

CIPHI Alberta Branch
Executive Teleconference Minutes - Approved
January 18, 2012

ITEM	DETAILS	ACTION ITEM(S)
	Call to Order at 15:32 hours	
1.0	Roll Call & Memorium	
	<p>1.1 Roll Call</p> <p>Present: Jason MacDonald (Chair), Jon Elliott, Ihsan Sassi, Wayne Quan, Daria Romanish, Andrea Germann, Adrea Simmons, Tricia Herridge</p> <p>Regrets: Marilyn Dahlgren, Jessica Ponto, Koreen Anderson</p> <p>Guests: Stephanie Amoah (AZC-Fed)</p> <p>1.2 In Memorium: Mr. Jim Hoskins. Jim was a public health inspector and Life Member with the Institute. He passed away in his late 90's.</p>	<p>Jason/Ihsan to ensure mention at AGM. Jason to send obituary to Executive and Chairs.</p>
2.0	Approval of Agenda	
	<p>MOTION: To accept Agenda as presented NAME: Ihsan Sassi / Wayne Quan All in favour. Motion Carried</p>	
3.0	Approval of November 16, 2011 Executive Teleconference Minutes	
3.1	<p>Add: None Delete: None</p> <p>MOTION: To approve November 16, 2011 Minutes as presented NAME: Wayne Quan / Daria Romanish All in favour. Motion Carried</p>	<p>Jason/Ihsan to send final draft to website</p>
4.0	E-mail Motions	
	<p>MOTION: That CIPHI Alberta Branch donate \$5000 to the 2013 Centenary Planning Committee. NAME: Jon Elliot / Tricia Herridge All in favour. Motion Carried</p>	
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	

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	5.1.1 – 2011 Revised Financial Policy: <ul style="list-style-type: none"> ➤ Executive Sign off of Financial Policy - Done ➤ Signing authority signatures update – to do Still sending pre-signed cheques until Marilyn and Rory submit signatures to BMO	Rory/Marilyn to finalize signatures with BMO
5.2	<u>Constitution and Bylaws</u> – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration. <ul style="list-style-type: none"> • A review of the current bylaws will commence February 2012. 	Continues.
5.3	<u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint. <p>5.3.1 – 2011 Fall Workshop (Calgary)</p> <ul style="list-style-type: none"> • Financial update & close off. • Photos to website <p>5.3.2 – 2012 Fall Workshop (Edmonton):</p> <ul style="list-style-type: none"> • Adrea to investigate rates and Sandman Signature • Planning meeting update – meeting this week & next week • Ihsan Sassi / Angie Kim co-chairs • Verbal Judo / IAQ potential topics 	Jason to ask Nunn and Davidson to send ABN summary to Lance Marilyn to pursue Financial sign off Jeremy to post photos to website Adrea to investigate Sutton Place Hotel
5.4	<u>AGM / FGM:</u> We will conduct our business professionally at these meetings and make them as convenient for members to attend <p>5.4.1 – AGM Location and Date</p> <ul style="list-style-type: none"> • Sylvan Lake/Red Deer agreed upon as location (Saturday, June 9, 2012) 	
5.5	<u>Policies and Procedures:</u> We will support the creation and update of, along with the adherence to, policies and procedures. <p>5.5.1 - Finance Policy Review and Sign-off</p>	Done
5.6	<u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada. <p>5.6.1 Partnership Agreement</p>	Jason - Continues
5.7	<u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders. <p>5.7.1 - Email Access for Branch Executive</p> <ul style="list-style-type: none"> • Update on emails from @ciphi.ab.ca accounts hosted through gmail/google 	Jon to work with Jeremy confirm what happens to Info@ciphi.ab.ca emails and adding a councilor@ciphi.ab.ca

