Nunn	Ludmilla Rodriguez	Cheryl Gailbraith
Marilyn Dahlgren	Daria Romanish	Lynne Bollinger
Tricia Herridge	Mike Walsh	Debra Langier-Blythe
Garth Gosselin	Ken Fujioka	

Non-voting members:

Karen Sandhu	Dianne Brownless	Kevin Jeroncic
Maz Rahman		

1.0 Call to Order 4:15pm.

Review of Exec committee for members benefit.

2.0 In Memoriam

No names

3.0 Agenda

3.1 Additions or Deletions to Agenda

Addition:

9.4 past executive.

3.2 Adoption of Agenda

Jon Elliott Adopted. Seconded Ken Fujioka

4.0 Adoption of Meeting Minutes

4.1 Adoption of Minutes of Previous Meeting June 27, 2009

Adopted minutes – Ludmilla Rodriguez. Seconded – Merry Turtiak

5.0 Executive Reports (Reports do not need to be adopted – spring AGM already done)

5.1 President's Report

5.2 Vice President's Report - Verbal

5.3 Treasurer's Report

Cards just been signed for books transferred to Marilyn Dahlgren

2 auditors have come forward. (do these people have to be professional auditors?)

5.4 Secretary's Report

6.0 Zone Reports

- 6.1 Arctic Zone Report
- 6.2 Northern Zone Report
- 6.3 Capital Zone Report
- 6.4 Central Zone Report
- 6.5 Calgary Zone Report
- 6.6 Federal Zone Report
- 6.7 Southern Zone Report

7.0 **Committee Reports**

- 7.1 BOC Report
- 7.2 Membership Report - Verbal
- 7.3 Advocacy Report
Nadine also working on a calendar for EPHW – send pictures of children - Environmental Health theme
- 7.4 Environmental Public Health Week Report
- 7.5 Social Report
- 7.6 Newsletter Report
- 7.7 Website Report
- 7.8 2009 Annual Education Conference - This was published in recent branch newsletter.

8.0 **Business Arising**

- 8.1 Investment Strategy
Nothing to report – as a branch we are looking at investing some money from the account – GIC's, bonds etc. Looking at options – will discuss at exec meeting Friday.

- 8.2 Fall Workshop 2009
Partnership with AHS and water for life – last minute fall workshop.
146 registrants with exhibitors and speakers – very successful turnout.

- 8.3 CIPHI AB Conference Sponsorship Policy
The Sponsorship Policy for CIPHI Alberta Branch Fall Workshop and CIPHI Annual Education Conference. It allows Regular CIPHI Alberta Branch members to apply for funding up to \$1000 to attend either the Fall Workshop or AEC in the following year. it involves an application process, 3 people drawn. Planning to draw the names in October / November each year so that Applicants have the extra time to assign their HSAA education dollars prior to the following year. If selected, the candidate will not be able to apply for three years.
Moved – Jon Elliott. Seconded – Greg Ward. Carried

- 8.4 CPC Update
Update from Phi Phan - green & blue books, posted on CIPHI website. Clarification given regarding the guidelines. It is currently under review by CIEH. It needs to be translated, then it will be sent out to all members
Highlights of the CPC process include: Setting up of Council of Professional Experience (COPE), part of CIPHI to accomplish the goals. There will be provisions made for Maintenance of professional competencies even if retired, employed by private practice, or working part time.etc. Quality assurance standards will also be addressed.

9.0 **New Business**

- 9.1 Review of Executive Benefits Policy
Agree to review every two years. Reviewed: formulated in 2007. Benefits to Branch volunteer positions. Motion – The Committee Chairs be compensated for their membership dues for their Membership in the same format at the executive members. Moved – Merry Turtiak. 2nd – Phi Phan Carried. – 1 opposed.

Discussion about making sure Committee Chairpersons and members of the Executive are fulfilling their duties as these benefits are at the cost of the Alberta Branch membership.

Motion: That the executive put in place performance standards and criteria for executive positions and committee chairs. Moved – Merry Turtiak 2nd – Phi

Discussion: Who is going to police it? It's a volunteer position. PHI Ethics Code.

We have terms of reference for what we do – guidance document.

Clear level of expectation for ensuring the work gets done. – enhancement of the terms of reference?

Motion: To enhance the terms of reference

Moved – Merry Turtiak 2nd – Phi Phan

In favour – 10 against – 7, carried.

The Terms of Reference will be further developed for each of these roles so expectations are clearly laid out. The benefits policy will be reviewed again in 2011.

9.2 Executive Expenditures- Increase of Limit (Bylaw Change)

From \$3000 to \$10,000 without membership approval. It's for day to day business. Each time we buy thermometers, we exceed current limit of \$3000.

Motion: Adrea Simmons. Seconded – Mike Walsh. Carried.

9.3 Selection of Auditors

Motion that that Ludmilla Rodriguez & Edwina K. be the auditors for 2010 finances.

Moved - Marilyn Dahlgren, 2nd – Debra Langier-Blythe, Carried.

9.4 Past executive

Award given to Merry Turtiak for all her hard work in the last few years as Branch secretary.

10.0 Adjournment

Move to adjourn: Phi Phan

Seconded: Merry Turtiak