

ITEM	DETAILS	ACTION ITEMS
	Meeting called to order at 12:02pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call</p> <p>Present: Jon Elliott, Kyle Wonsiak, Jason MacDonald, Scott Budgell, Danny Thepsouvanh, Jeremy Roberts, Adrea Simmons, Thomas Cheung, Corey Ma, Wayne Quan, Daria Romanish, Koreen Anderson, Jessica Popadynetz</p> <p>Regrets: Andrea Germann</p> <p>Guests:</p> <p>1.2 In Memoriam: Mr. Larry King-Hunter Moment of silence for Mr. Larry King Hunter</p>	<p>W. Quan to ask Ken Longmore for more information regarding Mr. King-Hunter and send through J. MacDonald for AGM</p>
2.0	Approval of Agenda	
	<p>Add: section 5.6.3 – Visiting professor at Concordia</p> <p>MOTION: Motion to approve the agenda</p> <p>NAME: J. Roberts / D. Romanish</p>	Carried
3.0	Approval of February 24, 2014 Executive Meeting Minutes	
3.1	<p>Add: none</p> <p>Delete: none</p> <p>MOTION: Move to approve the minutes from February 24, 2014 as they were sent out</p> <p>NAME: D. Romanish/ S. Budgell</p>	<p>Carried</p> <p>J. Popadynetz to send to J. Vaughan for posting.</p>
4.0	E-mail Motions	
	<p>Motion: Move that the AGM be held in Yellowknife, NT in 2014.</p> <p>NAME: J. Roberts / D. Romanish</p>	Defeated
	<p>Motion: CIPHI Alberta Branch will send one delegate to attend the retirement dinner event in honour of our distinguished member Mr. Ron de Burger. CIPHI Alberta Branch will cover flight, meals, ticket cost to any formal events (maximum \$75 total), and one night's accommodation for the delegate who represents our Branch.</p> <p>NAME: J. Elliott / J. Popadynetz</p> <p>Update: P. Phan attended the retirement and will update through ABN.</p>	Carried
	<p>Motion: CIPHI Alberta Branch will donate \$500 towards the 2014 AEC Welcome Reception and authorize up to \$250 towards the purchase of a prize(s) for the AEC silent auction fundraiser.</p> <p>NAME: J. Roberts / D. Romanish</p> <p>Update: D. Thepsouvanh has sent \$500 cheque and J. MacDonald will purchase \$250 prize(s).</p>	Carried

	<p>Motion: CIPHI Alberta Branch will support the Alberta Health Services Environmental Public Health Step Challenge by donating five gift cards for \$15 each, totaling \$75. Gift cards will be purchased from locations that support a healthy and active lifestyle.</p> <p>NAME: J. MacDonald / S. Budgell</p> <p>Update: Gift cards have been purchased and given to Lisa Weiss.</p>	Carried
5.0	Standing Items: Operational Excellence	
5.1	<p><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances</p> <p>5.1.1 – 2013 Budget – D. Thepsouvanh Money from National membership reimbursement has come though (~\$14000), making account sit at ~ \$120000, not including investment.</p> <p>5.1.2 – Auditors – D. Thepsouvanh Edwina Kordyback and Ludmilla Rodriguez are in the process of auditing. So far, everything is accounted for. Just looking for ways to track discrepancies between cheque value and deposited value, these are usually only a few cents.</p> <p>5.1.3 – 2014 Forecasted Budget – D. Thepsouvanh 2014 looks like business as usual. Will know more once the finances for the 2013 Fall Workshop have been finalized.</p>	<p>J. Popadynetz to add honourarium for auditors on AGM agenda</p> <p>Zone Councilors – to print out the changes for members at AGM.</p> <p>J. MacDonald to set up conference call for host sites to discuss contingency plan should</p>
5.2	<p><u>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 – Changes to Bylaws for 2014 – J. MacDonald Want executive to be unified on the proposed changes to the bylaws J. MacDonald reviewed the proposed changes to ensure executive is on the same page and can answer any inquiries from members. We are hoping for 100% endorsement at AGM.</p>	
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 – 2014 Fall Workshop Update – J. MacDonald S. Nunn and J. MacDonald have applied for a grant to host a food safety training session. The goal is to bring different agencies together to discuss food safety issues. It is being planned during the last 2 days of EPHW (September 25-26, 2014) and will take place at the Matrix Hotel (downtown Edmonton).</p>	
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 – 2014 AGM – J. MacDonald Broadcast from Edmonton with 4 other sites registered. North zone may want to add 2 more sites: Edson and Fort McMurray.</p>	

