

*Approved Minutes (Approved at the May 14 2016 AGM)*

ITEM	DETAILS	ACTION ITEMS
	<p><b>Meeting called to order at 10:03am</b>  <b>Members in Attendance:</b>  <b>Grande Prairie Site:</b> Ashwin Din, Katerina Halkett, Anne Hoang, Jonathan Kwan, Nicole McIntyre, Krista Park, Terry Scott, Bonnie Segal, Adrea Simmons, Jeremy Spencer, Elmer Spilchen, Ashley Yu  <b>Edmonton Site:</b> Meaghen Allen, Angelina Barlow, Jamie Carbert, Thomas Cheung, Ken Dong, Jon Elliott, Karah Harvey, Niyall Hislop, Jason MacDonald, Christina Ngo, Phi Phan, Ludmilla Rodriguez, Bryan Smith, Tony Thepsouvanh, Geoffrey Tomko, Greg Ward, Kyle Wonsiak  <b>Red Deer Site:</b> Manny Ahmad, Emily Boggis, Scott Budgell, Dave Brown, Garth Gosselin, Mike Lambert, Keith Lee, Erin Teare  <b>Calgary Site:</b> Amy Chahal, Alaa Farhaat, Erin McKenna, Evelien Meyer, Sarah Yusuf-Bawa  <b>Medicine Hat Site:</b> Wayne Quan</p> <p>43 members in attendance, surpassing quorum requirement of 20 members.</p>	
1.0	<p><b>In Memoriam – Mr. Gary Butler</b>  <b>– Mr. Rick Dimock</b></p> <p>A moment of silence was given for both branch members</p>	
2.0	<p><b>Approval of Agenda</b></p> <p>Add: 10.5 Awards Criteria (P. Phan) , 10.6 Inclusion Policy (J. MacDonald) , 10.7 Environmental Public Health Week (J. MacDonald)</p> <p><b>MOTION: Motion to approve the revised agenda</b>  <b>NAME: J. Elliott, S Budgell</b></p>	<b>Motion Carried</b>
3.0	<p><b>Adoption of AGM Minutes from May 24, 2014 (Telehealth)</b></p> <p>Add: 1.0 Change- Vermillion, change to Vegreville</p> <p><b>MOTION: Move to approve the AGM minutes from May 24, 2014</b>  <b>NAME: A. Simmons, N. Hislop</b></p>	<p>J. MacDonald to update 2014 AGM Minutes and send to J. Vaughn for website update.</p> <p><b>Motion Carried</b></p>
4.0	<p><b>Executive Voting- J. MacDonald</b></p>	
4.1	<b>President-</b> Nominee/Acclaimed: T. Cheung. No nominees from the floor.	
4.2	<b>President Elect-</b> Nominee/Acclaimed: E. Meyer. No nominees from the floor.	
4.3	<b>Secretary-</b> Nominee/Acclaimed: K. Harvey. No nominees from the floor.	
4.4	<b>Treasurer-</b> Confirmation of reappointment D. Thepsouvanh.	
5.0	<p><b>Confirmation of Zone Councilors</b></p>	
5.1	<b>Federal-</b> K. Wousiak	
5.2	<b>Arctic-</b> J. Roberts	
5.3	<b>North-</b> A. Simmons	
5.4	<b>Edmonton-</b> Expression of Interest from Christina Ngo. Appointment of Edmonton Zone Councilor to be determined offline.	
5.5	<b>Central-</b> S. Budgell	
5.6	<b>Calgary-</b> S. Yusuf Bawa	<p>T. Cheung to send request for expressions of interest for Zone Councilor position to Edmonton Zone members (offline)</p>

