

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

Schedule:

9:00am- Items 1-5.6

10:15am- Break

10:30am- Operational Excellence Breakout Sessions

12:00pm- Lunch Break

12:45pm- Report Back from Breakout Sessions

1:30pm-Items 6-end of Agenda

ITEM	DETAILS	ACTION ITEMS
	<b>Call to order 9:18 am</b>	
<b>1.0</b>	<b>Roll Call &amp; Memoriam</b>	
	<b>1.1 Roll Call:</b> T. Cheung, A. Simmons, S. Yusef-Bawa, C. Ngo, E. Meyer, E. McKenna, G. Tomko, J. Roberts, K. Wonsiak, D. Thepsouvanh, K. Harvey <b>1.2 Regrets:</b> J. MacDonald, S. Budgell, P. Stewart, E. Teare, K. Shaw	
<b>2.0</b>	<b>Adoption of Agenda</b>	
	Add: 6.3.3 Membership Sponsorship Policy Revisions 5.3.2 BOC Exam Coordinator TOR/Upcoming Vacancy <b>MOTION: Motion to approve the agenda.</b> <b>NAME: A. Simmons, J. Roberts</b>	
<b>3.0</b>	<b>Approval of February 3 2016 Executive Meeting Minutes</b>	
<b>3.1</b>	Add: Delete: <b>MOTION: Move to approve the minutes from February 3, 2016</b>	

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

	<b>NAME:</b> K. Wonsiak, C. Ngo	
<b>4.0</b>	<b>Recording of E-mail Motions</b>	
	Motion: None since last teleconference.	
<b>5.0</b>	<b>Standing Items: Operational Excellence</b>	
<b>5.1</b>	<p><b><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</b></p> <p><b>5.1.1-</b> 2015 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> <li>- Added ledger codes: communications consultant, legal consultation, miscellaneous</li> <li>- Revenues- similar to last year (2014). Growing Forward grant was not received in 2015, has been received, will show up in 2016 (approximately \$33,000)</li> <li>- AEC costs from hosting are currently being taken from branch budget (seed money- will be reimbursed).</li> <li>- 2015 Branch Workshop Profit: approximately \$21,000</li> <li>- Scholarship Account: approximately \$22,000 (1 transaction per year for Concordia Award Scholarship \$850)</li> <li>- Communications Consultant Invoicing up to date at this point.</li> <li>- Auditors from last years will be asked to audit this year.</li> </ul>	<p><b>Action Item: T. Cheung to approach auditors from last year to determine willingness to audit 2015.</b></p>
<b>5.2</b>	<p><b><u>National Executive Council (NEC):</u> President to Update on National Initiatives.</b></p> <p><b>5.2.1-</b> Update - T. Cheung</p> <ul style="list-style-type: none"> <li>- NEC met at in Edmonton Feb 27 &amp; 28 2016 (stayed at AEC facility- Chateau LaCombe)</li> <li>- Mandatory Membership discussed. Updated Bylaws, Code of Ethics and Policies</li> </ul>	

