

CIPHI Alberta Branch – Executive Meeting APRIL 8, 2011 – SHERWOOD PARK, AB

In attendance: Jon Elliott, Phi Phan, Marilyn Dahlgren, Jason MacDonald, Karen Clarke (minutes), Koreen Anderson (chair), Debra Langier-Blythe, Adrea Simmons

Regrets: Daria Romanish, Robert Savoury, Tricia Herridge

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order	<i>Meeting called to order at 7:13 pm by Koreen</i>	
2.0	In memoriam	2.1 None	
3.0	Agenda	3.1 Additions or Deletions to Agenda <i>-correct typo under 5.5.4 -5.2.1 should state “2011” not “2010”</i>	
		3.2 Adoption of Agenda <i>Motion to adopt agenda by Phi; seconded by Jon</i>	
4.0	Adoption of Minutes	4.1 Adoption of Minutes of Previous Meeting – February 24, 2011 <i>Motion to adopt minutes by Phi; seconded by Jon</i>	
5.0	Business Arising	5.1 Terms of Reference. <i>Debra provided a hard copy. A few changes still required, specifically: some inconsistencies in formatting need to be corrected, Secretary terms should not include title “executive assistant” (should be “Secretary” throughout); Membership terms need to include maintaining the AEC early bird membership policy, and the Treasurer terms should include responsibility for finance policy (updating)</i>	ALL- FINAL COMMENTS BY APRIL 30, 2011
		5.2 Branch Awards 5.2.1 2011 Awards- Results 5.2.2 Updating/Revising of Awards (including new award- supporter of branch) <i>Phi is done revising.</i>	Continues- close when awarded PHI will send final copies to all Exec.
		5.3 Early Bird Membership Draw Policy <i>Koreen sent out final version April 8</i>	Closed

		<p>5.4 CUCA Scholarship <i>Koreen attempted to speak with Karen M- did not reach her but reviewed the Terms for Establishment of New Awards.</i></p> <p><i>Discussion of possible criteria.</i></p> <p><i>Koreen will speak to Karen M about clarifying required criteria and other further details. She will report back by April 30. The decision is thereby deferred to the new Branch Executive.</i></p>	<p>Continues.</p> <p>KOREEN to report back to Executive after further discussion, by April 30.</p>
		<p>5.5 Finances</p> <p>5.5.1 Financial Policy <i>Signed by all Executive present.</i></p> <p>5.5.2 Projected Budget <i>Marilyn presented and reviewed. More money going out due to recent changes in Exec benefits primarily. Some discussion re: ideas for cutting costs and/or increasing revenue. Executive agreed that coding system being used seems logical.</i></p> <p>5.5.3 Tax Status Issues/ 2010 Taxes <i>Marilyn spoke to accountant. We need quotes, and we need to see how easy the process is, to determine if we can do it ourselves in the future. Marilyn also spoke to Revenue Canada.</i></p> <p>5.5.4 Honorarium for Auditors <i>Marilyn makes a motion to provide a \$50 honorarium to each of the auditors; seconded by Adrea. 7 in favour; 1 opposed. Carried.</i></p>	<p>KAREN send for website posting when complete.</p> <p>Closed</p> <p>MARILYN will speak to her contact about completing the 2010 taxes.</p> <p>MARILYN to provide cheques to auditors.</p>
		<p>5.6 Golf Tournament 2010 <i>Books complete and closed.</i></p>	<p>Closed</p>
		<p>5.7 Branch Technology</p> <p>5.7.1 Old Computer and Printer/Scanner <i>Marilyn has computer; printer/scanner is at AH&W</i></p>	<p>MARILYN- will give computer to JON who will destroy hard drive and recycle. JASON will pick up printer from Merry and similarly dispose or recycle.</p>
		<p>5.8 Thermometer Sales & AHS – Update</p>	<p>Closed</p>

		<i>Reluctance of AHS to pre-pay for thermometers. It is not fiscally responsible for the Branch to buy that volume of thermometers without pre-payment.</i>	
		5.9 Golf Trophies <i>Koreen has not yet spoken to Keith re: golf towels. Discussion about what to do with old trophies. Would historical committee for CIPHI have any use for them?</i>	KOREEN will speak to Keith Lee. See added item on Branch historical items.
		5.10 Strategic Plan- update <i>Various successes including financial policy, a start on a summary of membership benefits, increased promotion of Branch awards and EPH Week, increased recognition of Executive contributions and Member accomplishments, and improved advocacy overall.</i> <i>Some items remain such as evaluation of # of non-member practitioners.</i>	JASON, DEBRA, LINSDAY F- finish list of membership benefits PHI- consult with national re: updating of membership benefits. ALL- think of workshop-type ideas to promote and educate on COPE and MSC.
		5.11 Review of Constitution and Bylaws <i>Phi to continue working on this to assist next executive. Changes need to be brought forward to 2011 Fall General Meeting for approval.</i>	PHI, ALL to continue working on revisions
		5.12 AGM 2011 <i>A few things to be added to agenda, meeting is tomorrow.</i>	
6.0	New Business	6.1 Fall Workshop 2011 and AHS Workshop Proposal <i>Sarah Nunn and Valerey Davidson co-chairs of 2011 Workshop; will be at Delta South in Calgary- more details to come.</i>	Continues; KOREEN to send out final proposal
		6.2 Golf Tournament 2011 <i>South does not want to do golf tournament. Will notify membership that volunteers are required to host.</i>	KAREN- include golf tournament volunteers in AGM agenda
		6.3 GICs <i>Recognition gift cards have been provided.</i>	Closed
		6.4 Membership Gifts	PHI will give to past-

		<i>Membership feedback has been supportive of a charitable donation.</i>	president as a task. ZONE COUNCILLORS discuss donation of gifts to a charitable cause with members.
		6.5 Educational Events Sponsorship Policy <i>Koreen sent out April 8</i>	Closed
		6.6 Confirmation of Email Motions 6.6.1 <i>Motion by Phi: "To provide the 77th CIPHI Annual Education Conference Organizing Committee with a silent auction item worth \$200 and an Alberta Branch sponsorship of \$500." Seconded by Daria. 3 in favour, no opposed. Carried.</i>	New PRESIDENT to provide the silent auction item to the AEC.
		6.7 Historian request <i>Debra has a request from National to appoint a Branch historian for keeping track of records and artifacts.</i>	KAREN to send a note to membership.
7.0	Adjournment	<i>Motion to adjourn by Adrea at 9:15 pm; Phi 2nd. Carried.</i>	