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5.7	South- G. Tomko	
6.0	<b>Reappointments of Committees</b>	
6.1	<b>Membership-</b> G. Ward not present at time of discussion. <b>MOTION: Move defer 6.1 to12.0</b> <b>NAME: J. Elliot, K. Wonsiak</b>	<b>Motion Carried</b>
6.2	<b>Newsletter-</b> P. Stewart (& Call for Newsletter Committee Members)	Members interested in the newsletter committee please contact P. Stewart
6.3	<b>Website-</b> J. Vaughan	
7.0	<b>Association Executive Reports</b>	
7.1	<b>President &amp; Vice President's Message – J. MacDonald / J. Elliott</b>	<b>Report Accepted</b>
7.2	<b>Treasurer's Report and Auditor's letter – D. Thepsouvanh</b> <b>MOTION: Move acceptance of report</b> <b>NAME: K. Lee, K. Dong</b> <ul style="list-style-type: none"> <li>- 2013 workshop is listed in the 2014 financial report because not all funds are received by the end of 2013.</li> <li>- Discussion regarding \$250,000 in assets and its potential use. The Branch is currently involved in a number of initiatives with potentially high expenses. For example the Alberta Branch is currently supporting CIPHI National by seeking legal advice in regards to mandatory membership (legal opinion approved up to \$5000 expenditure). If legal counsel is also used for drafting policy at the branch and national level, additional funds will have to be allocated.</li> <li>- It was suggested the AGM be used as an opportunity for approving funds spent for legal advice. Based on bylaws the Executive can spend \$10,000 without membership approval. No need for approval at this time.</li> <li>- Members expressed an expectation of regular updates to membership regarding spending (such as the treasurer's report).</li> </ul>	<b>Motion Carried</b>
8.0	<b>Executive Board Reports</b>	
8.1	<b>Federal –K. Wonsiak</b>	
8.2	<b>Arctic – J. Roberts</b>	
8.3	<b>North – A. Simmons</b>	
8.4	<b>Edmonton – T. Cheung</b>	
8.5	<b>Central – S. Budgell</b>	
8.6	<b>Calgary – S. Yusuf- Bawa</b>	
8.7	<b>South – W. Quan/G. Tomko</b> All reports reviewed and accepted as written.	<b>All reports accepted</b>
9.0	<b>Committee Reports</b>	
9.1	<b>Membership – G. Ward &amp; E. Teare</b> <ul style="list-style-type: none"> <li>- Membership numbers are comparable to recent years.</li> <li>- All members are asked to update their profiles on the Member Service Centre for communication purposes.</li> </ul>	Request for all members to update MSC.
9.2	<b>Newsletter – P. Stewart</b>	

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<p>9.3</p> <p>9.4</p> <p>9.5</p>	<p><b>Website – J. Vaughan</b></p> <p><b>Board of Certification- T. Thepsouvanh</b></p> <ul style="list-style-type: none"> <li>- Instructional Objectives review is ongoing. Target for implementing change is fall 2016. Currently the process is in the stakeholder engagement stage.</li> <li>- Exam fees have increased due to inflation.</li> <li>- T. Thepsouvanh will become the Vice Chair of the BOC January 1 2016. There will be an opening for the Alberta Representative</li> </ul> <p><b>Council of Professional Experience-V. Mah (discussion led by J. MacDonald)</b></p> <ul style="list-style-type: none"> <li>- J. Brown is now the Alberta representative.</li> <li>- Thank you to V. Mah for his service on the CoPE</li> <li>- There has been high turnover on the CoPE at the national level.</li> <li>- CoPE will become an area of focus for CIPHI National as mandatory membership is rolled out</li> </ul> <p>All reports reviewed and accepted as written.</p>	<p>Executive to put call for expression of interest in the Alberta Representative to BOC position.</p> <p><b>All reports accepted</b></p>
<p>10.0</p>	<p><b>Business Arising</b></p>	
<p>10.1</p> <p>10.2</p> <p>10.3</p>	<p><b>CIPHI in the Community – T. Cheung</b></p> <ul style="list-style-type: none"> <li>- This concept is an evolution of the CIPHI Sock Drive in an effort for CIPHI to better serve local needs and raise the profile of CIPHI in members' communities.</li> <li>- Since the last AGM the Executive discussed a possible funding policy to implement CIPHI in the Community. There has not been a decision reached and the new Executive will continue working on a policy.</li> <li>- Member's interested in hosting or supporting an event in their community can bring the idea forward to the Executive. Current sponsorship is assessed based on merit of each application.</li> <li>- Initiatives supported to date had multiple CIPHI members involved and affected the community in a positive way. The benefit to CIPHI should also be identified in the application.</li> <li>- Suggestion was made to tie this initiative in with Environmental Public Health Week.</li> </ul> <p><b>Honorarium for Auditors – J. MacDonald</b></p> <p><b>MOTION: Move to award honorarium of \$50 to each auditor this year.</b> <b>NAME:K. Wonsiak, G. Tomko</b></p> <ul style="list-style-type: none"> <li>- 2 members in good standing audit the CIPHI Treasurer's Report each year.</li> <li>- The 2014 report was audited by L. Rodriguez and E. Kordyback.</li> <li>- Typically the Auditors have been awarded a \$50 honorarium</li> <li>- Auditor present exited the room for discussion regarding honorarium.</li> <li>- \$100 honorarium was suggested based on the work required to complete the audit.</li> </ul> <p><b>AMMENDEMENT: Move to award honorarium of \$100 to each auditor this year.</b> <b>NAME:J. MacDonald, B. Smith</b></p> <p>Auditor reentered the room.</p> <p><b>Approval of Executive Benefits policy- J. MacDonald</b></p> <ul style="list-style-type: none"> <li>- Executive affected by the proposed changes to the Executive Benefits</li> </ul>	<p><b>Motion Carried</b></p> <p><b>Amendment Carried</b></p>

