

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

ITEM	DETAILS	ACTION ITEMS
	Call to order 4:28pm	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Thomas Cheung, Jason MacDonald, Evelien Meyer, Danny Thepsouvanh, Sarah Yusuf Bawa, Scott Budgell, Adrea Simmons, Kyle Wonsiak, Karah Harvey, Christina Ngo</p> <p>1.2 Regrets: Jeremy Roberts</p> <p>1.3 Guests: none</p> <p>1.4 In Memoriam: none</p>	
2.0	Adoption of Agenda	
	<p>Add: 6.1.2 Scholarship Award Draw 7.2 Creation of Electronic Communication Policy</p> <p>MOTION: Motion to approve the agenda as amended NAME: J. MacDonald, S. Budgell</p>	Motion Carried
3.0	Approval of September 8, 2015 Executive Meeting Minutes	
3.1	<p>Add: Delete:</p> <p>MOTION: Move to approve the minutes from September 8, 2015 NAME: J. MacDonald, S. Yusuf Bawa</p>	Motion Carried
4.0	Recording of E-mail Motions	
	4.1 Motion for the CIPHI Alberta Branch to make a \$1000 contribution to the Lifesaving Society of Alberta. (September 30, 2015)	D. Thepsouvanh to send

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

	<p>“CIPHI Alberta Branch will make a \$1000 contribution to the Life Saving Society of Alberta. These funds will assist with the programming of their 2015 fall educational forum and also be put towards affiliate membership in both 2015 and 2016.” (MacDonald, Tomko) CARRIED</p> <p>4.2 Motion for CIPHI Alberta Branch to contribute an additional \$51.99 to the fundraiser gift purchased for the 2015 AEC. (October 2, 2015) “CIPHI AB Branch will make an additional contribution of \$51.99 to the \$250.00 already contributed to the 2015 AEC to cover the remaining cost of purchasing a fundraiser gift.” (Cheung, MacDonald) CARRIED</p>	<p>donation to LSS</p> <p>D. Thepsouvanh to settle additional contribution.</p>
<p>5.0</p>	<p>Standing Items: Operational Excellence</p>	
<p>5.1</p> <p>5.1.1</p> <p>5.2</p>	<p><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></p> <p>5.1.1 – 2015 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> • Business as usual • Approximately 101,000 in Savings account (decrease due to expenses associated with Fall Workshop- this should balance later in the year). • Expense forms and associated receipts (scanned) should be submitted to Danny. Receipts must be original, itemized receipt. Expense form available on shared google drive. <p><i>Bylaws: We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</i></p> <p>5.2.1 – Society Filing – J. MacDonald</p> <p>MOTION: Motion to update signing ability for the branch account to include D. Thepsouvanh, T. Cheung, E. Meyer, K. Wonsiak NAME: J. MacDonald, S. Budgell</p>	<p>J. MacDonald and T. Cheung to re-register the branch as a society.</p> <p>Motion Carried.</p> <p>D. Thepsouvanh to update signing ability for branch account</p>

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

<p>5.3</p>	<p><i>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</i></p> <p>5.3.1 2015 Fall Workshop – J. MacDonald / S. Budgell</p> <ul style="list-style-type: none"> ● Mixed reviews on table-top exercise for emergency response (criticism from members). ● Meat inspection presentation was well received. 	
<p>5.4</p>	<p><i>AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.</i></p> <p>5.4.1 2015 AGM – T. Cheung</p> <ul style="list-style-type: none"> ● No issues with the sites for telehealth ● Difficult to hear discussion in Edmonton at satellite sites. More microphones may be needed. ● Another option may be to host the AGM via Lync. ● Plan to trial to host Executive Meeting via google hangouts. ● Plans to host next AGM in the spring (to separate from National AEC) 	<p>J. MacDonald to send thank you for Dr. Predy for use of AHS sites.</p>
<p>5.5</p>	<p><i>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</i></p> <p>5.5.1 – Executive Benefits Policy- T. Cheung</p> <ul style="list-style-type: none"> ● Update regarding discussion & amendment at AGM <p>5.5.2 – Awards Policy- T. Cheung</p> <ul style="list-style-type: none"> ● Motion from the floor at the AGM to revisit the Awards Policy ● Summary of Discussion at AGM: <ul style="list-style-type: none"> - Purpose of awards is to include and recognize members of the branch. - Current policy is in place to prevent awards from being given from the Executive, to the Executive. - Suggestion to change the wording of the policy to allow awards to be given Executive members “under special circumstances” or “with careful consideration” - Suggestion to designate an award for the Executive. <p>Recommendation to include general membership in awards</p>	<p>T. Cheung to update Executive Benefits policy to reflect changes from AGM.</p> <p>J. MacDonald to update policy to reflect suggestions from the AGM & Executive discussions.</p>

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

decisions by annually forming an Awards Committee. Awards Committee could be made up of general members and some representation from the Executive.

