

**CIPHI Alberta Branch
Annual General Meeting Minutes**

May 25, 2013

Sherwood Park, Alberta

In attendance: Greg Ward, Pam Stewart, Adrea Simmons, Tricia Herridge, Kevin Jeronic, Jessica Ponto, Sandra Hamilton, Jen Fearnough, Wayne Quan, Jon Elliott, Jason MacDonald, Rob O'Neill, Marilyn Dahlgren, Koreen Anderson, Andrea Germann, Jeremy Spencer, Lena Parker, Claudette Parker-Allotey, Nyall Hislop, Meaghan Allen, Scott Budgell, Manny Ahmed, Jeremy Roberts, Bryon Miller, Ken Fujioka, Elson Zazulak, Nelson Fok, Ludmilla Rodriguez, Erin Teare, Cheryl Galbraith, Sarah Wanchuk

ITEM	DETAILS	ACTION ITEMS
	Call to Order - 10:17am	
1.0	In Memoriam – Mr. Roy Griffiths Photo circulated of Roy when he received his 50 year membership chair. Moment of silence.	
2.0	Adoption of Agenda Motion: To adopt agenda with no changes NAMES: K.Jeronic/G.Ward	Carried
3.0	Adoption of FGM Minutes on September 26, 2012 (Fantasyland Hotel, Edmonton, Alberta) Motion: Adoption of FGM Minutes from September 26, 2012. NAMES: L.Rodriguez/W. Quan	Carried J. MacDonald to send to J. Vaughan for web posting
4.0	Association Executive Reports	
4.1	President's Report – Jason MacDonald	J. MacDonald to send to J. Vaughan for web posting
4.2	Vice President's Report - Jon Elliott	
4.3	Treasurer's Report – Marilyn Dahlgren	
4.4	Secretary's Report – Ihsan Sassi	
5.0	Executive Board Reports	
5.1	Arctic – Jeremy Roberts	J. MacDonald to send reports to J. Vaughan for web posting
5.2	Calgary – Daria Romanish	
5.3	Central – Tricia Herridge	
5.4	Edmonton – Jessica Ponto	
5.5	Federal –Andrea Germann	
5.6	North – Adrea Simmons	
5.7	South – Wayne Quan	
6.0	Committee Reports	
6.1	Advocacy - Vacant	J. MacDonald to send reports to J. Vaughan for web posting G. Ward to find
6.2	Board of Certification – Garth Gosselin	
6.3	Education - Vacant	
6.4	Membership - Greg Ward	
6.5	Newsletter – Lance Honish	

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6.6 6.7	Pam Stewart recommended as the next Newsletter Chair Social – Lena Jobb Website – Jeremy Vaughan	discrepancy in membership numbers. J. MacDonald/ J. Elliott to inquire about advertising in the Branch News with other Branches that currently incorporate ads.
7.0	Business Arising	
7.1 7.2 7.3 7.4 7.5	Golf Tournament Future – MacDonald Lost over \$600, need to put question to the members Greg – social event, not meant to be profitable Jason – less time given to employees now, than in the past Marilyn/Pam S./Claudette – perhaps finding an event that appeals to more members Jon – lots of planning efforts are allocated to this event, apart from lost revenue. Nyall – poll members to see if a family event will bring out more members Centenary Update – Anderson Booklet of 100 members Cookbook – ongoing, have 30 recipes, need about 200 Mosaic Banner – revealed at the conference Pins and Calendars – old news Challenge Coins – approved by national Tree Planting – initiative w/ schools (Fall) Twitter Feed – CIPHI100 ciphi100 website Fall Educational Workshop 2012 - Dahlgren / Sassi Details can be viewed in Marilyn's Treasurer's report Alberta Environmental Public Health Operational Strategy - MacDonald Key Contributors – AH, AHS, GoA at large, with CIPHI being added Jason/Jon – meeting in June and will continue to report to Branch members. Special Amendments to Bylaws Update – MacDonald All amendments have been adopted by Service Alberta	Social Committee Chair – create a survey/poll around social event ideas to be sent to membership. Tabled - Ongoing for all of 2013 Removed Tabled J. MacDonald to send to J. Vaughan for web posting J. MacDonald to send out a copy of revised Bylaws to membership
8.0	New Business	
8.1 8.2	Fall Workshop 2013 Update – J. MacDonald/S. Nunn Planning is underway Collaborative Theme Scope of Existing Awards – J. Ponto/K. Anderson Manger's Award – no motions to change the award status/description Court Case Award – no motions to change the award status/description	Tabled Removed

