

## CIPHI Alberta Branch – Executive Meeting

October 2, 2011 – Calgary Alberta

Approved Minutes

*In Attendance: Jason MacDonald, Jon Elliott, Ihsan Sassi, Wayne Quan, Adrea Simmons, Andrea Germann, Jessica Ponto, Greg Ward, Daria Romanish, Marilyn Dahlgren.*

	Agenda Item	Discussion & Decision	Action by
1.0	Call to Order		
2.0	Memoriam		
3.0	Agenda	3.1 Additions or Deletions to Agenda 3.2 Adoption of Agenda	Motioned by Greg and seconded. Motion adopted.
4.0	Adoption of Minutes	4.1 Adoption of Minutes of Previous Teleconference Meeting – Sept 1, 2011	Motioned by Daria and seconded. Motion adopted. <b>IHSAN to send minutes to Jeremy for website posting</b>
5.0	Business Arising	5.1 Terms of Reference	ADREA to locate “website” and “social” committee terms of references
		5.2 Financial Update  5.2.1 Financial Policy Revised Draft <ul style="list-style-type: none"> <li>Signing Authority update</li> </ul> Jon Motioned: “The signing authority is hereby changed to now include Daria Romanish, Jason MacDonald, Ihsan Sassi, Marilyn Dahlgren and Rory Peever.”  5.2.2 Tax Status Issues / 2010 Taxes <ul style="list-style-type: none"> <li>Taxes being processed at time of meeting by Faber Inc</li> </ul> 5.2.3 Bonding & Cheque Maximum limits Marilyn consulted with regarding taxes.	Motion adopted. <b>DARIA, JASON, IHSAN, MARILYN and RORY must go to bank to update signing authority.</b>  MARILYN to finalize taxes  MARILYN will determine whether GST is required (TABLED).
		5.3 Branch Historian <ul style="list-style-type: none"> <li>Posting at workshop booth</li> <li>EOI to be sent to membership after introduction at FGM</li> </ul>	<b>JASON to send out EOI</b>
		5.4 Strategic Plan 2009 – 2011	<b>CLOSED</b>

		<b>5.5 Review of Constitution and Bylaws</b> <ul style="list-style-type: none"> <li>Commences January 1, 2012</li> </ul>	<b>JASON</b>
		<b>5.6 Fall Workshop</b>  <b>5.6.1 Fall Workshop 2011 Update</b> <b>5.6.2 AHS Workshop Proposal</b>	<b>DARIA</b> <b>JASON to finalize with Bill</b>
		<b>5.7 2011 Membership Gifts</b>  <b>Andrea motioned: “That the funds used for the 2011 CIPHI Alberta Branch membership gift be donated to the Red Cross for use only in Alberta.”</b>	<b>Motioned is adopted.</b> Note: The funds donated will not include student, honorary and retired members  <b>JASON to arrange donation</b>
		<b>5.8 Confirmation of previous email motions</b>  <ol style="list-style-type: none"> <li><i>Motion (Jon): Alberta Branch should cover the cost for our Secretary to take a seminar in conducting meetings and Robert's rules of Order. Seconded (Daria). Motion carried</i></li> <li><i>Motion (Jon): I motion that the branch will supply lunch (to a maximum of \$300) for an orientation session to Concordia Students. Seconded (Ihsan). Motion carried.</i></li> </ol>	<b>Motions are adopted.</b>
		<b>5.9 2013 Centenary</b>	<b>Koreen (tabled)</b>
6.0	New Business	<b>6.1 CIPHI Event Smoking Policy</b>	<b>JASON</b> will send smoking policy to National Executive
		<b>6.2 Change and Finalize Finance Policy</b>  Marilyn motions: “to make the following changes the financial policy: - Update last revision date of first page - Section 4b, delete entire section after first sentence. - Section 9d(i), delete Section 11, delete ‘Bonding and’ and section a) - Update signatures of Executive Board - Add scheduled policy review date of on or before December 31, 2013 to Financial Policy to end of document”  <b>Motion is seconded. Motion Carried</b>	The following changes will be made to financial policy: Update last revision date of first page Section 4b, delete entire section after first sentence. Section 9d(i), delete Section 11, delete ‘Bonding and’ and section a) Update signatures of Executive Board Add scheduled policy review date of on or before December 31, 2013 to Financial Policy to end of document  <b>JASON and IHSAN</b> will make necessary changes and send out to obtain signatures.

		<p><b>6.3 Finalize Executive Benefits Draft</b> Jon Motions: “That the following changes be made to the Executive Benefits Draft: - to remove bullet number 6 on first page - remove early bird max - change the date of renewal - update review date.</p> <p>Motion is seconded. <b>Motion Carried</b></p>	<b>JON to bring forward at AGM 2012</b>
		<p><b>6.4 Review POAA Draft</b> Jon motions: “Approval for POAA award policy as written” Seconded. <b>Motion is adopted.</b></p>	<p>POAA award is approved as written. <b>KOREEN to format</b></p>
		<b>6.5 Concordia Partnership Agreement</b>	<b>JASON</b> to pursue with Concordia
		<b>6.6 Newsletter Issue: Charitable Contributions in Alberta Branch News</b>	<b>JASON</b> to discuss with Lance about preferred action of committee
		<p><b>6.7 EPHW Date Change</b></p> <ul style="list-style-type: none"> <li>Fourth week of September going forward</li> </ul>	Jason
		<b>6.8 Email Access for Branch</b>	JON to speak to JEREMY about getting email addresses to Executive members
		<p><b>6.9 Alberta Branch Donation to silent auction</b> Daria moves: “that CIPHI Alberta Branch makes donation of complimentary 2012 early bird registration to the silent auction of the 2011 Fall Education Workshop social event. Motion is seconded. <b>Motion Carried</b></p>	Daria
		<b>6.10 Seminar on Board Governance</b>	Ihsan
		<b>6.11 Concordia Alumni Luncheon</b>	Ihsan
		<b>6.12 Robert Savoury Resignation</b>	JASON & JON to contact ROBERT
		<p><b>6.13 Zone membership list review and update</b></p> <ul style="list-style-type: none"> <li>Greg has sent latest membership list to each zone.</li> </ul>	ZONE COUNCILORS to review and speak to Greg about inconsistencies.
7.0	Adjourn	Greg Ward Motioned.	