

## CIPHI Alberta Branch – Executive Meeting Teleconference FEBRUARY 2, 2011 MINUTES

*In attendance: Koreen Anderson (chair), Karen Clarke (minutes), Phi Phan, Marilyn Dahlgren, Adrea Simmons, Robert Savoury (left at 9:50am), Jon Elliott, Jason MacDonald, Daria Romanish, Tricia Herridge, Debra Langier-Blythe, Wayne Quan (arrived at 9:55 am)*

*Regrets: none*

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order	9:05 am Called to order by Koreen	
2.0	In memoriam	2.1 None	
3.0	Agenda	<b>3.1 Additions or Deletions to Agenda</b> <i>Add Membership Gifts - Item 6.6, and Educational Events Sponsorship Policy - Item 6.7</i>	
		<b>3.2 Adoption of Agenda</b> <i>Motion to adopt amended agenda by Marilyn, Seconded by Daria. Carried.</i>	
4.0	Adoption of Minutes	<b>4.1 Adoption of Minutes of Previous Meeting – November 18, 2010</b> <i>Motion by Jason to adopt minutes as submitted, Seconded by Debra. Carried.</i>	
5.0	Business Arising	<b>5.1 Terms of Reference</b> <i>Some changes have been made recently. These were sent out to the Executive. Discussion re: budgets- Koreen clarified that budgets do not mean the committee just gets the lump sum automatically- purchases or expenses for the committee must still be approved by the Exec.</i> <i>Overall, some further discussion and revisions required to the Terms of Reference. The goal is to have the Terms approved by AGM. Thanks to everyone who has worked on them; having Terms of Reference is a great step forward.</i>  <i>Additional/side discussion- review of bylaws has not yet been done. Phi volunteered to review and propose next steps. Aim for the 2011 FGM to have changes ready; proper notice must be given to the Members of any proposed bylaw change.</i>	<b>ALL- Provide comments on the Terms of Reference to Adrea &amp; Debra by February 28, 2011</b>  <b>PHI- begin review of Constitution &amp; Bylaws, will provide feedback to Exec by February 28, 2011</b>
		<b>5.2 Branch Awards</b> <i>This year's awards- nominations have been submitted &amp;</i>	<b>PHI- send out nominations for voting. ALL to vote by</b>

	<p><i>compiled. Nominations came in for all available awards except 2. List will go out this week for voting by Exec- 2 weeks will be given therefore votes will be due by end of February 18, 2011. This is the most nominations ever received for awards. Phi encouraged Arctic Zone to push for members to nominate people for awards.</i></p> <p><b>5.2.1 Updating/Revising of Awards (including new award- supporter of branch)</b> <i>Updated/revised awards- comments received and incorporated. Still some question re: POAA. Is it strictly an academic achievement award? Or should the title of the award be changed?</i> <i>Motion by Phi to award the POAA on the basis of academic achievement (cumulative GPA )only . Seconded by Debra. Carried.</i></p>	<p><b>Feb 18, 2011</b></p> <p><b>PHI to revise POAA protocol to reflect changes</b></p>
	<p><b>5.3 Fall Workshop 2010</b> <i>Financials are complete.</i></p>	<p><b>CLOSED</b></p>
	<p><b>5.4 Early Bird Membership Draw Policy</b> <b>5.4.1 Confirm wording</b> <b>5.4.2 Deadline for draw in 2011</b> <i>Jason made the motion to keep draw deadline as December 31, 2010; Seconded by Marilyn. Carried.</i></p>	<p><b>KOREEN to send out final version for email approval</b> <b>KOREEN to get membership from National as of Dec 31/10, in order to make the draw</b></p>
	<p><b>5.5 Alberta Branch Display Board</b> <i>Phi has board stored and labeled (his card is in the card-holder securely attached). He will remain in care and control of the board until further notice.</i></p>	<p><b>CLOSED</b></p>
	<p><b>5.6 CUCA Scholarship</b></p>	<p><b>Tabled</b></p>
	<p><b>5.7 Environmental Public Health Week 2011</b> <i>Funding- was it used? Grande Prairie requested, Adrea waiting for receipt. Clarification from Koreen- ZCs must notify Treasurer in future.</i> <i>EPHW Committee- submitted expenses this year. We need to make it clear that any spending must be pre-approved.</i> <i>Jason- how did it go overall? Wayne- went well in some areas including Taber &amp; Medicine Hat- proclamations, booths and celebrations. Most people got sanitizer pens.</i> <i>Daria- got proclamations, pay stubs, posters &amp; pens went out to the rural offices</i> <i>Discussion-more advance planning may be required in future years.</i></p>	<p><b>ADREA- will add to T of R that all expenses must be approved by Executive first.</b></p> <p><b>ADREA &amp; DEBRA will create a Tof R for EPHW Committee, should include advance planning/budget</b></p> <p><b>ALL- revisit EPHW ideas for next year at next Exec meeting.</b></p>

		<b>5.8 Finances</b>	
		<b>5.8.1 Financial Policy</b>	<b>Tabled</b>
		<b>5.8.2 Projected Budget</b>	<b>Tabled</b>
		<b>5.8.3 Investment Strategy and Paperwork</b>	<b>Tabled</b>
		<b>5.8.4 Tax Status Issues</b>	<b>Tabled</b>
		<b>5.9 Golf Tournament 2010</b>	<b>Tabled</b>
		<b>5.10 Branch Technology</b>	
		<b>5.10.1 Old Computer and Printer/Scanner</b>	<b>Tabled</b>
		<b>5.10.2 External Hard Drive for Treasurer</b>	<b>Tabled</b>
		<b>5.11 Simply Accounting- Training for Treasurer</b>	<b>Tabled</b>
		<b>5.12 AHS &amp; AH&amp;W; Regulatory Reform</b>	<b>Tabled</b>
		<b>5.13 Thermometer Sales &amp; AHS</b>	
		<b>5.13.1 Letter received from AHS</b>	<b>Tabled</b>
		<b>5.13.2 Branding opportunity for thermometers and pool test kits</b>	<b>Tabled</b>
		<b>5.14 Golf Trophies</b>	<b>Tabled</b>
		<b>5.15 Strategic plan- update</b>	<b>Tabled</b>
		<b>5.16 Membership Lists to Managers-</b>	<b>Tabled</b>
<b>6.0</b>	<b>New Business</b>	<b>6.1 Fall Workshop 2011 and AHS Workshop Proposal</b>	<b>Tabled</b>
		<b>6.2 AGM 2011</b> <i>Discussed date &amp; location- decided on April 9<sup>th</sup> in Edmonton areas. We will plan for an Exec meeting on April 8<sup>th</sup>, and decide on location as we get closer.</i>	<b>DEBRA will try to book the health centre in Sherwood Park for April 9, 2011.</b>
		<b>6.3 Golf Tournament 2011</b>	<b>Tabled</b>
		<b>6.4 New Auditors</b> <i>Motion by Jon to approve Andrea Germann and Danny Thepsouvanh as auditors. Seconded by Debra. Carried.</i>  <i>Deadline to complete audit set as March 31, 2011. This must be communicated to the auditors.</i>	<b>JON will send contact details for the new auditors</b>  <b>KOREEN to double check membership status of auditors</b>
		<b>6.5 GICs</b>	<b>Tabled</b>
		<b>6.6 Membership Gifts</b>	<b>Tabled</b>
		<b>6.7 Educational Events Sponsorship Policy</b>	<b>Tabled</b>
<b>7.0</b>	<b>Adjournment</b>	<i>Motion to adjourn by Debra at 10:37 am</i> <b>Next meeting February 24, 4-5:30 pm</b>	