

**CIPHI Alberta Branch**  
Executive Teleconference – Approved Minutes  
November 16, 2011  
16:00 hours (4pm)

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by Jason MacDonald at 16:06 hours	
<b>1.0</b>	<b>Roll Call</b>	
	<b>Present:</b> Jason MacDonald (Chair), Koreen Anderson, Marilyn Dahlgren, Tricia Herridge, Jon Elliott, Adrea Simmons, Ihsan Sassi; Jessica Ponto; Andrea Germann, Daria Romanish, Wayne Quan <b>Regrets:</b> <b>Guests:</b> None	
<b>2.0</b>	<b>Approval of Agenda</b>	
	<b>MOTION: To accept Agenda as presented</b> <b>NAME:</b> Marilyn Dahlgren. All in favour. Carried	
<b>3.0</b>	<b>Approval of October 19, 2011 Executive Teleconference Minutes</b>	
<b>3.1</b>	Add: Delete: <b>MOTION: To approve October 19 Minutes as presented</b> <b>NAME:</b> Jessica. All in favour. Carried	
<b>4.0</b>	<b>E-mail Motions</b>	
<b>5.0</b>	<b>Standing Items: Operational Excellence</b>	
<b>5.1</b>	<b><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances</b> <b>5.1.1 – 2011 Revised Financial Policy:</b> > Executive Sign off of Policy required > Signing authority signatures update: Daria, Jason, Rory, Ihsan & Marilyn <b>5.1.2 – 2010 Taxes:</b> Marilyn to send Faber letter to Executive	<b>Daria to sign and send to Koreen. Then is done.</b>  <b>Marilyn / BMO information to banks. All to sign.</b>  <b>Done</b>
<b>5.2</b>	<b><u>Constitution and Bylaws</u> – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</b>  • A review of the current bylaws will commence January 1, 2012.	

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5.3	<p><b><u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</b></p> <p><b>5.3.1 – 2011 Fall Workshop (Calgary)</b></p> <ul style="list-style-type: none"> <li>• \$3000 estimated profit as per Sarah Nunn</li> <li>• \$2000 Sierra Leone donation made from Silent Auction proceeds</li> <li>• Generally great feedback on content of workshop</li> </ul> <p><b>5.3.2 – 2012 Fall Workshop (Edmonton):</b></p> <ul style="list-style-type: none"> <li>• Ihsan Sassi and Angie Kim (HC) will be co-chairs</li> <li>• Philippa Armstrong Social Chair</li> <li>• Marilyn noted that pre-registration cannot occur anymore. PIN number must be entered at POS now.</li> </ul>	<p>Marilyn awaiting payments from Alberta Agriculture, Valerie.</p> <p>\$Gift Card for Tony Done. Put into general expenditure.</p> <p>Photos need to be put on website. Jason to follow up</p> <p>Adrea to inquire into Sandman Signature</p>
5.4	<p><b><u>AGM / FGM:</u> We will conduct our business professionally at these meetings and make them as convenient for members to attend</b></p> <p><b>5.4.1 – AGM Location and Date</b></p> <ul style="list-style-type: none"> <li>• Can we combine golf tournament with AGM and Awards night?</li> </ul>	<p>Tricia to inquire about Sylvan Lake</p> <p>Daria/ Ihsan/Marilyn to inquire about Jasper</p>
5.5	<p><b><u>Policies and Procedures:</u> We will support the creation and update of, along with the adherence to, policies and procedures.</b></p> <p><b>5.5.1 - Finance Policy Review and Sign-off</b></p>	<p>Daria to send to Korean to sign, then done</p>
5.6	<p><b><u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.</b></p> <p><b>5.6.1 Partnership Agreement</b></p>	<p>Jason to work with Karen McDonald (Continues)</p>
5.7	<p><b><u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders.</b></p> <p><b>5.7.1 - Email Access for Branch Executive</b></p> <ul style="list-style-type: none"> <li>• AHS blocks access to use webmail. Jeremy to try to open AHS block.</li> <li>• Gmail account may allow us to send emails from @ciphi.ab.ca</li> </ul>	<p>Jon - Continues</p>
5.8	<p><b><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance</b></p>	<p>EOI to be sent</p>