- Discussion based on AGM suggestions.
- Past president to organize the voting process using an annually selected committee of general members. Executive may be excluded from some, but not all awards.

5.6 ***Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.***

5.6.1 – BOC Mock Oral Exam (October 17 2015)

- 6 of 12 potential BOC Candidates will participate in the Mock.
- There are enough examiners.

5.6.2 – Concordia 20th Anniversary Recognition- J. MacDonald

- Plaque created for Dr. K. McDonald for her 15 years of contribution to the field to be presented by J. MacDonald at the awards luncheon.
- Dr. Song will also speak on behalf of the school.
- All Concordia Grads will be invited to take place in a commemorative photo at the awards luncheon.
- Concordia "Homecoming" has not been actioned by Concordia yet.
- Possible bursary/scholarship creation in commemoration of the 20th year of the program.
- Discussion regarding increasing President's Award to \$850 to cover increased cost of the BOC

5.7 ***Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.***

5.7.1 – Twitter – T. Cheung

- J. Elliott to continue updating the branch Twitter account
- J. MacDonald to tweet for CIPHI2016
- P. Phan continues to maintain national social media accounts.

5.7.2 – Consultant updates – T. Cheung/J. MacDonald

- No update. No bill has been received for services regarding EPH Week

D. Thepsouvanh to write cheque for Presidents' Award recipient (J. Carbert)

T. Cheung to change the policy for the President's Award to reflect \$850 award.

E. Meyer to discuss twitter account with J. Elliott

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

5.8 *Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.*

5.8.1 – Zone Councilor (& assistants) positions/vacancies confirmed

- Arctic- J. Roberts (vacant assistant)
- North- A. Simmons (M. Dahlgren)
- Edmonton- C. Ngo (C.Ma)
- Federal- K. Wonsiak (W. Drobina)
- Central- S. Budgell (J.Lee)
- Calgary- S. Yusuf Bawa (E. McKenna)
- South- G. Tomko (K. Dale- voted in by South Zone October 14 2015)

5.8.2 – Forecasted Vacancy for the Alberta Representative to the BOC- T. Cheung

- 3 expressions of interest received. Applicants were asked to submit a resume.
- E. Teare to be approached as a potential backup to the COPE Committee.

J. MacDonald to request invoice from Consultant.

J. MacDonald to speak to E. Teare regarding COPE

5.9 *Alberta Branch Calendar: A Calendar tool will be created that tracks important dates for CIPHI Alberta Branch.*

5.9.1 – Important Dates to know

- September 26-28 2016, National AEC hosted in Edmonton, AB. Conference early bird rate will be \$599.
- CIPHI Alberta Branch to make use of google calendar. Executive to send

K. Harvey to remind members about allocating funds in Health Spending Accounts

K. Harvey to update and

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

	suggestions to branch email account regarding important dates.	
5.10	<p><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> <ul style="list-style-type: none"> • ToR to be updated every 2 years. 	<p>maintain CIPHI google calendar. Executive will be contacted for suggested important dates</p> <p>J. MacDonald to send most recent ToR to T. Cheung.</p>
5.11	<p><u>NEC: President to Update on National Initiatives.</u></p> <p>5.11.1- Update from National Meetings in Ottawa- T. Cheung/J. MacDonald</p> <ul style="list-style-type: none"> • Lessons learned from Ottawa (do's and dont's) • Motion regarding mandatory membership was passed in Ottawa with strong support. Motion will affect those certified after 2017. • COPE will be a national focus moving forward. There will be a larger need for auditors with increased 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> <ul style="list-style-type: none"> • Awards have been made and are onsite for the awards luncheon. • T. Thepsouvanh has agreed to host the awards and D. Thepsouvanh will be doing photography. <p>6.1.2- Scholarship Draw- T. Cheung</p> <ul style="list-style-type: none"> • Draw to be made at the awards luncheon • J. MacDonald has the names of the applicants. 	<p>S. Budgell to approach the workshop committee for gift for T. Thepsouvanh.</p>
6.2	<p><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession.</p>	

