

ITEM	DETAILS	ACTION ITEMS
	Call to order 6:10pm	
1.0	Roll Call & Memoriam	
	1.1 Roll Call: T. Cheung, K. Harvey, S. Yusuf-Bawa, A. Simmons, K. Wonsiak, C. Ngo, J. MacDonald, G. Tomko, D. Thepsouvanh, E. Meyers 1.2 Regrets: J. Roberts, S. Budgell 1.3 Guests: none 1.4 In Memoriam: none	
2.0	Adoption of Agenda	
	Add: MOTION: Motion to approve the agenda. NAME: J. MacDonald, S. Yusuf-Bawa	
3.0	Approval of October 14, 2015 Executive Meeting Minutes	
3.1	Add: Delete: MOTION: Move to approve the minutes from October 14, 2015 NAME: J. MacDonald, K. Harvey	
4.0	Recording of E-mail Motions	
	Motion passed December 2 2015: CIPHI Alberta branch will donate \$1000 to the Environmental Health Foundation of Canada for support of their awards and charitable initiatives.	Cheque has been sent.

	<p>NAME: K. Harvey, S. Budgell</p> <p>Motion passed January 14 2016: CIPHI Alberta branch will become an affiliate member of the Lifesaving Society and supported the Anti-Entrapment Fall Forum. Total donation \$1000.</p> <p>NAME: S. Budgell, J. Roberts</p>	
5.0	Standing Items: Operational Excellence	
5.1	<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"> - Ledger completed for 2015. Report to be circulated before AGM. 	
5.2	<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 Update – J. MacDonald</p> <ul style="list-style-type: none"> - Society Status renewed as non-profit organization <p>5.2.2 - Review of Bylaws for next meeting - T. Cheung</p> <ul style="list-style-type: none"> - Bylaws to be reviewed every 2 years (last done in 2014) - Review/changes can be made to bylaws at March 5 2016 meeting - May need to update Alberta bylaws to reflect national mandatory membership (2017). 	<p>ACTION ITEM: All executive members to review current bylaws in preparation for March 5 meeting.</p>
5.3	<p><i>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</i></p>	

5.4	<p>5.3.1 2015 Fall Workshop Update– J. MacDonald / S. Budgell</p> <ul style="list-style-type: none"> - Financially squared up after 2015 Workshop. Profit was made (no exact sum to report at this time). <p>5.3.2 2016 No Fall Workshop due to AEC- T. Cheung</p>	
5.4	<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 2016 AGM – T. Cheung</p> <ul style="list-style-type: none"> - Spring AGM- May 7 or 14 2016 as possible dates - Telehealth organizing requires coordination with Dr. Predy's office 	<p>ACTION: T. Cheung to request access through Dr. Predy's office.</p>
5.5	<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 sent out via email. Previously approved at AGM. - Motion: Accept revisions to policy (J. MacDonald, G. Tomko) Motion Passed <p>5.5.2 – Awards Policy- T. Cheung & J.MacDonald</p>	<p>ACTION: T. Cheung to send update to Jeremy for branch website.</p> <p>ACTION: Policy to be updated at March 5 2016 meeting (tabled)</p>
5.6	<p><i>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</i></p> <p>5.6.1 – BOC Mock Oral Exam - C. Ngo</p> <ul style="list-style-type: none"> - C. Ngo to be contact for Mock Oral Exam <p>5.6.2 – Concordia 20th Anniversary Recognition - J. MacDonald/T. Cheung</p> <ul style="list-style-type: none"> - Turn over at Concordia and within CIPHI Executive. Relationship to be re-built with leadership. - Photo from fall workshop to be circulated in newsletter. 	<p>ACTION: C. Ngo to contact Kelly Bauer to confirm she will continue to organize.</p>

