

CIPHI Alberta Branch  
Executive Meeting Minutes (Approved)  
April 20 2016, 6pm

ITEM	DETAILS	ACTION ITEMS
	<b>Call to order 6:00pm</b>	
<b>1.0</b>	<b>Roll Call &amp; Memoriam</b>	
	<b>1.1 Roll Call:</b> G. Tomko, C. Ngo, K. Harvey, D. Thepsouvanh, S. Yusuf Bawa, T. Cheung, S. Budgell, E. Meyer <b>1.2 Regrets:</b> A. Simmons, J. Roberts, K. Wonsiak, J. MacDonald <b>1.3 Guests:</b> none <b>1.4 In Memoriam:</b> none	
<b>2.0</b>	<b>Adoption of Agenda</b>	
	Add: <b>MOTION: Motion to approve the agenda.</b> <b>NAME: S. Budgell, G. Tomko</b>	
<b>3.0</b>	<b>Approval of March 5, 2016 Executive Meeting Minutes</b>	
<b>3.1</b>	Add: Correction: G. Tomko seconded the approval of the agenda, not J. Roberts. Delete: <b>MOTION: Move to approve the minutes from March 5, 2016</b> <b>NAME: S. Budgell, C. Ngo</b>	<b>K. Harvey to correct and send to J. Vaughan to post online.</b>
<b>4.0</b>	<b>Recording of E-mail Motions</b>	
	Motion passed March 25 2016:  <b>MOTION: Move to approve and accept the Terms of Reference for CIPHI Alberta Branch Board of Certifications Examinations Coordinator</b> <b>NAME: T. Cheung, K. Wonsiak (with support from the Executive)</b>	<b>T. Cheung to send updated policy to the Executive Shared Drive.</b>  <b>G. Tomko to speak to this new policy at the AGM.</b>

	<p>Motion passed April 1 2016:</p> <p><b>MOTION: Move to approve the draft policy CIPHI in the Community for use.</b> <b>NAME:</b> J. Roberts, E. Meyer (with support from the Executive)</p> <p>Motion passed April 4 2016</p> <p><b>MOTION:</b> Motion to make the following changes to the CIPHI in the Community Policy with respect to bullets 2 and 5 under the General Policy respectively:</p> <ul style="list-style-type: none"> <li>• A maximum of \$200 may be provided for each application; however the actual amount will be decided by <b>the Association Executive based on the current financial situation of the branch.</b></li> <li>• Each Application can be reviewed by the Executive Board, however only a member of the Association Executive may veto the application. Once approved, <b>the Association Executive will decide the monetary amount.</b></li> </ul> <p><b>NAME:</b> D. Thepsouvanh, K. Wonsiak</p> <p>Motion passed April 14 2016.</p> <p><b>MOTION:</b> Motion to make the following changes to the CIPHI in the Community Policy with respect to bullets 2 and 5 under the General Policy respectively:</p> <ul style="list-style-type: none"> <li>• A maximum of \$200 may be provided for each application; however the actual amount will be decided by <b>the Association Executive based on the current financial situation of the branch.</b></li> <li>• Each Application can be reviewed by the Executive Board, however <del>only a member of the Association Executive may veto the application. Once</del> If approved, <b>the Association Executive will decide the monetary amount.</b></li> </ul>	
--	--	--

	<b>NAME:</b> J. MacDonald, K. Wonsiak	
<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 – 2016 Budget – D. Thepsouvanh</b></p> <ul style="list-style-type: none"> <li>- 2015 audit should be completed by tomorrow</li> <li>- Branch funds are currently being used for the 2016 AEC in a sub-account, to comply with CIPHI National requirements for using the GST number (registration revenue and expenses)</li> </ul> <p><b>MOTION:</b> Motion to award \$100 per auditor for the 2015 Budget.</p> <p><b>NAME:</b> D. Thepsouvanh, S. Budgell (Motion Passed)</p>	
<b>5.2</b>	<p><b><u>Bylaws:</u> We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</b></p> <p><b>5.2.1 Society Filing- T. Cheung</b></p> <ul style="list-style-type: none"> <li>- no updates</li> </ul> <p><b>5.2.2 Bylaw Changes to be discussed at the AGM - T. Cheung</b></p> <ul style="list-style-type: none"> <li>- Changes have been made (at the March 5 meeting). Summary chart has been circulated to the Executive and will be shared with general membership via email by April 21 (3 weeks before the AGM, as required for Special Resolution).</li> <li>- Voting on the Bylaws will be done during the AGM (in person at the AGM and by proxy</li> </ul>	<b>T. Cheung to update the executive via email about proxy voting format and details.</b>
<b>5.3</b>	<p><b><u>Fall Workshop:</u> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</b></p> <p><b>5.3.1 2016 No Fall Workshop due to AEC- T. Cheung</b></p>	