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	<p>Policy exited the room.</p> <ul style="list-style-type: none"> <li>- <b>Summary of proposed changes:</b></li> <li>- Award same benefits to president elect as currently awarded to president</li> <li>- Award same benefits to the BOC Coordinator as currently awarded to Committee Chairs</li> <li>- These changes offer support and stability to the branch leadership</li> </ul> <p><b>MOTION: Move to change the Executive Benefits Policy</b> <b>NAME:</b><i>T. Cheung, T. Thepsouvanh</i></p> <ul style="list-style-type: none"> <li>- Suggestion from the floor to provide travel sponsorship for the AGM to Committee Chairs and the BOC Coordinator</li> </ul> <p><b>AMMENDEMENT: Move to support travel to the AGM with a travel sponsorship for Committee Chairs and BOC Coordinator</b> <b>NAME:</b><i>G. Gosselin, N. Hislop</i></p> <ul style="list-style-type: none"> <li>- Discussion from the floor of current Executive benefits and suggestion of honorarium.</li> <li>- Members of the Executive indicated this had been discussed at previous AGMs and the Executive is not in favour of an honorarium. Current benefits are viewed as incentive, not payment for service. Executive feel current benefits and opportunities for professional development are effective incentives.</li> </ul>	<p><b>Motion Carried</b></p> <p><b>Amendment Carried</b></p>
10.4	<p><b>Update from National Meetings in Ottawa- J. MacDonald</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental Health Review Award</b> <ul style="list-style-type: none"> <li>- Awarded to the Personal Services Technical Advisory Council</li> </ul> </li> <li>• <b>Alexander Officer Award</b> <ul style="list-style-type: none"> <li>- Awarded to AHS Inspectors for their work in Persons with Developmental Disabilities (PDD) Group Homes</li> </ul> </li> <li>• <b>Result of Motion</b> <ul style="list-style-type: none"> <li>- As of 2017, all certified members will be required to maintain professional development hours to keep designation. This requirement will not apply to members certified prior to 2017.</li> </ul> </li> </ul>	
10.5	<p><b>Awards Criteria- P. Phan</b></p> <ul style="list-style-type: none"> <li>- Awards criteria currently exclude Executive from winning awards. This decision was made almost 10 years ago.</li> </ul> <p><b>MOTION: Move to revisit the Awards Policy 1934</b> <b>NAME:</b><i>P. Phan, G. Tomko</i></p> <ul style="list-style-type: none"> <li>- Purpose of awards is to include and recognize members of the branch.</li> <li>- Current policy is in place to prevent awards from being given from the Executive, to the Executive.</li> <li>- Suggestion to change the wording of the policy to allow awards to be given Executive members "under special circumstances" or "with careful consideration"</li> <li>- Suggestion to designate an award for the Executive.</li> <li>- Recommendation to include general membership in awards decisions by annually forming an Awards Committee. Awards Committee could be made up of general members and some representation from the Executive.</li> </ul>	<p><b>Motion Carried.</b></p> <p>Executive to revisit the Awards Policy.</p>
10.6	<p><b>Inclusion Policy- J. MacDonald</b></p> <ul style="list-style-type: none"> <li>- A member contacted the Executive with concerns CIPHI does not have an explicit Inclusion Policy.</li> <li>- Executive feels this is possibly a national issue and will bring a motion</li> </ul>	<p>Executive to bring a motion to adopt an Inclusion Policy to the National CIPHI Executive.</p>