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

	<p>being developed to implement this by 2017. T. Cheung to draft updated Code of Ethics for NEC.</p> <p>-What is a Member in Good Standing vs. A Member: CIPHI members are required to complete continuing competencies. National Bylaws to be updated to reflect "member" only. Alberta Bylaws should be updated in 2 years to reflect this.</p> <p>- AEC for 2017 is cancelled (Saskatchewan no longer hosting). AGM typically happens at the AGM. NEC looking in to possible online AGM for 2017.</p>	
<p><b>5.3</b></p>	<p><b><u>Board of Certification (BOC): BOC Representative to Update on BOC Initiatives.</u></b></p> <p><b>5.3.1-</b> Update - T. Cheung on behalf of K. Shaw</p> <ul style="list-style-type: none"> <li>- BOC has decided plagiarism will result in 1 year ban on BOC. Second offence will result in lifetime ban.</li> <li>-Budget for BOC 2015 is balanced (made approximately \$100).</li> <li>- Fees for BOC are now \$850.</li> <li>-Students must now be student member of CIPHI to sit the BOC exam.</li> </ul> <p><b>5.3.2</b> BOC Exam Coordinator TOR/Upcoming Vacancy</p> <ul style="list-style-type: none"> <li>- Phi Phan is current exam coordinator. 3 year term is ending.</li> <li>- Terms of Reference for the BOC Exam Coordinator was developed in 2014 (draft). Draft to be circulated to Executive following meeting for review.</li> <li>- Call out to the general membership for interest after TOR approved.</li> </ul>	<p><b>Action: K. Harvey to circulate BOC Exam Coordinator TOR draft to Executive. TOR to be reviewed by Executive and current BOC Coordinator and approved via email motions by March 31 2016.</b></p>
<p><b>5.4</b></p>	<p><b><u>Council of Professional Experience (CoPE) CoPE Representative to Update on CoPE Initiatives.</u></b></p> <p><b>5.4.1-</b> - Update - T. Cheung on behalf of J. Brown</p> <ul style="list-style-type: none"> <li>- Mentoring (EHO students, nursing students, etc) currently not formerly recognized by current COPE. This will be brought forward to COPE next meeting.</li> <li>- Executive Benefits policy does not cover COPE. Benefits for COPE Rep to be covered in the TOR (as it is for the BOC Rep).</li> </ul>	<p><b>Action: K Harvey to look for TOR for COPE Rep on shared drive. J. Brown and V. Mah to be consulted on COPE TOR.</b></p>
<p><b>5.5</b></p>	<p><b><u>Bylaws: We will examine the bylaws to determine their relevancy and bring</u></b></p>	<p><b>Action: K. Harvey to follow</b></p>

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

***forward proposed changes to the membership for consideration.***

**5.5.1** – Attendees were asked to review bylaws ahead of time and be prepared for discussion.

- Track changes made to 2014 Bylaws document. Proposed updates to bylaws will be presented as a special resolution at AGM.

**up with past Secretaries on location of association seal.**

**Action: G. Tomko to draft policy regarding election/appointment of ZC and assistant zone councillors.**

**Action: T. Cheung to ensure committee chairs have CIPHI email accounts.**

**Action: T. Cheung to update Bylaws by April 1 2016 for distribution to members in advance of the AGM.**

**5.6** ***AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.***

**5.6.1** 2016 AGM – T. Cheung (May 14, 2016, agenda items?)

- Special Resolution for Bylaw Changes  
- No elections this year.

**Action: ALL- Submissions for Annual Report due to K. Harvey by April 1 2016.**

**5.7** ***Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.***

**5.7.1** – Executive Benefits Policy - T. Cheung. Changes made as per motion at 2015 AGM.

**5.7.2** – Awards Policy- T. Cheung. Changes made to President Academic Achievement Award, will need to revisit as per motion at 2015 AGM. Defer to 5.9.1.

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

5.8	<p><b><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by December 31, 2015.</b></p>	
5.8.1	<p>Terms of Reference update – T. Cheung</p> <ul style="list-style-type: none"> <li>ToR to be updated every 2 years.</li> </ul>	
5.9	<p><b><u>Operational Excellence BREAKOUT SESSION:</u></b></p>	<p><b>Action: T. Cheung &amp; K. Harvey – CIPHI Storage locker to be organized and inventoried.</b></p>
5.9.1	<p>Awards Policy Update- Committee Chairs</p>	
5.9.2	<p>Review Terms of Reference- 3 groups of Executive- each review/update 4 ToR</p>	
	<p>Breakout Groups &amp; Assignments:</p>	
	<p>Awards Policy: T. Cheung</p>	
Group 1	<p>E. Meyer, G. Tomko, S. Yusef-Bawa, D. Thepsouvanh -Vice President TOR, Treasurer TOR, Advocacy TOR, EPHW TOR</p>	
Group 2	<p>K. Wonsiak, C. Ngo, E. McKenna -ZC TOR, Membership TOR, Newsletter TOR, Education TOR</p>	<p><b>Action: Each group to provide track changes to proposed TOR changes to K. Harvey before April 1 2016. Proposed changes to all TOR's to be circulated to all Executive by K. Harvey.</b></p>
Group 3	<p>A. Simmons, J. Roberts, K. Harvey. -Secretary TOR, BOC Member TOR, President TOR, Past President TOR</p>	
5.9.3	<p>Report Back to All</p>	
6	<p><b>Standing Items: Advocacy</b></p>	
6.1	<p><b><u>Awards:</u> We will continue to use our awards as a way to engage &amp; support our members and partners.</b></p>	<p><b>Action: E. Meyer to facilitate executive voting electronically.</b></p>
6.1.1	<p>2016 Awards Nominations – E. Meyer</p>	