<p>5.7</p>	<p><u>Communications:</u> Executive will develop skills to communicate effectively with membership and with external stakeholders.</p> <p>5.7.1 – Twitter – E. Meyer</p> <ul style="list-style-type: none">- J. Elliot and E. Meyer currently Tweet for the branch. Working on growing following. <p>5.7.2 – Consultant updates – T. Cheung/J. MacDonald</p> <ul style="list-style-type: none">- Tabled- to be discussed in relation to AEC	
<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.</p> <p>5.8.1 – Zone Councilor (& assistants) updates</p> <ul style="list-style-type: none">● 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) <p>5.8.2 – Alberta Representative to the BOC update - T. Cheung</p> <ul style="list-style-type: none">- Keara Shaw now the Alberta Rep to the BOC- T. Thepsevanh is Vice Chair of BOC- G. Gosslin is the Chair of the BOC	<p>ACTION ITEM: All executive members to confirm attendance to March 5 meeting. Assistant ZCs may be sent in place of ZCs.</p> <p>Regrets for March 5 meeting: J. MacDonald</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.</p> <p>5.9.1 – Important Dates to know</p>	

CIPHI Alberta Branch
Executive Meeting Minutes
February 3, 2016, 6pm

<p>5.10</p>	<ul style="list-style-type: none"> - September 26-28 2016, National AEC hosted in Edmonton, AB. Conference early bird rate will be the \$499 (member rate) or \$599 (non-member rate). Approximately half the cost of 2015 conference to bring up registration numbers. - CIPHI Alberta Branch to make use of google calendar. Executive to send suggestions to branch email account regarding important dates. <p><i>Terms of Reference: Terms of Reference will be reviewed and approved by December 31, 2015.</i></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. - Bring ideas for changes to March 5 2016 meeting. <p>5.10.2 - Review TOR for next meeting - T.Cheung</p>	<p>ACTION ITEM: All executive members to review all TOR for March 5 meeting.</p>
<p>5.11</p>	<p><i>NEC: President to Update on National Initiatives.</i></p> <p>5.11.1- - Mandatory Membership Committee - T. Cheung</p> <ul style="list-style-type: none"> - NEC will discuss in February - Bylaws changes, complaint/appeals process 	
<p>6</p>	<p>Standing Items: Advocacy</p>	
<p>6.1</p>	<p><i>Awards: We will continue to use our awards as a way to engage & support our members and partners.</i></p> <p>6.1.1 – 2016 Awards Update - E. Meyer / T. Cheung</p> <ul style="list-style-type: none"> - Deadline extended to Feb 12 2016 - Awards to be announced at AGM. - Awards need to be awarded (not at the AEC). <p>6.1.2- Scholarship Draw - T. Cheung</p>	<p>ACTION: ZC to promote awards within their zone. K. Harvey to provide update Feb 8 regarding nominations received to date.</p>
<p>6.2</p>	<p><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</i></p>	

	<p>6.2.1 – 2016 EPHW deferred to March 5 meeting</p>	
<p>6.3</p>	<p><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</i> 6.3.1 – Zone Councilor engagement of members – ZCs 6.3.2 – What does CIPHI do for me? – E. Meyer 6.3.3 - Nicaragua Trip 2017 - T. Cheung - E. Meyer to liaise with the planning committee</p>	<p>ACTION ITEM: E. Meyer to maintain connection with Nicaragua planning committee.T. Cheung to connect E. Meyer with M. Sidra.</p>
<p>6.4</p>	<p><i>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</i> 6.4.1 – CIPHI in the Community – G. Tomko - Tabled until March 5 meeting.</p>	<p>ACTION: All to review draft policy circulated. To discuss March 5 2016.</p>
<p>6.5</p>	<p><i>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.</i> 6.5.1 – Member Service Centre (MSC) – T. Cheung 6.5.2 – Website – J. Vaughn / T. Cheung • Suggestions for website changes? 6.5.3 – Emails / Google Drive – T. Cheung / K. Harvey</p>	
<p>6.6</p>	<p><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i> 6.6.1 – Call for material for Edition of Alberta Branch News – T. Cheung</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 – ZCs</p>	
7	New Business	
7.2	Creation of Electronic Communication Policy - K. Wonsiak	<p>ACTION ITEM: Remove work emails from executive emailing group.</p>
8.0	<p>Adjournment</p> <p>MOTION: Motion to adjourn</p> <p>NAME: T. Cheung, G. Tomko</p>	
	<p>Next Meeting: March 5 2016 (9am) Canada Place 9700 Jasper Ave (meet in lobby, parking may be challenging....)</p>	