

Minutes

CIPHI Alberta Branch
Approved Executive Meeting Minutes
September 25, 2012

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order at 18:30pm	
1.0	Roll Call&Memorium	
	1.1 Roll Call <i>Present:DariaRomanish, Wayne Quan, Andrea Germann, Jessica Ponto, Tricia Herridge, Koreen Anderson, Adrea Simmons, Jason MacDonald (minutes), Marilyn Dahlgren, Ihsan Sassi</i> <i>Regrets: Jon Elliott, Jeremy (Arctic)</i> <i>Guests:Greg Ward</i> 1.2 In Memoriam: None	
2.0	Approval of Agenda	
	MOTION: Motion to Approve NAME: Jessica / Daria	
3.0	Approval of March 27, 2012 Executive Teleconference Minutes	
3.1	Add: none Delete: none MOTION: Adoption of Minutes from March 27, 2012 NAME: Daria / Andrea	Jason to send to website
4.0	E-mail Motions	
	MOTION: NAME:	
5.0	Standing Items: Operational Excellence	
5.1	<i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances</i> 5.1.1 – 2011 Revised Financial Policy: ➤ Signing authority signatures update – Rory / Marilyn Complete 5.1.2 – 2011 Financial Summary – Delivered at AGM in June Complete 5.1.3 – 2012 Financial budget <ul style="list-style-type: none"> • Marilyn to give Treasurer’s report at FGM • Jason added the need to examine Branch operating expenditures versus commitments to having a profitable workshop • Marilyn provided new expense claim form reflecting allowance for private accommodations. 	5.1.1 Complete 5.1.2 Complete

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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> <p>5.2.1 – Bylaw amendment process update</p>	October 31 complete by John
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 –2011 Fall Workshop (Calgary) 5.3.2 – 2012 Fall Workshop (Edmonton) 5.3.3 – 2013 Fall Workshop (Calgary)</p>	5.3.1 Closed
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>5.4.2 – FGM Edmonton September 26, 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 –Education Events sponsorship Policy 2012 & 2013</p>	Executive to bring forward motion to allocate \$3000 to six members instead of 3 for 2013
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</p> <ul style="list-style-type: none"> • Formalize agreement between Branch & School for mock oral • BOC review May 2012 • Mock Oral Exam 	
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</p>	<p>Jeremy and Jon to resend access info to Councilor email info to group</p> <p>Councilors to work with Greg to update zone email list.</p>
5.8	<p><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance</p>	

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	<p><i>at meetings.</i></p> <p>5.8.1 – Update on Assistant Zone Councilor Positions</p> <p>5.8.2 – Branch Historians Update</p>	
5.9	<p><i>Alberta Branch Calendar: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</i></p> <p>5.9.1 – Important Dates to know</p> <ul style="list-style-type: none"> • Add mock oral organization to March & September to do list 	
5.10	<p><i>Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2011</i></p> <p>5.10.1 – Terms of Reference formatting update</p>	<p>Adrea to format ToF R and send to website by October 31</p>
6.0	<p>Standing Items: Advocacy</p>	
6.1	<p><i>2013 National Centenary: We will be aware and supportive of the CIPHI Centenary Celebrations.</i></p> <p>6.1.1 National Committee Update:</p> <ul style="list-style-type: none"> • Pins & Calendars – Every member will get a pin and calendar to commemorate Centenary • Mosaic Banner update – photos onsite at Workshop • Cook book initiative – initiative from Newman / Feltham <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>Greg and ZC to work together to ensure pins and calendars get to each member.</p>
6.2	<p><i>Awards: We will continue to use our awards as a way to engage & support our members and partners.</i></p> <p>6.2.1 – Awards 2012 – Ihsan / Koreen</p> <ul style="list-style-type: none"> • Changing application deadline moving to January 31 in 2013. • Awards are given based on previous year’s work. • Awards luncheon 	<p>Koreen to update award nomination forms by October 31</p> <p>Jason to send Marilyn letter acknowledging 2011 POAA winner</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 Update</p> <p>6.3.2 – 2012 Alberta EPHW</p> <ul style="list-style-type: none"> • Fall workshop and World Environmental Health Day fall on EPHW 	

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6.4	<p><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</p> <p>6.4.1 - Zone Councilor engagement of members:</p> <ul style="list-style-type: none"> • South: Sock Challenge has been successful in engaging membership. Members participating • Calgary: Better sock participation this year. Feeling like members outside Calgary are losing connection with City. Sarah Yusef is AZC. • Federal: Sock challenge connected to United Way campaign. Feels like participation was a challenge this year. • Central: Challenging to manage sock challenge. Formed a social committee - paintball, camping, river rides. • Edmonton: Awards were an effective way to engage members. Concordia mock oral and orientation of new students. • North: Remains tough to connect members. Several Children/Weddings/Coverages/Retirements <p>6.4.2 – 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>6.4.3 – New Members Package</p> <ul style="list-style-type: none"> • “New members” letter is sent to each new member 	<p>6.4.3 to be removed as National sends a welcome letter</p>
6.5	<p><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</p> <p>6.5.1 – 2012 Golf Tournament June 10, 2012</p> <ul style="list-style-type: none"> • Call for branch financial support of event to be discussed at AGM. 	
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 – MSC</p> <ul style="list-style-type: none"> • Community function frozen 	
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 - Complete</p> <p>6.7.2 – Fall Edition of Alberta Branch News – released / Complete</p> <p>6.7.3 – Photo contest -</p>	<p>Honish to update Executive on details of photo contest</p>

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		Honish to approach Manitoba newsletter to discuss advertising rates
6.8	<p><i>Advocacy: 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.</i></p> <p>6.8.1 – Posting of upcoming Workshops/Conferences on Website - Complete</p> <p>6.8.2 – Teaching about EPH in schools - Complete</p> <p>6.8.3 – EPH in the News - standing</p>	
7.0	New Business	
7.1	Alberta Rep to the BOC – Done	
7.2	Focus Group on the Environmental Public Health Operational Strategy	Executive to provide stakeholder feedback and report to next meeting
8.0	<p>Adjournment</p> <p>MOTION: Adjournment</p> <p>NAME: Adrea / Wayne</p>	
	Next Meeting	