<p>5.5</p>	<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 – Executive Benefits Policy – J. MacDonald and D. Thepsouvanh 5.5.2 – Financial Policy – J. MacDonald and D. Thepsouvanh</p> <p>Discussed both policies. There was a question raised as to why Alberta Branch's policies didn't change at the same time that the National policies changed. Answer: National moved forward and the Branch is just catching up.</p> <p>Main changes include:</p> <ul style="list-style-type: none"> - per diems for meals - updated mileage rate - updated private accommodation rate - Incidental coverage added - New expense form (excel spreadsheet) <p>Discussed two changes in Financial policy:</p> <ul style="list-style-type: none"> - Names of Executive Board need to be updated - Extend submission of claims from 14 days to 30 days 	<p>D. Thepsouvanh to make 2 proposed changes (exec name updates and extending submission date of expenses to 30 days) and send out to Executive for review.</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.</p> <p>5.6.1 – Partnership Agreement – J. MacDonald 5.6.2 – BOC Mock Oral Exam – J. MacDonald and T. Cheung</p> <p>The mock oral in April went well. K. Bauer organized and N. Fok and C. Eskow (both of Concordia) helped out. In total there were 13 volunteers and 11 candidates. Next one to be help in September or October 2014.</p> <p>5.6.3 – Visiting Professor – J. MacDonald Dr. Charles Hart from Kent State University is conducting a survey of environmental health across North America. He has already approached CoPE and J. MacDonald will have an update. He wants to meet with the Alberta Branch. Before meeting, the Executive thought that the intent of the survey would need to be known before a formal meeting take place in order to be prepared for any/all questions.</p>	<p>5.6.1 – closed</p>

<p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p>	<p><u>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</u></p> <p>5.7.1 – Twitter formal position – J. Elliott J. Elliott continues to tweet about EPH – trying only to send out relevant issues that are not too repetitive of CIPHI National and other Branches.</p> <p><u>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</u></p> <p>5.8.1 – Update on Assistant Zone Councilor Positions – ALL No update</p> <p>5.8.2 – Branch Historians – K. Anderson No update</p> <p>5.8.3 – Committee Chair positions - J. MacDonald Advocacy Chair: M. Allen has stepped down from Chair. J. Elliott will take her place until another member volunteers. Current committee members have been asked about their interest. If there are no volunteers, this can be added to AGM agenda and an EOI can be developed.</p> <p><u>Alberta Branch Calendar: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.</u></p> <p>5.9.1 – Important Dates to know – J. Popadynetz Online calendar has not been developed. There are not too many upcoming dates, except for: AGM: May 24, 2014 NEC: July 13-16, 2014</p> <p><u>Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2011</u></p> <p>5.10.1 – Terms of Reference formatting update – A. Simmons ToRs have been sent to J. Vaughan. Next review to be done by December 31, 2014.</p>	<p>J. Popadynetz to add Advocacy Chair callout to AGM agenda</p> <p>J. Popadynetz to change date to December 31, 2014</p>
<p>6.0</p>	<p>Standing Items: Advocacy</p>	
<p>6.1</p>	<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 6.1.2 – Provincial Update – J. MacDonald 2013 has come and gone, all activities related to the Centenary have been wrapped up.</p>	<p>6.1 – closed</p> <p>J. MacDonald to visit Concordia and check up on tree and plaque.</p>

<p>6.2</p>	<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 – 2014 Awards Update – K. Anderson Award summaries and a voting table have been sent out. Please submit votes using table to K. Anderson by Sunday, May 18, 2014. These will be given out at the Fall Workshop during the awards luncheon.</p> <p>Discussion around multiple award nominations. K. Anderson asked to discuss further if the Exec felt a need to do this due to the number of deserving candidates in some of the award categories. Each award costs ~\$80.</p>	<p>ALL – to submit award votes no later than Sunday, May 18, 2014.</p> <p>ALL – to start a conversation re: multiple award recipients.</p>
<p>6.3</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 – 2014 EPHW update – J. MacDonald September 22 – 26, 2014 Theme: “Celebrating the Next 100 years.” J. Feltham (Calgary) is doing the poster</p>	
<p>6.4</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 – ZCs Thank you to the Zone Councilors for helping AHS figure out who is a member for 2014.</p> <p>6.4.2 – What does CIPHI do for me? – J. MacDonald No update</p>	
<p>6.5</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 – Sock Drive 2014 – J. MacDonald Ensure this item is on AGM agenda to help find a champion to organize for 2014</p>	
<p>6.6</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 – J. MacDonald and J. Elliott Barb Krar is the new MSC Chair at National level. She has lots of ideas to improve the current MSC. Recently, a vote was made by the National to add some enhancements to the current system. This means that it may be possible to pull member lists by Zone in the future. Also, the more fields (both emails, employer, etc) will be able to be accessed by the Branch.</p>	

<p>6.7</p> <p>6.8</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 – J. MacDonald Very good feedback on recent edition of the ABN – very thorough news highlighting members. Feedback to P. Stewart was given by a couple of Exec members – this is always a welcomed practice.</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 – EPH in the News – J. MacDonald No update</p> <p>6.8.2 – Communications & Consultant updates – J. Elliott With the assistance of N. Fok, a letter has been drafted for HR departments that outlines why hiring those with a CPHI(C) is a benefit to an employer.</p> <p>6.8.3 – ONE HEALTH Update – J. MacDonald No update</p>	
<p>7.0</p>	<p>New Business</p>	
<p>7.1</p>		
<p>8.0</p>	<p>Adjournment MOTION: Motion to adjourn the meeting at 1:13am NAME: S. Budgell/ D. Romanish</p>	
	<p>Next Meeting: TBA</p>	