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

5.4.1 2016 AGM – T. Cheung

- Upcoming May 14, 2016
- Confirmation of sites in each zone: Calgary Zone- Southport, Edmonton- Coronation Plaza, South Zone- Medicine Hat River Heights and Lethbridge Train Station, Red Deer- Johnstone Crossing Community Health Centre, North Zone- Grande Prairie (site to be confirmed), Territories- no location.
- Meeting will begin at 10am
- AGM agenda is posted on the Executive Shared Drive

**Any updates to the AGM Agenda need to be received by tonight and will be sent to membership tomorrow.**

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

5.5.1 CIPHI In the Community Policy- G. Tomko

- Will be presented at the AGM

5.5.2 Electronic Communication Policy- K. Wonsiak

- Draft was circulated today to the Executive.
- This does not need to be complete by the AGM.

5.5.3 Executive Benefits Policy- T. Cheung

- Changes have been made. No updates.

5.5.5 Awards Policy- T. Cheung

- Changes have been made. No updates.

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 - C. Ngo

- Mock oral was offered to 13 students on April 15 with 4 panels of examiners.
- T. Cheung- Stakeholders in the Concordia EPH program met to

5.7	<p>discuss the program and were updated on a future Public Health Master's program. The length of program, number of graduates were discussed. Next meeting will likely be held after the AEC.</p> <p><b><u>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</u></b></p> <p><b>5.7.1</b> Twitter – E. Meyer</p> <ul style="list-style-type: none"><li>- Send any interesting stories to share with Evelien.</li></ul> <p><b>5.7.2</b> Consultant updates – T. Cheung</p> <ul style="list-style-type: none"><li>- The Branch was billed by the consultant.</li><li>- The Branch anticipates using the consultant more with the AEC in Alberta and EPH Week 2016.</li></ul>		
5.8	<p><b><u>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</u></b></p> <p><b>5.8.1</b> Zone Councillor (&amp; assistants) updates</p> <ul style="list-style-type: none"><li>● Arctic- J. Roberts (vacant assistant)- regrets</li><li>● North- A. Simmons (M. Dahlgren)- regrets</li><li>● Edmonton- C. Ngo (C. Kan)- no update</li><li>● Federal- K. Wonsiak (W. Drobina)- regrets</li><li>● Central- S. Budgell (J. Lee)- no update</li><li>● Calgary- S. Yusuf Bawa (E. McKenna)- there are some staffing changes due to maternity leaves.</li><li>● South- G. Tomko (K. Dale)- the Director position with AHS is currently vacant. The hiring process is underway.</li></ul> <p><b>5.8.2</b> Forecasted Vacancy: BOC Coordinator - T. Cheung</p> <ul style="list-style-type: none"><li>- TOR is completed and a call for interest will be made after the AGM.</li><li>- Plan for P. Phan to coordinate the October exam with the new Coordinator.</li></ul>		