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	<ul style="list-style-type: none"> President, Vice President, Branch (Secretary) now can send and receive emails. 	function.
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 – Update on Assistant Zone Councilor Positions Interest from one person in North, Stephanie confirmed (Federal), Two interested in Central and South. No interest expressed in Calgary & Edmonton at this time.</p> <p>5.8.2 – Resignation of Robert Savoury</p> <ul style="list-style-type: none"> Robert will forward persons of interest <p>5.8.3 - Branch Historians</p> <ul style="list-style-type: none"> Committee has met once and is made up of Angie Kim, Kelly Kennedy, Vaerie Davidson and Ashley Yu 	<p>Jason to assist ZC in choosing AZC positions.</p> <p>Jessica and Daria to continue to solicit interest</p> <p>DONE</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>	Ihsan - continues
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 – Newsletter Committee</p> <p>5.10.2 – BOC rep</p> <p>5.10.3 – Education Committee - Tabled</p> <p>5.10.4 – Advocacy -</p> <p>5.10.5 – EPHW</p> <ul style="list-style-type: none"> It was determined that Education committee will remain and EPHW and Advocacy will not be blended. 	Quorum lost so Jason to circulate proposed changes for adoption by email motion
6.0	Standing Items: Advocacy	
6.1	<p><u>2013 National Centenary:</u> We will be aware and supportive of the CIPHI Centenary Celebrations.</p> <p>6.1.1 National Update: Koreen</p> <ul style="list-style-type: none"> Exhibitor Booth for 2013?, expand AEC/FEW draw for 2013? \$5000 Donation to 2013 Centenary committee <p>6.1.2 Provincial Update</p> <ul style="list-style-type: none"> Calgary with host the Fall Workshop in 2013. EPHW will adopt theme of “100 Years of Success” 	<p>Jason to forward Koreen's Centenary update</p> <p>Announcement to members about \$5000 donation required.</p>
6.2	<u>Awards:</u> We will continue to use our awards as a way to engage &	

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	<p><i>support our members and partners.</i></p> <p>6.2.1 – Awards 2012 – Ihsan / Koreen</p> <ul style="list-style-type: none"> • All wards will be given in 2012 except for Community Service Award • Can we name award winners in spring but increase recognition at Fall workshop? <p>6.2.2– AEC/FEW Sponsorship Draw</p> <ul style="list-style-type: none"> • Carla Eskow, Kelly Kennedy and Tanya Mrowietz have all been notified 	<p>Koreen to remove names and send nominations for voting</p> <p>DONE</p>
6.3	<p><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession</i></p> <p>6.3.1 – 2012 EPHW National Planning – Jason</p> <ul style="list-style-type: none"> • Theme is HEALTHY PLACES, HEALTHY PEOPLE • Committee Chair required <p>6.3.2 – 2012 Alberta EPHW</p> <ul style="list-style-type: none"> • Fall workshop and World Environmental Health Day fall on EPHW 	
6.4	<p><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</i></p> <p>6.4.1 - 2011 Membership Gift Update</p> <ul style="list-style-type: none"> • Donation to Red Cross happening on January 19, 2012 <p>6.4.2 – Zone Councilor engagement of members: TABLED</p> <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 • Jon & Jason to create sharing mechanism by January 31, 2012 <p>6.4.4 – New Members Package</p> <ul style="list-style-type: none"> • “New members” letter is sent to each new member 	<p>Jason to send photo donation and story to lance for ABN</p> <p>Jon and Jason to present idea for February meeting</p> <p>Jason to review Greg’s existing letter</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"> • Sunday of EPHW or Sylvan Lake on weekend of June 10, 2012 • Due to weather concerns we will have our tournament in June. • May still be possible to have a tournament in September. <p>6.5.2 – Yukigassen cancelled</p>	<p>Jason to contact interested HC member about volunteering for golf organizing.</p>

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6.6	<p><u>Website & 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.</p> <p>6.6.1 – Workshop Photos update</p> <ul style="list-style-type: none"> • Ensure photos on website <p>6.6.2 – MSC opportunities</p> <ul style="list-style-type: none"> • Valerie Davidson may provide tutorial for Executive 	
6.7	<p><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</p> <p>6.7.1 – Charitable contributions requests</p> <ul style="list-style-type: none"> • ABN chair asked that all requests be forwarded to Executive for approval. <p>6.7.2 – Spring Edition of Alberta Branch News</p>	<p>Jason to confirm with ABN that donation/charitable requests will be subject to executive approval.</p> <p>All to forward photos and story ideas to Lance for Spring Edition</p>
6.8	<p><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.</p> <p>6.8.1 – Posting of upcoming Workshops/Conferences on Website</p> <p>6.8.2 – Teaching about EPH in schools – Ihsan</p>	<p>Tabled</p>
7.0	<p>New Business</p>	
8.0	<p>Adjournment:</p> <p>MOTION: A motion to adjourn the meeting</p> <p>NAME: Tricia</p>	
	<p>Next Meetings:</p> <p>February 15, 2011 16:00 hours – Subject to change</p>	