

Unapproved Minutes

ITEM	DETAILS	ACTION ITEMS
	<p>Meeting was called to order at 10:06am</p> <p>Attendees by Site: Grande Prairie- Terry Scott, Jonathon Kwan, Bonnie Segal, Ashley Yu, Jeremy Spencer, Cortney Best, Ashwin Din Edmonton- Danny Thepsouvanh, Kyle Wonsiak, Christina Ngo, Jamie Carbert, Karah Harvey, Thomas Cheung, Jason MacDonald, Stephanie Bodnar, Lena Parker, Francesco Palladino, Phi Phan Red Deer- Scott Budgell, Erin Teare, Michael Lambert, Manny Ahmad, Dave Brown Calgary- Sarah Yusuf-Bawa, Erin McKenna, Evelien Meyer Medicine Hat- Pam Hodgkinson Lethbridge- Geoff Tomko</p>	
1.0	In Memoriam	
	A moment of silence was acknowledged for Dennis.	
2.0	Approval of Agenda	
	<p>Add: MOTION: Motion to approve the agenda as written. NAME: J. MacDonald, D. Thepsouvanh,</p>	Motion Carried.
3.0	Adoption of AGM Minutes from September 26, 2015 (Telehealth)	
	<p>Corrections: 8.6 Calgary Board report- S. Yusuf incorrectly spelled 13. Should be titled Fall Branch Workshop Update (instead of AEC) MOTION: Move to approve the corrected AGM minutes from September 26 2015 NAME: G. Tomko, K. Wonsiak</p>	<p>K. Harvey to make corrections to the 2015 AGM minutes and send to J. Vaughan for posting on the website. Motion Carried.</p>
4.0	Bylaws	
4.1	<p>Proposed Special Amendments to Bylaws – T. Cheung MOTION: Motion to approve special amendments to the bylaws NAME: T. Cheung, J. MacDonald</p>	

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	<p>Discussion:</p> <ul style="list-style-type: none"> - Bylaws are reviewed every 2 years (last review was conducted in 2014) - Proposed Bylaw changes document (circulated to members in advance of the meeting) was presented to the attendees. Attendees did not have comments on the changes, except section 25(6). - Section 25(6) proposed change prompted discussion on the length of term for Zone Councillor positions. Length of term for these positions is currently not defined. Putting a call out for interest every 2 years may help with engaging a larger base of members to be active on the Executive Board. Some Zones feel there may not be interested individuals every 2 years, while other zones feel a formal call for interest may enable those interested to approach the current Zone Councillor for progression within the position and the Executive Board. It was suggested the length of term be outlined in the Terms of Reference for the Zone Councillor, instead of in the Bylaws. - Voting by Site: <ul style="list-style-type: none"> - Grand Prairie: 5 proxy votes in favour, 6 attendees in favour - Edmonton: 37 proxy votes in favour, 2 proxy votes opposed, 11 attendees in favour - Red Deer: 9 proxy votes in favour, 5 attendees in favour - Calgary: 5 proxy votes in favour, 3 attendees in favour - Lethbridge: 1 proxy vote in favour, 1 attendee in favour - Medicine Hat: 1 attendee in favour - Total Votes: 84 votes in favour, 2 votes opposed. 	<p>Executive Board to review the Zone Councillor Terms of Reference, based on the discussion at the AGM.</p> <p>Motion Carried.</p>
5.0	Association Executive Reports	
<p>5.1</p> <p>5.2</p>	<p>President & President Elect Report – T. Cheung/ E. Meyer MOTION: Move acceptance of report NAME: K. Harvey, L. Parker</p> <p>Treasurer’s Report and Auditor’s letter – D. Thepsouvanh MOTION: Move acceptance of report NAME: K. Wonsiak, J. Carbert</p> <ul style="list-style-type: none"> - The report reflects a typical business year for the branch. Most revenues are from the branch workshop. A workshop summary is included in the report. The Growing Forward Alberta Agriculture grant is also important revenue related to the workshop. - Auditors found a few corrections, however the books were balanced following the audit. - There was a greater than average expenditure in 2015 on the Annual Education Conference, due to the Alberta Branch hosting the AEC in Edmonton in 2016. 	<p>Motion Carried.</p> <p>Motion Carried.</p>