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

- 24 nominations were received in 9 categories (8/9 had more than 1 nomination).
- Executive Branch will be sent nominations for voting purposes by E. Meyer.

**6.2** **EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.**

**6.2.1** – 2016 EPHW Brainstorming/Planning- E. Meyer

**Action: T. Cheung to connect E. Meyer with National EPH Week Chair.**

**6.3** **Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.**

**6.3.1** – Zone Councillor Update on Engagement of members – ZCs

- **South Zone**- G. Tomko- CIPHI Updates presented at local staff meetings. Members were notified about this meeting. No concerns were brought forward from the Zone. Roxanne Draudson (casual in Medicine Hat) was recently hired in Fort McMurray, and welcome Brittney Minard as new casual in Medicine Hat. Congratulations to both.
  - **Calgary Zone**- S. Yusef-Bawa- Calgary member (Patricia Vernon) featured in HSAA Challenger for work with hoarding coalition. Calgary members engaged in 2 day exercise with CEMA and other agencies to prepare for emergency evacuation shelters. Calgary members have been volunteering at the Mustard Seed (sorting clothing, working with vulnerable populations).
  - **Central Zone**- S. Budgell- regrets (no update)
  - **Edmonton Zone**- C. Ngo- Edmonton Zone will be featured in the upcoming newsletter. Members were engaged and photos submitted of various zone members.
  - **North Zone**- A. Simmons- Members were featured in the AHS North Zone News. Updates provided to members at staff meetings.
  - **Arctic Zone**- A birch bark basket was purchased by the zone. It was donated to a silent auction held by the Northern Territories Water and Waste Association in Iqaluit last November. Several Arctic Zone members attended.
- 6.3.2** – What does CIPHI do for me? – T. Cheung
- ZC to promote upcoming AEC in Edmonton (Sept 26-28 2016). Early bird rate

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

\$499.00. Accommodation at the Chateau LaCombe will be \$149.00 per night.

-Promote social events.

- Discussed possibly holding another draw for early bird registration for Alberta Branch members. No decision made.

**6.3.3-** Membership Sponsorship Policy Revisions- T. Cheung

- Need to update (as AEC does not occur annually).

**6.3.4-** Membership Committee Update- E. Teare (teleconference)

- Welcome letters are challenging, trying to keep on top of it.

- Greg has been handling welcome letters.

- Request to add ZC contact info to welcome letters.

- Membership lists can be provided to employers. Contact E. Teare if list is requested. Alternatively, employers can be referred to the national website for active membership lists.

**6.4** ***Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.***

**6.4.1** – CIPHI in the Community – G. Tomko

- feedback given for minor tweaks to the policy/form to G. Tomko

- Policy to be motioned for approval over email.

**6.5** ***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.***

**6.5.1** – Member Service Centre (MSC) – T. Cheung

- Students now need to be CIPHI members to challenge the BOC.

-Issue with MSC as members need certificate number for the MSC. Issue being addressed at national level.

- Kari Engle-Carter (Saskatchewan Branch President) is the national chair for MSC.

