

Minutes

CIPHI Alberta Branch  
Executive Meeting Minutes  
September 23, 2013

ITEM	DETAILS	ACTION ITEMS
	Meeting called to order at 9:03am	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call</p> <p><b>Present:</b> Jason MacDonald, Koreen Anderson, Adrea Simmons, Jessica Ponto, Scott Budgell, Danny Thepsouvanh, Andrea Germann, Daria Romanish, Jon Elliott, Jeremy Roberts</p> <p><b>Regrets:</b> Wayne Quan</p> <p><b>Guests:</b> None</p> <p>1.2 In Memoriam: None</p>	
2.0	Approval of Agenda	
	<p><b>Add:</b> None</p> <p><b>MOTION:</b> Move to adopt the agenda</p> <p><b>NAME:</b> K. Anderson/ S. Budgell</p>	Approved
3.0	Approval of May 24, 2013 Executive Meeting Minutes	
3.1	<p>Add: None</p> <p>Delete: None</p> <p><b>MOTION:</b> Move to approve the minutes from May 24, 2013 as they were sent out</p> <p><b>NAME:</b> S. Budgell/J. Ponto</p>	Approved
4.0	E-mail Motions	
	<p><b>Motion:</b> "CIPHI Alberta Branch gives a gift to its members on a bi-annual basis. For the purposes of providing our members and key partners with a meaningful and memorable gift, CIPHI Alberta Branch will purchase 400 Centenary Challenge Coins from the Centenary Committee at a cost of \$5 per coin. The funds for this purchase would come from the budget allocated to Branch member gifts."</p> <p><b>NAME:</b> J. Ponto / J. Roberts</p>	Approved & Carried
	<p><b>Motion:</b> "CIPHI Alberta Branch will purchase 100 Centenary "100 Members of Distinction" Booklets for the purposes of distributing to EPH offices throughout Alberta and NWT. The funds used for these booklets would come from the 2013 Branch Gift budget."</p> <p><b>NAME:</b> J. MacDonald / J. Ponto</p>	Approved & Carried
5.0	Standing Items: Operational Excellence	
5.1	<p><b>Financial Update:</b> Each Executive member will develop a strong working knowledge of the Alberta Branch finances</p> <p>5.1.1 – 2013 Forecasted Budget – D. Thepsouvanh</p>	5.1.1 – J. MacDonald/ D. Thepsouvanh to review

<p>5.2</p>	<p><b><u>Constitution and Bylaws</u></b> – We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</p> <p>5.2.1 – Possible changes to Bylaw for 2014 – J. MacDonald</p> <ul style="list-style-type: none"> <li>- Bylaws are posted on the website</li> <li>- How many general meetings do we need?</li> <li>- President elect idea</li> </ul>	<p>financial policy. <b>J. MacDonald</b> to send exec benefits policy to <b>D. Thepsouvanh</b>.</p> <p>Change 5.2 to “Bylaws” (remove constitution)</p> <p>5.2.1 – Tabled</p>
<p>5.3</p>	<p><b><u>Fall Workshop:</u></b> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</p> <p>5.3.1 – 2013 Fall Workshop (Calgary) – D. Romanish</p> <p>Workshop is ready to go</p> <p>Social event – buses leaving at 6:15 to go to National, taco bar, complimentary beverage, 2 buses back to Delta</p>	<p>5.3.1 – Tabled</p>
<p>5.4</p>	<p><b><u>AGM / FGM:</u></b> We will conduct our business professionally at these meetings and make them as convenient for members to attend</p> <p>5.4.1 – FGM, September 25, 2013, Calgary, Alberta</p> <ul style="list-style-type: none"> <li>o ZC running 50/50</li> <li>o CIPHI booth</li> <li>ZC to man the booth and collect 50/50s for sock drive funds</li> </ul>	<p>5.4.1 – Tabled</p>
<p>5.5</p>	<p><b><u>Policies and Procedures:</u></b> 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 &amp; 2013 – J. MacDonald</p> <p>Deadline to apply is September 30, 2013 (3, \$1000 bursaries)</p> <p>5.5.2 – Executive Benefits Policy review required in 2013 – J. MacDonald</p> <p>5.5.3 – Financial Policy review required in 2013 – J. MacDonald</p>	<p>5.5.1 – <b>J. Ponto</b> to send out email with Deadline for sponsorship policy.</p> <p>5.5.2 – <b>J. MacDonald</b> to send benefits policy to executive. All comments adopted. Motion will be made to approve once reviewed.</p> <p>5.5.3 – <b>J. MacDonald</b> to send current financial policy around to gather updated signatures</p>

