

Agenda

CIPHI Alberta Branch
Executive Meeting Minutes (Unapproved)
February 24, 2014

ITEM	DETAILS	ACTION ITEMS
	Meeting called to order at 12:00pm	
1.0	Roll Call & Memoriam	
	1.1 Roll Call Present: Jason MacDonald, Adrea Simmons, Daria Romanish, Thomas Cheung, Jon Elliott, Danny Thepsouvanh, Wayne Quan, Jeremy Roberts, Koreen Anderson, Scott Budgell, Geoff Tomko, Jessica Popadynetz Regrets: Andrea Germann Guests: none 1.2 In Memoriam: none	
2.0	Approval of Agenda	
	Add: MOTION: Motion to approve the agenda NAME: D. Romanish/ T. Cheung	Carried
3.0	Approval of September 23, 2013 Executive Meeting Minutes	
3.1	Add: Delete: MOTION: Move to approve the minutes from September 23, 2013 as they were sent out NAME: K. Anderson/J. Elliott	Carried J. Popadynetz to send to J. Vaughan for posting.
4.0	E-mail Motions	
	Motion: "Move to accept updated Executive Benefits Policy as presented." NAME: S. Budgell / D. Romanish	Approved & Carried
	Motion: "The association executive authorizes spending of an additional \$5000 for communications assistance." NAME: J. Elliott / D. Romanish	Approved & Carried
	Motion: "extend the award nomination deadline to February 28, 2014." NAME: S. Budgell / J. Popadynetz	Approved & 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 – 2013 Budget – D. Thepsouvanh The unaudited financial report is not completely done. There will be approximately \$37,000 in gross revenue from the fall workshop. Investment revenues were reviewed. It is now time for the annual audit – discussed potential auditors. 5.1.2 – 2014 Forecasted Budget – D. Thepsouvanh	5.1.1 – W. Quan to email Keith Lee to determine interest in auditing 2013 finances. 5.1.2 – Tabled

<p>5.2</p>	<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 – Possible changes to Bylaws for 2014 – J. MacDonald</p> <p>4 proposed changes were brought to the table:</p> <ol style="list-style-type: none"> 1. Have a president elect instead of a VP. 2. Reduce the requirement for annual meetings to 1, with the ability to host a second as needed. 3. Rephrase wording for zone councilors: requirements soften so that communications with zones must happen, but not necessarily face to face meetings. 4. Reduce the length of service for the Past President to 1 year, with the option of staying in position for 2 years. <p>Exec in favor of proposed changes Proposed Bylaw changes to be sent to membership 1 month in advance of AGM</p>	<p>Remove “Constitution” and just leave bylaws</p> <p>5.2.1 – J. MacDonald to make changes and sent to exec to review.</p>
<p>5.3</p>	<p><u>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</u></p> <p>5.3.1 – 2013 Fall Workshop Update (Calgary) – D. Romanish</p> <p>Overall, the workshop was very successful – good feedback was received.</p> <p>5.3.2 – 2014 Fall Workshop Update – J. MacDonald</p> <p>Tentative plan is to apply for a grant from AB. Ag. The theme will be food safety and will include other GOA participants in the audience. Will likely be held at West Edmonton Mall during EPHW.</p>	<p>5.3.1 – Closed</p>
<p>5.4</p>	<p><u>AGM / FGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend</u></p> <p>5.4.1 – 2014 AGM – J. MacDonald</p> <p>Discussion around possible locations to host AGM in the spring. Lethbridge (Wayne) and Yellowknife (Jeremy) are being discussed. There will also be a full day for the Executive to meet and discuss strategic planning.</p>	<p>5.4.1 – W. Quan and J. Roberts to looking hotels, meeting rooms etc, and report back to J. MacDonald.</p>
<p>5.5</p>	<p><u>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</u></p> <p>5.5.1 – Education Events sponsorship Policy 2012 & 2013 – J. MacDonald</p> <p><u>Sponsorship Draw results</u> (\$1000 toward 2014 AEC or Fall Workshop) Winners were Christina Ngo, Wayne Button and Marilyn Dahlgren All winners have been notified.</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 – Closed</p> <p>5.5.2 – Approved & Carried</p> <p>5.5.3 – J. MacDonald to send latest revisions to Executive</p>

