

CIPHI Alberta Branch – Executive Meeting Teleconference FEBRUARY 24, 2011 MINUTES

In attendance: Koreen Anderson (chair), Karen Clarke (minutes), Daria Romanish, Jason MacDonald, Tricia Herridge, Phi Phan, Jon Elliott,, Adrea Simmons (left at 4:30 pm), Wayne Quan, Debra Langier-Blythe (arrived at 4:35 pm), Marilyn Dahlgren (arrived at 5:05 pm)

Regrets: Robert Savoury

Agenda Item	Discussion & Decision	Action by
1.0 Call to Order	<i>Call to Order by Koreen at 4:10 pm</i>	
2.0 In memoriam	2.1 None	
3.0 Agenda	3.1 Additions or Deletions to Agenda <i>None</i>	
	3.2 Adoption of Agenda <i>Motion to adopt agenda by Jason, 2nd by Daria. Carried.</i>	
4.0 Adoption of Minutes	4.1 Adoption of Minutes of Previous Meeting – February 2, 2011 <i>Motion to adopt minutes by Daria, 2nd by Tricia. Carried.</i>	
5.0 Business Arising	5.1 Terms of Reference <i>Koreen has re-sent to all Exec members in 2 “packages”.</i>	Continues- deadline for Exec comments February 28, 2011
	5.2 Branch Awards 5.2.1 2010 Awards- Results <i>Phi sent out results earlier this week. Issues with POAA award. Depending on how marks were calculated different winners were determined. Motion by Phi: For the 2011 POAA, 2 awards will be presented, of \$750 to each winner. 2nd by Jason. All in favour. Carried.</i> <i>Discussion around awards to people who are not currently. Determined that it meets award criteria if the were members when they were NOMINATED.</i>	
	5.2.2 Updating/Revising of Awards (including new award- supporter of branch) <i>Phi still working on this.</i>	PHI continue updating & revising awards
	5.3 Early Bird Membership Draw Policy 5.3.1 Confirm wording (see email motions, Item 6.6.1) <i>Winner was drawn – Lena Jobb (Edmonton Zone). Comment from Jason-a letter should be provided for each winner to verify</i>	KOREEN to send out final version of policy and provide a confirmation

		<i>winning this and other prizes.</i>	letter to Lena.
		5.4 CUCA Scholarship	Tabled
		<p>5.5 Finances</p> <p>5.5.1 Financial Policy <i>Koreen sent most recent version yesterday- change regarding timing of appointing auditors. Motion by Debra to adopt most recent version of financial policy. Second by Daria. All in favour. Carried.</i></p> <p>5.5.2 Projected Budget</p> <p>5.5.3 Investment Strategy and Paperwork <i>Jon advised that the investment has made approx \$1500 in interest so far.</i></p> <p>5.5.4 Tax Status Issues <i>Marilyn and Jon looking into this. Jon would like to have taxes done by a professional this year at least. Discussion indicates general agreement with this idea. Jon & Marilyn to continue with obtaining a quote, etc.</i></p> <p><i>Jon makes a motion to spend up to \$1000 to get the Branch taxes for 2010 done by an accountant. 2nd-Debra. All in favour. Carried.</i></p>	<p>KOREEN –send out final version</p> <p>Tabled- Marilyn</p> <p>Closed</p> <p>JON and MARILYN- obtain information and quotes on having taxes done as per the motion passed.</p>
		5.6 Golf Tournament 2010	Tabled - Marilyn (need confirmation books closed)
		<p>5.7 Branch Technology</p> <p>5.7.1 Old Computer and Printer/Scanner <i>Debra states Merry Turtiak has these items.</i></p> <p>5.7.2 External Hard Drive for Treasurer <i>This has been purchased by Marilyn.</i></p>	<p>DEBRA- speak to Merry about obtaining old equipment & having them recycled</p> <p>Closed</p>
		<p>5.8 Simply Accounting- Training for Treasurer <i>Koreen verified that Marilyn has completed this training</i></p>	Closed
		<p>5.9 Thermometer Sales & AHS</p> <p>5.9.1 Letter received from AHS <i>AHS has been approached (Quality group) re: purchasing thermometers from CIPHI AB. Update as of today- AHS wants a large purchase of 7500 digital thermometers. CIPHI would buy for \$13 each and sell for \$14 to AHS. One item to consider is shipping costs and logistics. Also we need to have an agreement where AHS provides the money first and then CIPHI will purchase the thermometers. AHS would like to order by end of</i></p>	JASON to continue communicating with AHS re: purchase from Thermoworks