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10.7	<p>to the National CIPHI Executive to adopt an Inclusion Policy</p> <p><b>Environmental Public Health Week- J. MacDonald</b></p> <ul style="list-style-type: none"> <li>- September 26 is World Environmental Health Day</li> <li>- Stories were shared from across the province regarding how the week was celebrated in each community. Many of the EPH Week initiatives will be highlighted in the Alberta Branch Newsletter.</li> <li>- Requests for Proclamations were sent to municipalities across the province, as they have been in past years. Many municipalities indicated proclamations must be associated with an event. Other municipalities offered a verbal “bouquet” in place of a Proclamation.</li> <li>- HSAA Challenger (union publication) will feature an article about Environmental Public Health in the next edition (article based on an EHO in Pincher Creek).</li> <li>- Communications Consultant contracted by CIPHI was involved in media reach out for EPH Week. Consultant was able to gain HSAA support and AHS media coverage.</li> <li>- At a national level there is a binder for planning/executing EPH Week. This provides guidance and continuity each year.</li> <li>- Twitter hashtag was used for social media (#EPHW2015)</li> <li>- Suggestion from the floor to increase media for EPH Week, and advocacy as a whole.</li> <li>- Opportunity to tie EPH Week with CIPHI in the Community activities.</li> <li>- Advocacy Committee has been inactive due to lack of interest in chairing the committee. The Executive has been relying on Zone Councilors for advocacy.</li> <li>- It was noted EPH Week 2016 will be the same week as the CIPHI National Conference</li> </ul> <p><b>MOTION: Move for Workshop Update to be added to the agenda as item 13.</b> <b>NAME: E. Teare, E. Boggis</b></p>	Motion Carried
11.0	<b>Provincial Awards- J. Elliott</b>	Nominees and award recipients to be recognized at the Awards Luncheon at the Annual Education Workshop
11.1	<p><b>D.R. Vujevic Award Promising New Professional Award: Karah Harvey</b></p> <p><b>11.2 Environmental Public Health Manager Award: Doug Everett</b></p> <p><b>11.3 Community Service Award: Rebecca Johnson</b></p> <p><b>11.4 Advocate Award; Jim Kostuch</b></p> <p><b>11.5 Court Case Award: Ingrid Bohac &amp; Jessica Popadynetz</b></p> <p><b>11.6 L.E. Stewart Award: Sarah Nunn</b></p> <p><b>11.7 Fortitude Award: Janine Steinkey</b></p> <p><b>11.8 Long-term Service Award: Dan Richen, Lynn Bolenger</b></p> <p><b>11.9 President’s Outstanding Academic Achievement Award: Jamie Carbert</b></p> <ul style="list-style-type: none"> <li>- Dwayne Cherlenko and Wayne Button were acknowledged for 25 years of service as Environmental Public Health Professionals</li> </ul>	
12.0	<b>Membership Committee Update</b>	
	- G. Ward stepped down as Membership Chair. Greg was recognized for	

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	<p>his instrumental work in the development of the Member Service Centre (MSC)</p> <ul style="list-style-type: none"> <li>- E. Teare will serve as the new Membership Committee Chair.</li> </ul>	
<b>13.0</b>	<b>Fall Branch Workshop Update</b>	
	<ul style="list-style-type: none"> <li>- 121 full 2 day registrations received (including 23 students from Concordia University of Edmonton)</li> <li>- 7 registrations have been received for 1 day attendance</li> <li>- Venue, sponsorship (&amp; Alberta Agriculture grant) and social event are fully planned.</li> <li>- Status of employer support from Health Canada and AHS was discussed. Health Canada has not yet determined their ability to support attendance.</li> <li>- 2015 marks the 20<sup>th</sup> Anniversary of the Environmental Public Health program at Concordia University of Edmonton. This will be recognized at the AEC.</li> <li>- J. MacDonald and J. Elliot were thanked for their leadership on the CIPHI Executive</li> </ul>	
<b>14.0</b>	<b>Adjournment</b>	
	<p><b>MOTION: Motion to adjourn the meeting at 11:47am.</b> <b>NAME: P. Phan, M. Allen</b></p>	<b>Motion Carried</b>

