

Minutes

CIPHI Alberta Branch
Approved Executive Teleconference Minutes
March 13, 2013

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order at 12:04pm	
1.0	Roll Call & Memoriam	
	1.1 Roll Call Present: Jason MacDonald, Ihsan Sassi, Tricia Herridge, Wayne Quan, Marilyn Dahlgren, Jeremy Roberts, Adrea Simmons, Daria Romanish Regrets: Jon Elliott, Andrea Germann, Koreen Anderson Guests: Danny Thepsouvanh 1.2 In Memoriam: None	
2.0	Approval of Agenda	
	Add: Section 4.0 Email Motion MOTION: Motion to Approve as amended NAME: Tricia/ Marilyn	Approved
3.0	Approval of September 25, 2012 Executive Meeting Minutes	
3.1	Add: None Delete: None MOTION: Adoption of Minutes from September 25, 2012 NAME: Daria/Wayne	Approved
4.0	E-mail Motions	
	MOTION: CIPHI Alberta Branch will donate \$500 toward the 2013 AEC Welcome Reception and authorize up to \$250 toward the purchase of a prize(s) for the AEC silent auction fundraiser NAME: Roberts / Herridge CARRIED	Marilyn has sent cheque to Manitoba Motion Carried
5.0	Standing Items: Operational Excellence	
5.1	Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances 5.1.1 – 2012 Preliminary Financial Picture 5.1.2 – 2013 Forecasted Budget 5.1.3 – Audit & Treasurer	Validity of tournament will be discussed with membership at AGM Marilyn to send financial summary for 2012, Fall workshop, and golf tournament.
5.2	Constitution and Bylaws – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration. 5.2.1 – Bylaw amendment process update	Marilyn will deliver 2012 financial records to Danny by March 31, 2013.
5.3	Fall Workshop: We recognize the importance of our Fall Educational Workshop from	Danny and Kyle will audit

<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p>	<p><i>both a professional development and profitability standpoint.</i></p> <p>5.3.1 – 2012 Fall Workshop (Edmonton)</p> <p>5.3.2 – 2013 Fall Workshop</p> <p><u>AGM / FGM:</u> <i>We will conduct our business professionally at these meetings and make them as convenient for members to attend</i></p> <p>5.4.1 – AGM May 25, 2013 Sherwood Park, Alberta</p> <p><u>Policies and Procedures:</u> <i>We will support the creation and update of, along with the adherence to, policies and procedures.</i></p> <p>5.5.1 – Education Events sponsorship Policy 2012 & 2013</p> <p><u>Concordia:</u> <i>We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.</i></p> <p>5.6.1 Partnership Agreement</p> <p>5.6.2 Mock Oral Exam</p> <p><u>Communications:</u> <i>Executive will develop skills to communicate effectively with membership and with external stakeholders.</i></p> <p>5.7.1 - Email Access for Branch Executive</p> <p>5.7.2 - Twitter</p> <p><u>Executive Updates:</u> <i>The Executive members will consider the importance of future succession planning and their own attendance at meetings.</i></p> <p>5.8.1 – Update on Assistant Zone Councilor Positions</p> <p>5.8.2 – Branch Historians Update</p> <p><u>Alberta Branch Calendar:</u> <i>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> <p><u>Terms of Reference:</u> <i>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>financial records by April 30, 2013.</p> <p>2013 Fall Workshop will be hosted in Calgary. Workshop Content will be discussed during AGM. Jason will call workshop teleconference discuss content.</p> <p>All: try to recruit examiners for Mock BOC exam.</p> <p>March 25- Voting for Awards May 25- AGM Last week of Sept- EPHW & proposed Fall Workshop</p> <p>Adrea to format April 30, 2013</p>
<p>6.0</p>	<p>Standing Items: Advocacy</p>	
<p>6.1</p>	<p><u>2013 National Centenary:</u> <i>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 • Mosaic Banner update 	<p>Jessica to send extra calendars and pins to other zone councilors.</p> <p>All: Send pictures to Jon for Mosaic Banner.</p>

<p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<ul style="list-style-type: none"> • Cook book initiative <p>6.1.2 Provincial Update</p> <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 Some Edmonton members had concerns with the Manager Award as only eight people could be considered for that award. Another concern is with the Court Case Award- this award does not highlight the work that is being done in Environmental Health (e.g. public health promotion)</p> <p><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession</i></p> <p>6.3.1 – 2013 EPHW</p> <p><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</i></p> <p>6.4.1 - Zone Councilor engagement of members: 6.4.2 – What does CIPHI do for me?</p> <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 Finances 6.5.2 – Resignation of Chair</p> <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 – MSC</p> <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 – Spring Edition of Alberta Branch News 6.7.2 – Resignation of Chair</p> <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 6.8.2 – EPH in the News 6.8.3 – Communications & Government liaison</p>	<p>Jessica to notify members that these issues were discussed and awards will be reviewed. Clarification is needed for changing the name or spirit of award.</p> <p>Tree planting idea may be included in EPHW.</p> <p>Contact Jason or Jon with member concerns.</p> <p>Engage members in discussion and decision about Golf Tournament at AGM. Engage members on Sock Challenge at AGM. Social Chair position is available</p> <p>ABN Chair position is available.</p> <p>Send any Environmental Health related publications/news stories to Executive.</p> <p>Proposals being sought for professional communication skills in advocacy.</p>
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7.0	New Business	
7.1	Focus Group on the Environmental Public Health Operational Strategy (EPHOS)	Executive has participated in a teleconference and strategic planning meeting.
8.0	Adjournment MOTION: Adjournment at 1:41pm NAME: Jessica/Marilyn	
	Next Meeting	