	<p><i>fiscal year.</i> <i>Jon- suggested we look into option for less packaging, to cut shipping costs.</i></p> <p>5.9.2 Branding opportunity for thermometers and pool test kits <i>Jason looked into. Thermometers cannot be branded according to company. Pool kits may be the next option for purchase & resale to AHS.</i></p>	<p>JASON to continue communication re: pool kits sales and branding</p>
	<p>5.10 Golf Trophies <i>Discussion about what to do with old trophies. Would historical committee for CIPHI have any use for them?</i></p>	<p>KOREEN to continue discussing with Keith re: towels as new prizes</p> <p>DEBRA will check with Tim Roarke- CIPHI Historical</p>
	<p>5.11 Strategic plan- update</p>	<p>ALL- take a look back at Strategic Plan to see where you are at with your task(s).</p> <p>KOREEN- provide a formalized update on Plan progress.</p>
	<p>5.12 Membership Lists to Managers <i>Jason confirmed this information letter was sent again this Fall. All managers should now be aware of the procedure.</i></p>	<p>Closed</p>
	<p>5.13 Review of Constitution and Bylaws <i>Phi has sent out review. Looking for comments.</i></p>	<p>ALL- Send comments to Phi by Feb 25, 2011</p>
	<p>5.14 AGM 2011 <i>Sherwood Park Health Centre has been booked April 9, 9am-4pm. Meeting to run 10 am – 2 pm. Exec meeting to occur the evening before, at approximately 7 pm.</i></p>	<p>KOREEN will approach Sarah Nunn to arrange a social event in conjunction with AGM.</p> <p>DEBRA- look into location for Exec meeting April 8</p>
	<p>5.15 New Auditors <i>Membership statuses of new auditors have been confirmed. Marilyn has sent books to Danny T.</i></p>	<p>Closed</p>

6.0	New Business	<p>6.1 Fall Workshop 2011 and AHS Workshop Proposal <i>Will be in Calgary, along with FGM. Koreen and Mark Fehr to talk further.</i></p>	ALL – review workshop proposal Koreen sent out.
		<p>6.2 Golf Tournament 2011 <i>Suggestion of Lethbridge to host this year.</i></p>	WAYNE- assess interest in Lethbridge area to host tournament.
		<p>6.3 GICs <i>Monies have been transferred to General Account and are reflected in latest financials. Motion by Marilyn to recognize Sharon Regimbald, Rita Steinbru & Victor Mah with a \$25 gift card for their efforts with the GICs. 2nd by Debra.</i></p>	KOREEN - prepare a letter to recognize these people. PHI - pick up and distribute the gift cards.
		<p>6.4 Membership Gifts <i>Phi has a list of possible gift items. Usually spend approximately \$20 per person, every other year.</i></p>	PHI- compile and send out list of ideas for gifts for selection.
		<p>6.5 Educational Events Sponsorship Policy <i>Koreen removed requirement to provide CPHI(C) certificate, and added that Exec and committee chairs not eligible. Motion by Debra to adopt current revision of the Educational Events Sponsorship Policy. 2nd Marilyn. All in favour. Carried.</i></p>	KOREEN – send out final final version.
		<p>6.6 Confirmation of Email Motions</p> <p>6.6.1 AEC Early Bird Draw wording <i>Motion by Karen on February 22, 2011 to adopt the AEC Draw Policy as submitted to the Branch Executive by Koreen on February 22, 2011. Seconded by Adrea. 5 votes in favour, no opposed. Carried.</i></p> <p>6.6.2 Travel Assistance for Vujevic Family <i>Motion by Jason on February 11., 2011 that the Alberta Branch encourage and support the attendance of the family of Mr. Dan Vujevic at the 2011 Annual General Meeting, scheduled for April 2011 in Sherwood Park, by providing \$500, which would go towards travel and accommodation costs. Seconded by Phi. 8 votes in favour; one vote opposed. Carried</i></p> <p><i>Request from Karen- please copy Secretary on your electronic votes, and ensure only one vote is submitted per motion.</i></p>	Closed
7.0	Adjournment	Motion to adjourn by Jason at 5:35. Carried.	