

Minutes

CIPHI Alberta Branch
Executive Meeting Minutes
May 24, 2013

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order at 6:38pm	
1.0	Roll Call& Memoriam	
	<p>1.1 Roll Call Present: Jason MacDonald, Marilyn Dahlgren, Jeremy Roberts, Adrea Simmons, Jon Elliott, Jessica Ponto, Koreen Anderson Regrets: Ihsan Sassi, Wayne Quan, Daria Romanish, Tricia Herridge, Andrea Germann Guests: 1.2 In Memoriam: None</p>	
2.0	Approval of Agenda	
	<p>Add: None MOTION: Motion to Approve NAME: A. Simmons/J. Roberts</p>	Approved
3.0	Approval of March 13, 2013 Executive Meeting Minutes	
3.1	<p>Add: None Delete: None MOTION: Adoption of Minutes from March 13, 2013 NAME: M. Dahlgren/A. Simmons</p>	Approved
4.0	E-mail Motions	
	<p>MOTION: CIPHI Alberta Branch will cover the cost of the vice-president's attendance at the 2013 National Education Conference, the NEC meetings and the strategic planning session held prior to the NEC meetings. Costs will mirror those incurred by the President and would include early-bird registration, hotel, travel and Alberta's share of the catering for the strategic planning meeting. NAME: J. Roberts / J. Ponto</p> <p>MOTION: CIPHI Alberta Branch will hire a consultant to formulate a response and action plan to public criticism that our profession regularly encounters, to a maximum budget of \$5000. NAME: J. Elliott / J. Ponto</p>	<p>Approved and Carried</p> <p>Carried</p>
5.0	Standing Items: Operational Excellence	
5.1	<p>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances 5.1.1 – 2012 Preliminary Financial Picture Being presented tomorrow 5.1.2 – 2013 Forecasted Budget</p>	<p>5.1.1 Tabled 5.1.2 J. MacDonald to send to Executive</p>

	<p>Budget is done</p> <p>5.1.3 – Audit & Treasurer</p> <p>Audit report is completed – only \$0.20 off – being discussed at the AGM.</p>	5.1.3 Tabled
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> <p>Jon and Jason visited Service Alberta to finalize the Bylaw amendments – all changes were successfully made.</p>	5.2.1 Tabled
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 – 2012 Fall Workshop (Edmonton)</p> <p>5.3.2 – 2013 Fall Workshop</p> <p>Calgary, theme developed, logo developed</p>	5.3.1 Remove 5.3.2 Tabled
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 May 25, 2013 Sherwood Park, Alberta</p>	5.4.1 J. MacDonald to print reports/ agenda
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> <p>Split sponsorship into 6 gifts of \$500 – it will be changed back to 3 gifts of \$1000.</p> <p>5.5.2 – Executive Benefits Policy review required in 2013</p> <p>Needs to be brought up to the membership at the 2013 AGM. Jon mentioned changing national benefits to “once per term”</p> <p>5.5.3 – Financial Policy review required in 2013</p>	5.5.1 Tabled 5.5.2 J. Vaughan to post these on website 5.5.3 Tabled
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> <p>5.6.2 Mock Oral Exam</p>	5.6.1 Tabled 5.6.2 J. Ponto will continue to organize.
5.7	<p><u>Communications</u>: Executive will develop skills to communicate effectively with membership and with external stakeholders.</p> <p>5.7.1 - Twitter</p> <p>Make a formal position</p>	5.7.1 Tabled
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</p>	5.8.1 Tabled

<p>5.9</p> <p>5.10</p>	<p>5.8.2 – Branch Historians 5.8.3 – Committee Chair positions</p> <p><u>Alberta Branch Calendar:</u> A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</p> <p>5.9.1 – Important Dates to know</p> <p><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2011</p> <p>5.10.1 – Terms of Reference formatting update ToR updated by A. Simmons. New Assistant Zone Councilor Positions to be put under the regular Zone Councilor ToR.</p>	<p>5.8.2 K. Anderson to engage Branch Historians after the national AEC to follow through with historian duties.</p> <p>5.8.3 Tabled</p> <p>5.9.1 Important dates for 2 years (SECRETARY). Society renewal date, AGM, etc...</p> <p>5.10.1 A. Simmons to complete formatting. A. Simmons to send to J. Vaughan for web posting.</p>
<p>6.0</p>	<p>Standing Items: Advocacy</p>	
<p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><u>2013 National Centenary:</u> We will be aware and supportive of the CIPHI Centenary Celebrations.</p> <p>6.1.1 National Committee Update: K. Anderson</p> <ul style="list-style-type: none"> • Pins & Calendars Completed • Mosaic Banner update Completed • Cook book initiative on hold - People can still join the team to help get this initiative completed • 100 members of distinction K. Anderson – working on 100 members of distinction (100 bios ad 30 members of distinction) • Challenge coins being added <p>6.1.2 Provincial Update</p> <ul style="list-style-type: none"> • Tree Planting Initiative • EPHW – 100 years being recognized <p><u>Awards:</u> We will continue to use our awards as a way to engage & support our members and partners.</p> <p>6.2.1 – Awards 2012 Awards – announced tomorrow but formal presentations will happen at the awards luncheon taking place at the Fall Educational Branch Workshop.</p> <p><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession</p> <p>6.3.1 – 2013 EPHW Last week of September</p>	<p>6.1.1 Tabled</p> <p>6.1.2 – Tabled</p> <p>6.2.1 Tabled</p> <p>6.3.1 Tabled</p>

<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<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 6.4.2 – What does CIPHI do for me? Focus Group on the Environmental Public Health Operational Strategy (EPHOS) - CIPHI is a part of the EPHOS discussions</p> <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 Finances 6.5.2 – Resignation of Chair</p> <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> <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 – Spring Edition of Alberta Branch News 6.7.2 – Resignation of Chair</p> <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 6.8.2 – EPH in the News 6.8.3 – Communications & Government liaison Consultant Update by J. Elliott. Possibility for her to be brought back in for more training, centenary, EPHW.</p>	<p>6.4.1 Tabled 6.4.2 Tabled</p> <p>6.5.1 Tabled (tomorrow) 6.5.2 Nominations happen tomorrow. Discuss future of Sock Challenge.</p> <p>6.6.1 J. MacDonald/ J. Elliott – inquire about membership delays at the office.</p> <p>6.7.1 No additions 6.7.2 Tabled</p> <p>6.8.1 Tabled 6.8.2 Tabled 6.8.3 Tabled</p>
<p>7.0</p>	<p>New Business</p>	
<p>8.0</p>	<p>Adjournment MOTION: Motion to adjourn meeting at 8:30pm NAME: K. Anderson</p>	<p>Carried</p>
	<p>Next Meeting: TBA</p>	