<p>5.9</p>	<p><b><u>Alberta Branch Calendar: Google Calendar tracks important dates for CIPHI Alberta Branch.</u></b>  <b>5.9.1</b> Important Dates to know</p> <ul style="list-style-type: none"> <li>- AGM May 14 2016 10am</li> <li>- September 26-28 2016, National AEC hosted in Edmonton, AB. Conference early bird rate will be \$499 (member rate) or \$599 (non-member rate).</li> </ul>	
<p>5.10</p>	<p><b><u>Terms of Reference: Terms of Reference will be reviewed and approved by May 14 2016.</u></b>  <b>5.10.1</b> Terms of Reference update – T. Cheung</p>	<p><b>G. Tomko to send Group 1 TOR drafts from the March 5 meeting to send K. Harvey.</b></p>
<p>5.11</p>	<p><b><u>NEC: President to Update on National Initiatives.</u></b>  <b>5.11.1</b> Mandatory Membership Committee - T. Cheung</p> <ul style="list-style-type: none"> <li>- Draft Code of Ethics has been submitted to the NEC for review and comments. NEC continues to work on this in preparation for upcoming mandatory membership.</li> </ul>	
<p>5.12</p>	<p>2016 AEC Update:  <b>5.12.1</b> AEC Update - T. Cheung</p> <ul style="list-style-type: none"> <li>- Ontario Branch workshop is being branded as the 2016 CIPHI Conference. There was confusion with sponsors and membership. This was addressed with the Ontario Branch and discussed at the NEC (changes made to the Ontario conference website). Ontario conference is 1 week after the AEC this year. The NEC will work to avoid this in the future.</li> <li>- Registration is open at the Event Mobi</li> </ul> <p><b>5.12.2</b> - Proposed educational sponsorship - T. Cheung</p> <ul style="list-style-type: none"> <li>- Proposed total \$10,000 investment of support for the AEC.</li> <li>- Due to the size of the budget, this will need to be motioned at the</li> </ul>	<p><b>T. Cheung to contact J. MacDonald and P. Phan to promote registration is open at the branch and national levels.</b></p> <p><b>J. MacDonald to present this proposed sponsorship to the membership at the AGM.</b></p>

	AGM. Highlights include 20 scholarships for Alberta Branch members.	
<b>6</b>	<b>Standing Items: Advocacy</b>	
<b>6.1</b>	<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>6.1.1</b> 2016 Awards Update - E. Meyer</p> <ul style="list-style-type: none"> <li>- Voting is complete and will be award winners will be announced at the AGM.</li> </ul> <p><b>6.1.2</b> Scholarship Draw - T. Cheung</p> <ul style="list-style-type: none"> <li>- No update.</li> </ul>	<p><b>E. Meyer to send results to K. Harvey. Announcement to be made at the AGM.</b></p>
<b>6.2</b>	<p><b><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession.</b></p> <p><b>6.2.1</b> 2016 EPHW- E. Meyer</p> <ul style="list-style-type: none"> <li>- EPH Week meetings are ongoing.</li> </ul>	
<b>6.3</b>	<p><b><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</b></p> <p><b>6.3.1</b> Zone Councillor engagement of members – ZCs</p> <ul style="list-style-type: none"> <li>- Held for next meeting</li> </ul> <p><b>6.3.2</b> What does CIPHI do for me? – E. Meyer</p> <ul style="list-style-type: none"> <li>- Held for next meeting</li> </ul> <p><b>6.3.3</b> Nicaragua Trip 2017 – E. Meyer</p> <ul style="list-style-type: none"> <li>- No updates at this time.</li> <li>- Executive has not heard formally from the organizing committee.</li> </ul>	
<b>6.4</b>	<p><b><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</b></p>	
<b>6.5</b>	<p><b><u>Website &amp; Members Service Center:</u> Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to</b></p>	

	<p><b><i>outward communications via these forums.</i></b></p> <p><b>6.5.1</b> Member Service Centre (MSC) – T. Cheung</p> <ul style="list-style-type: none"> <li>- No updates</li> </ul> <p><b>6.5.2</b> Website – J. Vaughn / E, Meyer</p> <ul style="list-style-type: none"> <li>- Send updates to J. Vaughn</li> <li>- E. Meyer is in communication with J. Vaughn regarding the website format and a possible website upgrade.</li> </ul> <p><b>6.5.3</b> Emails / Google Drive – T. Cheung</p> <ul style="list-style-type: none"> <li>- All positions on the Executive and Committee Chairs had branch emails and google drives.</li> </ul>	
6.6	<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>	
6.7	<p><b><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></b></p> <p><b>6.7.1</b> EPH in the News - All</p> <ul style="list-style-type: none"> <li>- Held for next meeting</li> </ul>	
7.0	<b>New Business</b>	
	<p><b>7.0.1</b> CIPHI Historian- G. Tomko</p> <ul style="list-style-type: none"> <li>- Held for after the AGM</li> </ul>	
8.0	<p><b>Adjournment 7:03pm</b></p> <p><b>MOTION: Motion to adjourn</b></p> <p><b>NAME: G. Tomko, D. Thepsouvanh.</b></p>	
	<p><b>Next Meeting: Annual General Meeting on Saturday May 14, 2016 (10am)</b></p>	