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	<p><i>at meetings.</i></p> <p><b>5.8.1 – Creation of Assistant Zone Councilor Positions</b></p> <p><b>5.8.2 – Resignation of Robert Savoury</b></p> <p><b>5.8.3 - Branch Historian EOI will be sent to the membership</b></p> <ul style="list-style-type: none"> <li>• <b>Angie Kim and Ashley Yu will expressed interest and are co-historians</b></li> </ul>	<p><b>Jason to call Arctic Zone Members in conjunction with Robert</b></p>
5.9	<p><b><u>CIPHI Alberta Branch Calendar Tool: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</u></b></p> <p><b>5.9.1 – Calendar Ideas</b></p>	<p><b>Ihsan to continue to build calendar and explore other tools.</b></p>
5.10	<p><b><u>Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2011</u></b></p> <p><b>5.10.1 – Treasurer</b></p> <p><b>5.10.2 – Zone Councilor</b></p> <p><b>5.10.3 – Secretary</b></p> <p><b>5.10.4 – Membership Committee</b></p> <p><b>MOTION: To adopt the Terms of Reference as created and discussed</b></p> <p><b>NAME: Ihsan Sassi. All in favour. Carried.</b></p> <p><b>MOTION: To add the specific benefits for each Terms of Reference position and to add the wording in 22D from bylaws instead of the 6<sup>th</sup> bullet points the Presidents Terms of Reference</b></p> <p><b>NAME: Ihsan. All in favour. Carried.</b></p>	<p><b>All to review Terms of Reference for</b></p>
6.0	<p><b>Standing Items: Advocacy</b></p>	
6.1	<p><b><u>2013 National Centenary: We will be aware and supportive of the CIPHI Centenary Celebrations.</u></b></p> <p><b>6.1.1 National Update: Koreen</b></p> <ul style="list-style-type: none"> <li>• <b>Does CIPHI Alberta want to sponsor an Exhibitor Booth for 2013?</b></li> <li>• <b>Open up education draw to 5-10 people?</b></li> </ul> <p><b>6.1.2 Provincial Update</b></p> <ul style="list-style-type: none"> <li>• <b>Calgary with host the Fall Workshop in 2013. Black Tie Social?</b></li> </ul>	<p><b>Koreen to email update from Centenary Committee</b></p> <p><b>All to consider and be prepared to discuss 2013 promotional items/ideas</b></p>
6.2	<p><b><u>Awards: We will continue to use our awards as a way to engage &amp; support our members and partners.</u></b></p> <p><b>6.2.1 – Awards 2012 – Ihsan / Koreen</b></p> <ul style="list-style-type: none"> <li>• <b>Changes required to Awards so that names are taken out</b></li> </ul>	<p><b>Koreen to change email address at bottom of Award nominations</b></p> <p><b>Check “info@ciphi.ab.ca”</b></p>

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	<p><b>6.2.2– AEC/FEW Sponsorship Draw</b></p> <ul style="list-style-type: none"> <li>Announcement of draw winners</li> </ul>	<p>email with Jeremy</p> <p>Ihsan/ Jessica/ Jason to draw and announce</p>
6.3	<p><b><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession</i></b></p> <p><b>6.3.1 – 2012 EPHW National Planning - Jason</b></p> <p><b>6.3.2 – 2012 Alberta EPHW</b></p> <ul style="list-style-type: none"> <li>Fall Workshop likely to be during EPHW 2012</li> <li>Should EPHW fall under Advocacy Committee?</li> </ul>	
6.4	<p><b><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</i></b></p> <p><b>6.4.1 - 2011 Membership Gift:</b></p> <p><b>6.4.2 – Zone Engagement of members:</b></p> <p>South – Spoke at Southern Zone Meetings. Took the opportunity to hand deliver awards &amp; draw registration forms.</p> <p>Calgary – Spoke at staff meetings. Members want update on donation of membership gift, CIPHI mail-out feedback was a poor use of Branch money and Historian interest</p> <p>Central – Zone meetings. Interest in assistant ZC position already</p> <p>Federal – CIPHI update in staff meetings and 1:1</p> <p>Edmonton – Trying to roll-up who is all in this zone. No regular meetings. Socks delivered to local charities.</p> <p>North – Difficult to reach east side of Province</p> <p><b>6.4.3 – What does CIPHI do for me?</b></p> <ul style="list-style-type: none"> <li>“Friends of the Branch” blog or web announcement idea</li> <li>Jon &amp; Jason to create sharing mechanism by January 31, 2012</li> </ul> <p><b>6.4.4 – New Members Package</b></p> <ul style="list-style-type: none"> <li>Greg and Nadine to formalize package for new members</li> </ul>	<p>Donation funds to Red Cross to be prepared by Marilyn</p> <p>Jason to coordinate donation</p> <p>Continue</p> <p>Jason to send “Allocate PDA” letter</p> <p>Jason to create “New members” letter</p>
6.5	<p><b><i>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</i></b></p> <p><b>6.5.1 – 2012 Golf Tournament</b></p> <ul style="list-style-type: none"> <li>Idea came forward to have tournament on Sunday of EPHW before workshop</li> </ul> <p><b>6.5.2 – Yukigassen</b></p> <ul style="list-style-type: none"> <li>Will be held on March 10 &amp; 11, 2012 in Edmonton</li> </ul>	

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	<p><b>6.5.3 – Provincial Sock Challenge 2011 recap</b></p> <ul style="list-style-type: none"> <li>• TrainCan follow up update</li> </ul>	
6.6	<p><b><u>Website &amp; Members Service Center:</u> Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</b></p> <p><b>6.6.1 – Workshop Photos update</b></p> <ul style="list-style-type: none"> <li>• Ensure photos on website</li> <li>• Gift Card to Tony T.</li> </ul> <p><b>6.6.2 – MSC opportunities</b></p> <ul style="list-style-type: none"> <li>• Jason spoke to Valerie Davidson</li> </ul>	
6.7	<p><b><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</b></p> <p><b>6.7.1 – Charitable contributions requests</b></p> <ul style="list-style-type: none"> <li>• Update from Lance Honish</li> </ul>	Continues
6.8	<p><b><u>Advocacy:</u> We will proactively pursue creative methods to promote the profession such as creating promotional materials for our displays, attending workshops as exhibitors and/or presenters, creating a poster contest, being involved in career fairs, etc.</b></p> <p><b>6.8.1 – Posting of upcoming Workshops/Conferences on Website</b></p> <ul style="list-style-type: none"> <li>• Workshop dates posted on Website</li> </ul> <p><b>6.8.2 – Teaching about EPH in schools – Ihsan</b></p>	Continues
7.0	<b>New Business</b>	
8.0	<p><b>Adjournment</b> <b>MOTION: Adjournment</b> NAME: Jessica.</p>	
	<p><b>Next Meetings:</b> December 14, 2011 16:00 hours January 18, 2011 16:00 hours February 15, 2011 16:00 hours</p>	