

Agenda

CIPHI Alberta Branch
Approved Executive Meeting Minutes
July 20, 2015

ITEM	DETAILS	ACTION ITEMS
	Call Meeting to Order 12:04	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call Attending: Thomas Cheung, Jason MacDonald (Minutes), Danny Thepsouvanh, Kyle Wonsiak, Scott Budgell, Adrea Simmons, Geoff Tomko, Daria Romanish, Sarah Yusuf, Jon Elliott, Regrets: Wayne Quan, Koreen Anderson, Jeremy Roberts, Guests: Kara Harvey (Edmonton)</p> <p>1.2 In Memoriam: Rick Dimock: Rick passed away suddenly in May and during his tenure with Environmental Public Health in the Edmonton area, particularly in Safe Food, he was known as a beloved colleague, mentor and friend to members across the Province. Gary Butler: Gary was a long time public inspector in Calgary. He was also the President of the Alberta Branch at one time, had served in various positions with the Branch and the Institute, and he was also on the Executive of HSAA – submitted by K. Lee</p>	
2.0	Adoption of Agenda	
	Add: None MOTION: Motion to approve the agenda (CARRIED) NAME: Budgell / Simmons	
3.0	Approval of December 01, 2014 Executive Meeting Minutes	
3.1	Add: Delete: MOTION: Move to approve the minutes from December 01, 2014 (CARRIED) NAME: Budgell / Romanish	
4.0	Recording of E-mail Motions	
	<p>4.1 Update of Signing Authority (Elliott / Cheung) <i>"To update the Alberta Branch financial signing authority to reflect current Executive members in order to allow for efficient business. Namely, the following Executive members will have signing authority on our finances:</i> 1. Jason MacDonald, President 2. Jon Elliott, Vice President 3. Kyle Wonsiak, Federal Zone Councillor 4. Danny Thepsouvanh, Treasurer"</p> <p>4.2 Legal Assistance Motion (Elliott / Cheung) <i>"AB Branch gets legal assistance from Miller Thomson to determine what</i></p>	<p>D. Thepsouvanh to wait until upcoming election to see if a new motion is needed.</p> <p>Elliott to continue to lead relationship with MT.</p>

	<i>must be done to regulate membership to a maximum budget of \$5000”</i>	
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>5.2.1 – 2014 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> • Waiting on return of audit from auditors. Danny does not anticipate any issues. <p>5.2.2 – 2015 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> • Danny balancing regular finances with those of fall workshop and 2016 national conference. 	
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 – Society Filing – J. MacDonald</p> <ul style="list-style-type: none"> • Once AGM occurs, society registration will need to be done with Service Alberta 	
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 – J. MacDonald / D. Thepsouvanh</p> <ul style="list-style-type: none"> • Finance close out <p>5.3.2 – 2015 Fall Workshop – J. MacDonald / S. Budgell</p> <ul style="list-style-type: none"> • Theme: “Uniting Urban and Rural” • Pomeroy Hotel in Olds, Alberta on October 14, 15 	Closed
5.4	<p><u>AGM:</u> We will conduct our business professionally at these meetings and make them as convenient for members to attend.</p> <p>5.4.1 – 2015 AGM – J. MacDonald</p> <ul style="list-style-type: none"> • Telehealth style September 26, 2015 • Red Deer, Calgary, Grand Prairie, Edmonton, Lethbridge (possibly Medicine Hat) 	MacDonald to ensure remote sites are added to list
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 – Executive Benefits Policy – J. MacDonald and D. Thepsouvanh</p> <ul style="list-style-type: none"> • Discussion on the need for two Exec members to have expenses covered for NEC meetings. • No harm in changing policy if this is something we continue to • If policy changed it can be budgeted for. 	MacDonald to draft revised EB Policy in preparation of AGM