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

	<p>6.2.1 – 2016 EPHW Suggestions from AGM</p> <ul style="list-style-type: none">- Twitter hashtag was used for social media (#EPHW2015)- Suggestion from the floor to increase media for EPH Week, and advocacy as a whole.- Opportunity to tie EPH Week with CIPHI in the Community activities.- Advocacy Committee has been inactive due to lack of interest in chairing the committee. The Executive has been relying on Zone Councilors for advocacy.- It was noted EPH Week 2016 will be the same week as the CIPHI National Conference <ul style="list-style-type: none">• E. Teare is interested in Advocacy. E. Meyer also expressed interest.• Ontario has an Promotions Councillor.• Discussion of advocacy also falls to the Executive. <p>6.3 <u>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</u></p> <p>6.3.1 – Zone Councilor engagement of members – ZCs</p> <ul style="list-style-type: none">• North Zone excellent attendance at AGM.• South Zone has seen increased interest in CIPHI recently• Gifts for membership discussed. Gifts have not been given in recent years. <p>6.3.2 – What does CIPHI do for me? – J. MacDonald</p> <ul style="list-style-type: none">• Anti-Entrapment Seminar (Aquatics) November 20 2015 (9am-3pm) <p>6.4 <u>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</u></p> <p>6.4.1 – CIPHI in the Community – G. Tomko</p> <ul style="list-style-type: none">• Discussed at the AGM. Policy has not been changed.• Possible tie in to EPH Week.	<p>Ideas to be brought forward for gifts at future Executive meeting.</p> <p>G. Tomko to take the lead on revisiting the policy.</p>
--	---	--

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

<p>6.5</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>6.5.1 – Member Service Centre (MSC) – T. Cheung / J. MacDonald</p> <p>6.5.2 – Website – J. MacDonald / T. Cheung</p> <ul style="list-style-type: none"> • Update needed for Executive • Lost stories should be put in the CIPHI in the News (new side bar) <p>6.5.3 – Emails / Google Drive – J. Cheung</p> <ul style="list-style-type: none"> • Personal/work emails remain on the Executive Mailing list. • All correspondence should be sent from your branch email. <p>6.5.4- EventBrite Registration</p> <ul style="list-style-type: none"> • Worked well for this year. • An alternate e-registration will be used for the national registration. 	<p>K. Harvey to send J. Vaughn the updated executive list.</p> <p>All Executive to review the website and bring forward suggestions.</p>
<p>6.6</p>	<p><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</p> <p>6.6.1 – Call for material for Edition of Alberta Branch News – J. MacDonald</p> <ul style="list-style-type: none"> • Email addresses to be updated to only the branch next edition 	
<p>6.7</p>	<p><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.</p> <p>6.7.1 – EPH in the News – J. MacDonald / J. Elliott</p>	
<p>7</p>	<p>New Business</p>	
<p>7.1</p>	<p>2016 AEC Update – J. MacDonald / T. Cheung</p> <ul style="list-style-type: none"> • App will be online through the app store closer to the event. Information 	

APPROVED
MINUTES

CIPHI Alberta Branch
Executive Meeting Minutes
October 14, 2015

	<p>can currently be viewed online.</p> <ul style="list-style-type: none"> ● 2016 AEC Booth in 2015 conference in Ottawa <ul style="list-style-type: none"> ○ AGM hosted during sessions did not work. ● Postcards printed and onsite at the fall workshop. ● More discussion at the next Executive meeting. 	
7.2	<p>Creation of Electronic Communication Policy- T. Cheung</p> <ul style="list-style-type: none"> ● Keep branch account for CIPHI business only. ● Remember the account will be passed on. 	<p>T. Cheung and K. Wonsiak to explore national policy and draft policy if needed.</p>
8	<p>Adjournment MOTION: Motion to adjourn NAME: S. Yusuf Bawa</p>	<p>Motion Carried</p>
	<p>Next Meeting: February 3 2016</p>	