<p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p>	<p><b><u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada.</b></p> <p>5.6.1 – Partnership Agreement – J. MacDonald 5.6.2 – Mock Oral Exam – J. Ponto</p> <p><b><u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders.</b></p> <p>5.7.1 – Twitter formal position – J. MacDonald EPHW – will feel it heavily this week through twitter</p> <p><b><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance at meetings.</b></p> <p>5.8.1 – Update on Assistant Zone Councilor Positions - ALL 5.8.2 – Edmonton Zone Councilor Vacancy - J. MacDonald 5.8.3 – Branch Historians – K. Anderson Discussed – what to keep in archives, how to collect information, how to keep and store it 5.8.4 – Committee Chair positions - J. MacDonald</p> <p><b><u>Alberta Branch Calendar:</u> A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</b></p> <p>5.9.1 – Important Dates to know</p>	<p>5.6.1 – Tabled <b>5.6.2- ZCs to continue to drum up interest.</b></p> <p>5.7.1 – Tabled</p> <p>5.8.1 – Tabled 5.8.2 – Tabled 5.8.3 – Tabled 5.8.4 – Tabled</p> <p><b>5.9.1 – J. Ponto to look into getting calendar made</b></p>
<p>5.10</p>	<p><b><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2011</b></p> <p>5.10.1 – Terms of Reference formatting update – A. Simmons</p>	<p><b>5.10.1 – A. Simmons to send to Executive and J. Vaughan</b></p>
<p>6.0</p>	<p><b>Standing Items: Advocacy</b></p>	
<p>6.1</p>	<p><b><u>2013 National Centenary:</u> We will be aware and supportive of the CIPHI Centenary Celebrations.</b></p> <p>6.1.1 – National Committee Update: Koreen</p> <ul style="list-style-type: none"> <li>• Pins &amp; Calendars – Done</li> <li>• Mosaic Banner update – Done, being rotated around Provinces</li> <li>• Cook book initiative – Done</li> <li>• 100 members of distinction booklets – Printed last Monday and will be given out at Workshop</li> <li>• Coins – Shipment going to Danny</li> <li>• Giardia the Beaver – Jason has it</li> </ul> <p>6.1.2 – Provincial Update</p>	<p>6.1.1 – Tabled</p> <p>6.1.2 - Tabled</p>

<p>6.2</p>	<p><b><u>Awards:</u> We will continue to use our awards as a way to engage &amp; support our members and partners.</b>  <b>6.2.1 – Awards Luncheon</b>          Hosted by Tony Thepsouvanh          Will also have a photo op to celebrate 50000 socks collected</p>	<p>6.2.1 – Tabled</p>
<p>6.3</p>	<p><b><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession</b>  <b>6.3.1 – 2013 EPHW update</b>          1. tree planting – September 23, 2013 at 4:30 at Concordia          2. twitter #ephw2013 and #ciphi100 -Jason          3. proclamation update – Meaghan did the majority, these lead to further recognition.</p>	<p>6.3.1 – Tabled</p>
<p>6.4</p>	<p><b><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</b>  <b>6.4.1 – Zone Councilor engagement of members - ZCs</b>  <b>6.4.2 – What does CIPHI do for me? – J. MacDonald</b>          o Focus Group on the Environmental Public Health Operational Strategy (EPHOS) – Phi will be at workshop to given an update.</p>	<p>6.4.1 – Tabled 6.4.2 – Tabled</p>
<p>6.5</p>	<p><b><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</b>  <b>6.5.1 – Sock Drive 2013</b>          Discussion – Wrap it up on September 30, 2013. Also working with Communications to help get the message out.</p>	<p>6.5.1 – Tabled</p>
<p>6.6</p>	<p><b><u>Website &amp; 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.</b>  <b>6.6.1 – MSC – delay in updates to Branch lists</b></p>	<p>6.6.1 – In progress</p>
<p>6.7</p>	<p><b><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</b>  <b>6.7.1 – Fall Edition of Alberta Branch News</b></p>	<p>6.7.1 – S. Budgell to print about 12 colored copies of the ABN for FGM</p>
<p>6.8</p>	<p><b><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.</b>  <b>6.8.1 – EPH in the News – J. MacDonald</b>  <b>6.8.2 – Communications &amp; Government liaison updates – J. MacDonald</b>          Consultant update</p>	<p>6.8.1 – Executive to keep an eye out 6.8.2 – Tabled</p>

<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	EPH inquiries (i.e. complaints/referrals) to CIPHI Alberta Branch Executive – J. Ponto	<b>7.1 – J. Ponto to formalize list of complaint/referral lines in Alberta (AHS and FNIHB)</b>
<b>7.2</b>	BOC Exam Coordinator update – J. MacDonald - Phi has accepted position, taking over from Dale Nelson	7.2 - Closed
<b>8.0</b>	<b>Adjournment</b> <b>MOTION: Motion to adjourn the meeting at 10:31am</b> <b>NAME: S. Budgell</b>	
	<b>Next Meeting: TBA</b>	

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