<p>5.6</p>	<p><u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University College of Canada. 5.6.1 – Partnership Agreement – J. MacDonald Nothing to update 5.6.2 – BOC Mock Oral Exam – J. Popadynetz Kelly Bauer (Central Zone) has expressed interest in taking over the coordination of the BOC mock oral exam.</p>	<p>5.6.2 – T. Cheung and J. Popadynetz to communicate with Kelly and discuss this spring's mock oral.</p>
<p>5.7</p>	<p><u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders. 5.7.1 – Twitter formal position – J. MacDonald National policy on social media is currently being developed.</p>	<p>5.7.1 – Tabled until National policy is formalized.</p>
<p>5.8</p>	<p><u>Executive Updates:</u> The Executive members will consider the importance of future succession planning and their own attendance at meetings. 5.8.1 – Update on Assistant Zone Councilor Positions – ALL South – Geoff Tomko Calgary – Sarah Yusuf Central – vacant Edmonton – vacant, Corey Ma is backup but not officially AZC North – vacant Federal – Kyle Wonsiak Arctic – vacant 5.8.2 – Edmonton Zone Councilor Vacancy - J. MacDonald 5.8.3 – Branch Historians – K. Anderson Lance Honish was looking for old pictures for the ABN – request was left with Ashley. 5.8.4 – Committee Chair positions - J. MacDonald No updates, when ToR for positions are revisited, some of these duties may be given to Zone Councilors</p>	<p>5.8.2 – Closed 5.8.3 – ALL: To let the Executive, Bill Chrapko and Greg Ward know of any retirements via email 5.8.4 – Tabled</p>
<p>5.9</p>	<p><u>Alberta Branch Calendar:</u> A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch. 5.9.1 – Important Dates to know – J. Popadynetz Rough calendar has been made with some important dates but needs to be completed.</p>	<p>5.9.2 – J. Popadynetz to speak to J. Vaughan about how to implement on website.</p>
<p>5.10</p>	<p><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2011 5.10.1 – Terms of Reference formatting update – A. Simmons Terms of References was sent out to Executive on February 24, 2013</p>	

6.0	Standing Items: Advocacy	
6.1	<p><u>2013 National Centenary: We will be aware and supportive of the CIPHI Centenary Celebrations.</u></p> <p>6.1.1 – National Committee Update – K. Anderson Formal Recognition is being sent to the 100 members of distinction. Jason currently has Giardia (Centenary Mascot) and will bring it to AGM.</p> <p>6.1.2 – Provincial Update – J. MacDonald All members received their coins from ZCs. Tree planting initiative will be featured in the spring edition of the ABN.</p>	
6.2	<p><u>Awards: We will continue to use our awards as a way to engage & support our members and partners.</u></p> <p>6.2.1 – 2014 Awards Update – J. MacDonald To date, 5 award nominations have been received. More are expected to come from Calgary Zone and Edmonton Zone.</p>	<p>6.2.1 – Zone Councilors to use this last week to try and get more nominations.</p>
6.3	<p><u>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession</u></p> <p>6.3.1 – 2014 EPHW update Theme will be “celebrating the next 100 years.” Will take place the last week of September.</p>	
6.4	<p><u>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc</u></p> <p>6.4.1 – Zone Councilor engagement of members – ZCs No concerns were brought to the table.</p> <p>6.4.2 – What does CIPHI do for me? – J. MacDonald</p>	<p>6.4.2 - Tabled</p>
6.5	<p><u>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand</u></p> <p>6.5.1 – Sock Drive 2013 and 2014 – J. MacDonald We currently do not have a social committee chair. There will be an update on the 2013 sock drive in the upcoming ABN. For 2014, the Advocacy Committee or communications consultant may approach companies to team-up for the drive.</p>	
6.6	<p><u>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.</u></p> <p>6.6.1 – MSC – delay in updates to Branch lists New National MSC Chair is Barb Krar No new concerns were brought up by the Executive</p>	

6.7	<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 There will be a write up in the ABN that the Golf Tournament will not proceed, as it is not inclusive enough. There is room for a “letter to the editor” in each edition – any opinions, thoughts etc, can be vetted this way.</p>	
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 – EPH in the News – J. MacDonald 6.8.2 – Communications & Consultant updates – J. Elliott Advocacy committee has been busy working on a response to prepare for future issues with food donations and/or community food events, like those that were encountered during the 2013 flood. Options being explored are:</p> <ol style="list-style-type: none"> 1. Statistics on illness rates 2. Costs associated with illness (\$200 for donated food versus the cost for hospitals, treatment, etc.) 3. Visuals to represent the hazards associated with home-prepared food. 	
7.0	New Business	
7.1	ONE HEALTH Update – P. Hodgkinson	J. MacDonald to ask Pam to email Executive with an update of ONE HEALTH.
8.0	<p>Adjournment MOTION: Motion to adjourn the meeting at 1:22pm NAME: D. Romanish</p>	
	Next Meeting: TBA	