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8.3	<p>CIPHI Membership Status being disclosed publicly – J. Elliott Motion: To make available a public membership list of good standing members on the Branch website Name: J. Elliott Second: Koreen 1st question (Adrea) – how often would the list be updated? Jon – annually or more frequently as necessary. 2nd question - Aren't they updated as people pay? Jon – depends on payment method, there is a lag. 3rd question – would membership status or type of membership be posted? Jon – only members in good standing would be posted.</p>	Carried
8.4	<p>Public Relations Assistance – J. Elliott Explained the hiring of a consultant to help build capacities to respond to negative attention directed at CIPHI members.</p>	Tabled
8.5	<p>Branch involvement in Verbal Judo – J. MacDonald</p>	<p>J. MacDonald – approach union to ask for support (train the trainer)</p>
8.6	<p>Legal matters – R. O'Neill Consider a letter to come from CIPHI to David Weyant, QC. and Selima Walji-Shivji (AHS Legal and Privacy) in order to ask if files (Edmonton) can be forwarded to Ogilvie LLP in order for new members/students to watch court cases and facilitate understanding of the legal system that is a component of administrative law and a component of being a certified health inspector. (Education focused).</p>	Tabled
8.7	<p>Motion to suspend meeting for lunch – J. Ponto Second – A. Simmons Call back to order – J. MacDonald</p> <p>Approval of Executive Benefits – J. MacDonald Motion to re-adopt Benefits – Nyall H. Second: Tricia</p>	<p>J. MacDonald – add expense claim form to the executive benefits Add "as per the expense claim form" Carried</p>
8.8	<p>Approval Of Honoraria for Auditors – J. MacDonald Motion to give a \$50 honoraria and up to \$25 for a meal to the auditors for giving thanks - M. Dahlgren Second: K. Jeronic</p>	Carried
9.0	<p>Elections & Appointments</p>	
9.1	<p>President Jason MacDonald confirmed for President</p>	
9.2	<p>Vice President Jon Elliott confirmed for Vice-President</p>	
9.3	<p>Secretary Jessica Ponto elected to Secretary</p>	

ITEM	DETAILS	ACTION ITEMS
9.4	<p>Treasurer Danny Thepsouvanh elected to Treasurer</p> <p>Motion – To add Danny Thepsouvanh, Jessica Ponto, Andrea Germann to the signing authority and investment contact information and to remove Marilyn Dahlgren and Rory Peever. Name: K. Anderson Second – J. Elliott</p>	Carried
9.5	<p>Arctic Zone Councilor Jeremy Roberts will continue</p>	
9.6	<p>North Zone Councilor Adrea Simmons will continue</p>	
9.7	<p>Edmonton Zone Councilor Vacant</p>	
9.8	<p>Federal Zone Councilor Andrea Germann will continue</p>	
9.9	<p>Central Zone Councilor Tricia Stepped down Scott Budgell will start as Zone Councilor. Confirmed by Central Zone.</p>	
9.10	<p>Calgary Zone Councilor Daria Romanish will continue</p>	
9.11	<p>South Zone Councilor Wayne Quan will continue</p>	
10.0	Committee Appointments	
10.0	<p>Advocacy Pam Stewart nominated – declined Megan Allen expressed interest – Megan confirmed as Advocacy Chair</p>	
10.1	<p>Board of Certification Garth will continue until 2014 Tony Thepsouvanh has been helping</p>	
10.2	<p>Education Angie Kim, Ihsan Sassi and Lena Parker all expressed interest. Cortney Best expressed interest in being part of the committee as well</p>	
10.3	<p>Membership Greg Ward will continue Erin Teare to help support this position</p>	<p>J. MacDonald to send out expression of interest email for vacant Chair positions</p>
10.4	<p>Newsletter Pamela Stewart confirmed to be Newsletter Chair</p>	
10.5	<p>Social Vacant</p>	
10.6	<p>Website Jeremy Vaughan will continue as chair</p>	

ITEM	DETAILS	ACTION ITEMS
11.0	Awards	
11.1	D.R. Vujevic Award Promising New Professional Award Ryan Lau	J. MacDonald to send letter to each award winner. J. MacDonald to send to J. Vaughan for web posting
11.2	Environmental Public Health Manager Award Simon Sihota	
11.3	Community Service Award Rebecca Johnson	
11.4	Advocate Award Alberta Centre for Toxicology	
11.5	Court Case Award Heather Langemann	
11.6	L.E. Stewart Award Dale Nelson	
11.7	Fortitude Award Wayne Button	
11.8	Long-term Service Award Gordon Allen	
11.9	President's Outstanding Academic Achievement Award Eric Gash	
12.0	Adjournment Motion to adjourn – J. Spencer	