	<p>5.5.2 – Financial Policy – J. MacDonald and D. Thepsouvanh</p> <p>5.6 <u>Concordia:</u> We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</p> <p>5.6.1 – BOC Mock Oral Exam – Edmonton ZC</p> <p>5.6.2 – ‘Concordia University of Edmonton’ name change.</p> <p>5.6.3 - 20th anniversary of the EH program to be recognized at fall training event.</p> <p>5.7 <u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders.</p> <p>5.7.1 – Twitter – J. Elliott</p> <p>5.7.2 – Consultant updates – J. Elliott / J. MacDonald</p> <ul style="list-style-type: none"> • Leanne Stangeland – EPHW discussions have begun in an effort to promote the week around AHS, AH and with HSAA • Miller Thomson - Looking into legality of the credential, including ability to revoke, suspend, deny, etc. <ul style="list-style-type: none"> - Goal is to better regulate members - Looking into roles (employer versus Branch versus Institute) <p>5.8 <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 – Assistant Zone Councilor Positions</p> <p>5.8.2 – Branch Historians – J. Elliott</p> <ul style="list-style-type: none"> - Old Foodsafe videos uncovered at Alberta Health and will be sent to Valerie Davidson to be digitized if needed and possible Tim Roark (National historian). <p>5.8.3 – Committee Chair positions - J. MacDonald</p> <p>5.9 <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> <ul style="list-style-type: none"> • AEC in Ottawa – September 13-16, 2015 • Branch AGM – September 26, 2015 • Branch Training in Olds – October 14-15, 2015 <p>5.10 <u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2015.</p> <p>5.10.1 – Terms of Reference update – J. MacDonald</p> <p>5.11 <u>NEC:</u> President to Update on National Initiatives.</p>	<p>Thepsouvanh and Elliott to continue to summarize average operating expenses</p>
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	<p>Alberta's commitments to National Strategic Plan:</p> <ul style="list-style-type: none"> • Exploration of national ethics committee. • Exploring the legalities around the credential. • Transition of MSC to office from volunteer committee. • Mandatory Membership. 	
6	Standing Items: Advocacy	
6.1	<p><u>Awards:</u> We will continue to use our awards as a way to engage & support our members and partners.</p> <p>6.1.1 – 2015 Awards update – J. Elliott</p>	Elliott to prepare announcement of winners for AGM and order trophies
6.2	<p><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession.</p> <p>6.2.1 – 2015 EPHW update – J. MacDonald</p> <ul style="list-style-type: none"> • Posters & Draft proclamations. <ul style="list-style-type: none"> - Jason Feltham designed poster. - September 1 posters go up. - Concerns about overlap with other local initiatives so perhaps Meaghan could help coordinate. • 	Cheung to ask M. Allen to lead requests.
6.3	<p><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</p> <p>6.3.1 – Zone Councilor engagement of members – ZCs</p> <ul style="list-style-type: none"> • Members asking about what is being done with money in bank <ul style="list-style-type: none"> - Money now being spent on legal opinion and advocacy consultant <p>6.3.2 – What does CIPHI do for me? – J. MacDonald</p>	
6.4	<p><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</p> <p>6.4.1 – CIPHI in the Community – T. Cheung</p> <ul style="list-style-type: none"> • The idea was discussed that every zone could have a set amount set aside to support CIPHI in the community. • Current approach would be to have various initiatives brought forward by members to Executive for support. At this time it was felt that this method may work just as well as a written policy. 	
6.5	<p><u>Website & Members Service Center:</u> Our Executive will visit the website and</p>	

	<p><i>MSC routinely and be aware of opportunities with respect to outward communications via these forums.</i></p> <p>6.5.1 – MSC – J. Elliott / J. MacDonald</p> <p>6.5.2 – Website – J. MacDonald / J. Elliott</p> <p>6.5.3 – Emails / Google Drive – J. Elliott</p> <ul style="list-style-type: none"> • Elliott has set up gmail accounts for ZCs who want them. 	
6.6	<p><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></p> <p>6.6.1 – Spring Edition of Alberta Branch News – J. MacDonald</p>	
6.7	<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>6.7.1 – EPH in the News – J. MacDonald / J. Elliott</p> <ul style="list-style-type: none"> • Wikipedia page update <ul style="list-style-type: none"> - Concordia students developed a page but it will be required to be re-written. - Page is not currently active. • AHS Video and North Zone story spearheaded by communications. • AHS staff profiled in Cold Lake relocation • Dr. James Talbot is no longer the Chief Medical Officer of Health for Alberta 	<p>MacDonald to get AHS videos posted on Branch Website</p>
7	New Business	
7.1	<p>2016 AEC Update – J. MacDonald / T. Cheung</p> <ul style="list-style-type: none"> • Chateau Lacombe in Edmonton on September 23-26, 2016 • <i>Innovation Beyond Inspection</i> • Keynotes in place, Social events solidified • Event App begin investigated in an effort to go paperless 	
8	<p>Adjournment</p> <p>MOTION: Motion to adjourn</p> <p>NAME: Romanish / Tomko</p>	
	Next Meeting: Jason to send a doodle for early September	