

CIPHI Alberta Branch
Executive Teleconference Minutes
October 19, 2011
16:00 hours (4pm)

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by Jason MacDonald at 16:14 hours	
1.0	Roll Call	
	Present: Jason MacDonald (Chair), Ihsan Sassi, Tricia Herridge, Andrea Germann, Jon Elliott, Wayne Quan, Koreen Anderson, Marilyn Dahlgren, Jessica Ponto Regrets: Adrea Simmons Guests: None	
2.0	Approval of Agenda	
	MOTION: Adoption of Agenda as distributed with no amendments <i>NAME: Koreen Anderson. All in favour. Carried.</i>	
3.0	Approval of October 2, 2011 Executive Meeting Minutes (Calgary. Alberta)	
3.1	Add: Change title to read "Minutes" instead of Agenda MOTION: Adoption of Minutes as ammended <i>NAME: Koreen Anderson. All in favour. Carried.</i>	
4.0	E-mail Motions	
	None	
5.0	Standing Items: Operational Excellence	
5.1	<u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances 5.1.1 – 2011 Revised Financial Policy: <ul style="list-style-type: none"> Policy has been revised. Executive Sign off Required Signing authority signatures update: Daria, Jason, Rory, Ihsan & Marilyn 5.1.2 – 2010 Taxes: Marilyn update on completion of 2010 taxes <ul style="list-style-type: none"> Taxes were sent to Faber Inc. and Marilyn was given a statement in writing indicating that a T1044 form will not need to be filled out so long as our revenues do not exceed \$10,000 	All: Executive Sign off to be completed through email Jason, Ihsan, Daria, Marilyn and Rory to register signatures with BMO Completed Marilyn to send copy of Faber letter to Jason for archives.

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	<p>5.1.3 – GST Update: Does Alberta Branch have to file for GST?</p> <ul style="list-style-type: none"> ➤ Faber Inc. Indicated that we would not need to register for GST collection 	<p>Completed</p>
5.2	<p><u>Constitution and Bylaws</u> – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</p> <ul style="list-style-type: none"> • A review of the current bylaws will commence January 1, 2012. 	<p>Continues</p>
5.3	<p><u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</p> <p>5.3.1 – AHS Workshop Proposal - Delivered</p> <p>5.3.2 – 2011 Fall Workshop (Calgary)</p> <ul style="list-style-type: none"> ➤ Silent Auction raised \$2000 and proceeds will be sent to CIPHI National for contribution towards Sierra Leone ➤ Financial Review not yet complete <p>5.3.3 – 2012 Fall Workshop (Edmonton): Date to be set by Oct 31, 2011</p>	<p>Completed</p> <p>Continues: Jason, Marilyn and Jon to recap workshop with Conference Chairs</p> <p>Ihsan and Jason to secure location and create Workshop committee</p>
5.4	<p><u>AGM / FGM:</u> We will conduct our business professionally at these meetings and make them as convenient for members to attend</p> <p>5.4.1 – AGM Location and Date</p> <ul style="list-style-type: none"> ➤ Yukigassen Event set for Edmonton on March 10 & 11, 2012. Do we want to incorporate AGM into this event? ➤ Can we make the AGM about more than the meeting? Awards night + social event? 	<p>All to consider new location and events for AGM in spring 2012</p>
5.5	<p><u>Policies and Procedures:</u> We will support the creation and update of, along with the adherence to, policies and procedures.</p> <p>5.5.1 - Creation of a CIPHI Alberta Branch Event Smoking Policy</p> <p>MOTION: The CIPHI Alberta Branch Executive and Event Planning Committees reserve the right to approve or not approve facilities for CIPHI Alberta Branch events based on a variety of considerations including, but not limited to, location and being “smoke free”.</p> <p>NAME: Ihsan Sassi. All in favour. Carried.</p> <p>5.5.2 – Finance Policy Review and Sign-off</p>	<p>Completed</p> <p>All to read and sign off form</p>

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5.6	<p><u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.</p> <p>5.6.1 Partnership Agreement: Jason will lead the creation of a formal partnership agreement between CIPHI Alberta Branch and CUCA that will encompass responsibilities around EPHW, Orientation of students, student participation in CIPHI, Alumni opportunities, etc</p>	<p>Continues: Jason to work with Karen McDonald</p>
5.7	<p><u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders.</p> <p>5.7.1 - Email Access for Branch Executive: Executive will be given an opportunity to send and receive emails using a @ciphi.ab.ca email address.</p> <ul style="list-style-type: none"> ➤ Jon has been able to create a shared google account which will allow us to work on the same document without email ➤ Some employers IT systems not compatible to allow email from outlook 	<p>Jon to investigate free Google email addresses</p> <p>Jason to contact AHS IT regarding sending CIPHI emails through AHS Outlook</p>
5.8	<p><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance at meetings.</p> <p>5.8.1 – Creation of Assistant Zone Councilor Positions</p> <p>5.8.2 – Resignation of Robert Savoury</p> <ul style="list-style-type: none"> ➤ Jon spoke to Robert following his resignation. One constructive comment was to attempt video conferencing for remote members and Zone Councilors in the future. <p>5.8.3 - Branch Historian EOI will be sent to the membership</p>	<p>Tricia to create EOI</p> <p>Jason to ask Greg Ward for Arctic Zone list for the purposes of recruitment of a new representative.</p> <p>Ihsan to send EOI to membership.</p>
5.9	<p><u>CIPHI Alberta Branch Calendar Tool:</u> A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</p> <p>5.9.1 – Calendar Ideas</p>	<p>Ihsan to start word document with dates for 2012</p>
5.10	<p><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2011</p> <p>5.10.1 – President</p> <p>5.10.2 – Vice President</p> <p>5.10.3 – Past President</p> <p>MOTION: To adopt the Terms of Reference as created and discussed</p> <p><i>NAME: Jon Elliott. All in favour. Carried.</i></p>	<p>Adrea to record changes to Terms of Reference into a final copy</p>