**6.5.2** – Website – J. Vaughan / T. Cheung/ E. Meyer

- Please send ideas for updating the website to T. Cheung and J. Vaughan

- Branch has funds that can be invested into updating

**Action: T. Cheung to create branch email address for membership committee.**

**Action: E. Teare to update the membership sponsorship policy and send updates to T. Cheung.**

**Action: G. Tomko to update CIPHI in the Community and motion for approval via email.**

**Action: ALL- Please send ideas for updating the website to T. Cheung and J. Vaughan.**

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

<p>6.6</p>	<p>-TOR, Policies and Meeting Minutes must be posted in a timely manner. Updates required.</p> <ul style="list-style-type: none"><li>- Website functions: public record, member resources, events, social media feed</li><li>- Web Builders are a more cost effective way for us to develop our own material (vs hiring).</li></ul> <p><b><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></b></p> <p><b>6.6.1</b> – Update- P. Stewart (teleconference)</p> <ul style="list-style-type: none"><li>- Call for interest in newsletter committee in last newsletter. 1 additional member now engaged in the committee (edit/review).</li><li>- Encourage members to write articles for the newsletter, instead of submitting ideas for the newsletter (also for Executive Updates).</li><li>- Anticipate “print” before the end of March 2016.</li><li>- All submissions for this edition are due by Friday March 11 2016.</li><li>- Arctic Zone to be featured in the Fall Edition.</li><li>- Retired Members group has not been engaged to date.</li><li>- Interest in working more with Advocacy (as this area develops).</li></ul>	<p><b>Action: J. Roberts to submit newsletter update for Arctic Zone for Fall Edition.</b></p> <p><b>Action: T. Cheung to put P. Stewart in touch with Bill Chrapko to engage retired members.</b></p> <p><b>Action: K. Wonsiak to get B. Smith in touch with P. Stewart for participation in newsletter committee.</b></p> <p><b>Action: E. Meyer to look into new formats for the newsletter (more media friendly) and communicate with P. Stewart.</b></p>
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CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

<p>6.7</p>	<p><b>Advocacy:</b> 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><b>6.7.1 – EPH in the News – Everyone</b></p> <ul style="list-style-type: none"> <li>- Calgary Zone- Discount Tattoos (closure), influx of tattoo closures in Calgary following media coverage.</li> <li>- Edmonton Zone- Dynasty (fine), Golden Rice Bowl (closure)</li> <li>-Central Zone- member spoke to Red Deer College students about what you can do with your Bachelor of Science (ie CIPHI, Certification)</li> <li>-Interest in developing promotional materials for use by members to promote the profession.</li> </ul>	<p><b>Action: G. Tomko to speak to Dave Brown regarding promoting CIPHI with various professional colleges (link to Community Health Care Settings Committee).</b></p> <p><b>Action: K. Harvey to create few slides (powerpoint) for CIPHI promotion for Executive review.</b></p>
<p>7</p>	<p><b>New Business</b></p>	
<p>7.1</p>	<p><b>2016 AEC Update – T. Cheung / K. Harvey / D. Thepsouvanh / K. Wonsiak</b></p> <ul style="list-style-type: none"> <li>- “Innovation Beyond Inspection” Theme</li> <li>- Early bird \$499.00- registration is not open yet.</li> <li>- Sunday- wine and cheese event</li> <li>- Monday- LaRonde event followed by Food Truck event, band at StarLight Room (band- Retrofits)</li> <li>- Tuesday- Presidents Banquet</li> <li>- Key Note Speakers: Jay Ingram (from Discovery Channel), Tim Caulfield (media and health issues- book- “Is Gwyneth Paltrow Always Wrong,” Susan Dicks-Lyon (Clinica Verde)</li> <li>- App is available for downloading now. Registration will be online exclusively. Interactive map, able to communicate with other attendees and organizers. App will be on the App Store and Google Play closer to the event.</li> <li>- Education Streams will include food, water (drinking water &amp; reclaimed</li> </ul>	

CIPHI Alberta Branch  
Executive Meeting Agenda  
March 5, 2016 (9am-4pm)

	water), and personal services. Technical tours will be offered offsite for ½ day.	
7.2	<b>Creation of Electronic Communication Policy</b> - K. Wonsiak - Ongoing. No updates at this point.	
8.0	<b>Adjournment 3:45pm</b> <b>MOTION: Motion to adjourn</b> <b>NAME: S. Yusef-Bawa, G. Tomko</b>	
	<b>Next Meeting: date to be determined</b>	