

CIPHI Alberta Branch – Executive Meeting

Teleconference – February 11, 2010

In attendance: Koreen Anderson (chair), Robert Savoury, Jason MacDonald, Daria Romanish, Karen Clarke (minutes), Debra Langier-Blythe, Tricia Herridge, Phi Phan, Jon Elliott (left at 9:25 am), Wayne Quan, Marilyn Dahlgren

Regrets: Adrea Simmons

| Agenda Item | Discussion & Decision | Action by |
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| 1.0 Call to Order | <ul style="list-style-type: none"> 8:35 am | |
| 2.0 In memoriam | 2.1 Jagtar Sandhu | |
| 3.0 Agenda | 3.1 Additions or Deletions to Agenda <ul style="list-style-type: none"> None | |
| | 3.2 Adoption of Agenda <ul style="list-style-type: none"> Motion by Marilyn to adopt; Second: Jason; Carried. | |
| 4.0 Adoption of Minutes | 4.1 Adoption of Minutes of Previous Meeting – August 7, 2009 <ul style="list-style-type: none"> Motion by Jon to adopt the minutes with the correction of a name spelling if necessary (Karen to verify); Second: Daria; Carried. | |
| 5.0 Business Arising | 5.1 Terms of Reference <ul style="list-style-type: none"> Debra's team continues to update the terms of reference and add expectations for each role. | DEBRA: provide drafts of all Terms of Reference to the Exec for review prior to the AGM. |
| | 5.2 2009 Annual Education Conference Update <ul style="list-style-type: none"> Keith Lee has provided the final financial numbers to the Branch. Cheque will be received and deposited in the general account by the end of February, 2010. | Closed as of February 28, 2010. |
| | 5.3 Conference Sponsorship Policy <ul style="list-style-type: none"> 3 winners were drawn: Ludmilla Rodriguez, Ken Ast, and Sarah Nunn. | Closed |
| | 5.4 Financial Issues 5.4.1 Professional Financial Advisor <ul style="list-style-type: none"> Motion by Jon: The Executive will invest \$100,000 with the Investor's Group (IG) based on the approval of the CIPHI AB Branch Financial Policy. Second: Jason. Carried. | JON: set up a teleconference between the Exec and the IG account manager to discuss investment details. MARILYN: obtain a written quote from an accountant regarding advice on tax status and requirements. |

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| | <p>5.5 Health Professions Act & Professional and Occupational Associations Registration Act</p> <ul style="list-style-type: none"> Executive agrees this is not a priority item at this time. If anyone has any future updates, it will be re-opened. | Closed |
| | <p>5.6 Golf Tournament 2009</p> | Closed |
| | <p>5.7 Environmental Public Health Week (EPHW) 2010</p> <ul style="list-style-type: none"> Motion by Jason: The Executive approves the EPHW and Advocacy Committees to spend up to \$9,000 for the purchase of hand sanitizers and calendars for EPHW 2010, including shipping costs. Seconded: Tricia; Carried. Discussion- some concerns with posters from National this year <p>5.7.1 Environmental Public Health Week Funding Proposal</p> <ul style="list-style-type: none"> Still in draft form. <p>5.7.2 Environmental Public Health Week and HSAA</p> <ul style="list-style-type: none"> HSAA recognized EPHW 2010 on its website. | <p>Closed</p> <p>ALL: submit any poster comments to Koreen.</p> <p>KOREEN: submit a draft proposal for EPHW funding to the Executive.</p> <p>DEBRA: speak to her HSAA contacts regarding potential union funding for EPHW 2011.</p> <p>JASON: consult with Fred Cundict (Advocacy Committee) regarding recognition of Nurses Week and how EPHW could be recognized at a similar level.</p> |
| | <p>5.8 Membership Raffle</p> <ul style="list-style-type: none"> Membership chair and Executive agree that the raffle does not have the importance it once did, for various reasons. It will no longer be held. | <p>DEBRA: remove responsibility for a raffle from the Membership Committee Terms of Reference.</p> |
| | <p>5.9 Transfer of Signing Authority for Bank Accounts</p> <ul style="list-style-type: none"> Koreen and Marilyn now have authority for the general account however Dan and Keith remain on the account. Authority also needs to be transferred on the scholarship account. Motion by Phi: Remove Dan and Keith as signing authorities for the general account and replace them with Daria and Karen. Seconded: Marilyn. Carried. Motion by Phi: Add Koreen, Daria and Karen as signing authorities on the scholarship account. Seconded: Debra. Carried. | <p>KAREN: Provide minutes indicating scholarship authority change.</p> <p>MARILYN: Submit necessary paperwork to the bank.</p> |
| | <p>5.10 Branch Mailing Address</p> <ul style="list-style-type: none"> Official address will remain in Drumheller | Closed |
| | <p>5.11 Fall Workshop 2009</p> <ul style="list-style-type: none"> Jason sent summary to Marilyn. Books are closed. | Closed |
| | <p>5.12 Free Golf for Hockey Pool Organizer (2009)</p> <ul style="list-style-type: none"> Done | Closed |

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| | | 5.13 Review of Executive Benefits Policy (FGM 2009) <ul style="list-style-type: none"> Review done and approved at the FGM. | Closed |
| 6.0 | New Business | 6.1 Financial Issues <ul style="list-style-type: none"> We may want to look at accepting 'debit Visa; in the future; we also may be able to get our fees lowered for credit card transactions. We need to be keeping credit card transaction records for at least 24 months. 6.1.1 Projected Budget 2010 – 2012 <ul style="list-style-type: none"> Work in progress 6.1.2 Financial Policy <ul style="list-style-type: none"> Motion by Debra: Adopt the Branch Financial Policy and submitted by Phi. Seconded: Daria. 1 abstained, 0 opposed. Carried. | MARILYN: look into reduced credit card transaction fees. Complete the 2010-12 projected budget. KAREN: obtain all executive signatures on a hard copy of the Branch Financial Policy. Send a copy without signatures for web posting. |
| | | 6.2 Branch Awards <ul style="list-style-type: none"> Winners have been chosen and awards ordered, for presentation at the April AGM. | Closed |
| | | 6.2.1 Proposed New Award- Supporter of Alberta Branch | Tabled |
| | | 6.3 Spring Social and AGM 2010 | Tabled |
| | | 6.4 Golf Tournament 2010 | Tabled |
| | | 6.5 Fall Workshop(s) 2010 | Tabled |
| | | 6.6 Early Bird Membership Draw | Tabled |
| | | 6.6.1 Proposed change to reimbursement procedure | Tabled |
| | | 6.7 Alberta Branch Display Board | Tabled |
| | | 6.8 Alberta Branch Laptop Purchase <ul style="list-style-type: none"> A new laptop computer is required for Branch business. | KOREEN: Obtain 3 quotes for laptop purchase including appropriate software and backup device; make a motion to choose one at the next Exec meeting. |
| | | 6.9 CUCA Scholarship | Tabled |
| | | 6.10 Building Community | Tabled |
| | | 6.11 CIPHI AB Funding for Disaster Relief | Tabled |
| | | 6.12 Next Executive Meeting <ul style="list-style-type: none"> To be determined | |
| 7.0 | Adjournment | Motion to adjourn by Phi at 10:15 am; Carried. | |