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6.0	Standing Items: Advocacy	
6.1	<p><u>2013 National Centenary: We will be aware and supportive of the CIPHI Centenary Celebrations.</u></p> <p>6.1.1 National Update: Koreen sits on this committee</p> <ul style="list-style-type: none"> ➤ Does CIPHI Alberta want to sponsor an Exhibitor Booth for 2013? <p>6.1.2 Provincial Update</p> <ul style="list-style-type: none"> ➤ Calgary with host the Fall Workshop in 2013. Black Tie Social? 	<p>Koreen to provide Centenary Committee update</p> <p>All to consider worthwhile promotional items/ideas for 2013</p>
6.2	<p><u>Awards: We will continue to use our awards as a way to engage & support our members and partners.</u></p> <p>6.2.1 – Revised POAA: Adopted changes to be made + website posting.</p> <p>6.2.2 – Awards 2012</p> <p>6.2.3 – AEC/FEW Sponsorship Draw</p> <ul style="list-style-type: none"> ➤ Deadline extended to October 17, 2012. Draw takes place on 31st 	<p>Koreen to finalize version and send to Jason.</p> <p>Ihsan to add POAA dates to Calendar</p> <p>Ihsan to send Awards announcement</p> <p>Jason to coordinate draw.</p>
6.3	<p><u>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession</u></p> <p>6.3.1 – 2012 EPHW National Planning</p> <p>6.3.2 – 2012 Alberta EPHW</p> <ul style="list-style-type: none"> ➤ Wayne Quan stepped down as EPHW Chair ➤ Fall Workshop likely to be during EPHW 2012 ➤ Should EPHW fall under Advocacy Committee 	<p>Jason to provide National EPHW update</p>
6.4	<p><u>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</u></p> <p>6.4.1 - 2011 Membership Gift:</p> <ul style="list-style-type: none"> ➤ Donation to be made in the name of each Regular Alberta Branch member to Red Cross. <p>6.4.2 – Zone Engagement of members: Zone Councilors</p>	<p>Marilyn to get cheque to Jason for donation</p> <p>Zone Councilors to speak to membership engagement in each zone</p>

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	<p>6.4.3 – What does CIPHI do for me?</p> <ul style="list-style-type: none"> ➤ “Friends of the Branch” blog or web announcement idea <p>6.4.4 – New Members Package</p>	<p>Continues: Jason and Jon to create a forum to share what CIPHI is working on (website, letters, etc) by January 31, 2012</p> <p>Jason to send “PDA fund allocation letter” to members</p> <p>Continues: Nadine and Greg to inventory what should be included in a new member package from Alberta Branch</p> <p>Jason to send Nadine and Greg a “New members” letter for package</p>
6.5	<p><i>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</i></p> <p>6.5.1 – 2012 Golf Tournament</p> <ul style="list-style-type: none"> ➤ Idea came forward to have tournament on Sunday of EPHW before workshop <p>6.5.2 – Yukigassen</p> <ul style="list-style-type: none"> ➤ Will be held on March 10 & 11, 2012 in Edmonton <p>6.5.3 – Provincial Sock Challenge 2011 recap</p>	<p>All to consider location for golf tournament 2012</p> <p>Wayne and Jason to contact TrainCan to thank for support.</p>
6.6	<p><i>Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</i></p> <p>6.6.1 – Workshop Photos update</p> <p>MOTION: A \$50 Gift Card will be to Tony Thepsouvanh to acknowledge his photography at our Fall Workshop</p> <p><i>NAME: Daria Romanish. All in favour. Carried.</i></p>	<p>Jason to speak to Valerie Davidson about growing membership engagement in MSC.</p> <p>Jon to acquire Gift Card</p> <p>Daria and Jon to ensure photos are posted on Branch website and MSC</p>
6.7	<p><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></p> <p>6.7.1 – Charitable contributions requests</p>	<p>Lance to provide suggested direction to Executive on this issue</p>
6.8	<p><i>Advocacy: We will proactively pursue creative methods to promote the profession such as creating promotional materials for our</i></p>	

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	<p><i>displays, attending workshops as exhibitors and/or presenters, creating a poster contest, being involved in career fairs, etc.</i></p> <p>6.8.1 – Posting of upcoming Workshops/Conferences on Website</p> <p>6.8.2 – Biological Sciences Open house (Edmonton)</p> <ul style="list-style-type: none"> ➤ Ihsan attended this event and represented our profession. 	<p>Jason to ensure that Jeremy posts links to 2012 AEC, 2012 NEHA, 2012 IFEH and 2012 FEW on website</p>
7.0	New Business	
8.0	<p>Adjournment</p> <p>MOTION: Adjournment of meeting</p> <p>NAME: <i>Jesica Ponto</i> Carried.</p>	
	<p>Next Meetings:</p> <p>November 16, 2011 16:00 hours</p> <p>December 14, 2011 16:00 hours</p> <p>January 18, 2011 16:00 hours</p> <p>February 15, 2011 16:00 hours</p>	