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6.0	Executive Board Reports	
6.1	Federal –K. Wonsiak	
6.2	Arctic – J. Roberts	
6.3	North – A. Simmons	
6.4	Edmonton – C. Ngo	
6.5	Central – S. Budgell	
6.6	Calgary – S. Yusef Bawa	
6.7	South – G. Tomko MOTION: Move acceptance of all Executive Board reports NAME: T. Cheung, C. Ngo	Motion Carried.
7.0	Committee Reports	
7.1	Membership – E. Teare	
7.2	Newsletter – P. Stewart	
7.3	Website – J. Vaughan MOTION: Move acceptance of all Committee reports NAME: L. Parker, C. Ngo	Motion Carried.
8.0	Business Arising	
8.1	Update from the Annual Education Conference- J. MacDonald & P. Phan <ul style="list-style-type: none"> - Organizing Committee is hard at work and it is shaping up to be a profitable and educational event. - The last time the Alberta Branch hosted this event was 2009. - Employers (AHS and Health Canada) are supportive of member attendance. Speak to your supervisor to express your interest in attending. 	
8.2	Alberta Branch Support for the 2016 AEC- T. Cheung <ul style="list-style-type: none"> - Proposed support document was presented (total support of \$10,000). - \$6000 in scholarships for Alberta Branch Members (30 x \$200) - \$2250 for room rental for the NEC meetings. - \$750 for silent auction items. - \$1000 for speaker gifts. - Rationale: Half of the profits for this event are owed to CIPHI National. Our initial bid offered \$20,000 for National, with projected \$20,000 revenue for the Alberta Branch. This is support is an investment in our event, helping to secure projected revenues. 	K. Harvey to send an email to the general membership regarding the AEC registration and CIPHI scholarships available for Alberta Branch members.

MOTION: Move for the Branch to financially support the 2016 AEC.

NAME: J. MacDonald, K. Harvey

Discussion:

- Attendees are supportive of the bulk of the proposed support (\$6000) going to members to help off-set cost of attendance.
- The breakdown for the scholarships for members was discussed. It was suggested 30 scholarships at \$200 is a lucrative amount to encourage members to apply for this scholarship, while maintaining member buy in in the event (The scholarship does not cover the complete registration cost, thus scholarship winners are still investing in their own professional development).
- This is the first time we have supported members with this large volume of scholarships (on an annual basis there are 3, \$1000 scholarships awarded to members to attend the AEC). These proposed scholarships are in addition to the annual scholarships (which have already been awarded).
- The Annual Scholarships are not always used, and application for the scholarship has been limited in the past. There may be a need for the scholarship to be better promoted to members.

8.3 CIPHI in the Community Policy- G. Tomko

- This policy was developed in 2014, however was recently reviewed and approved by the Executive.
- This policy is posted on the CIPHI Alberta website.
- Criteria for charitable donations to health related causes in which members are participating as outlined in the policy. Funds are available to support members participating in these initiatives.

8.4 Honarium for Auditors – T. Cheung

- The treasurer's report is audited by 2 members in good standing prior to the AGM each year.

MOTION: Move to award each auditor an honorarium of \$100 for the recent audit.

NAME: T. Cheung, J. MacDonald

8.5 BOC Coordinator Opportunity- T. Cheung

- P. Phan is the current BOC Coordinator and has served in this position for over 3 years
- A term of reference for the position is posted on the CIPHI website.
- A call for expressions of interest will be sent to the general membership after this meeting (expression of interest and current resume).
- Time commitment is focused around the exam period (April and October)
- P. Phan will assist in cross training the incumbent for the October 2016 BOC exam.

Motion Carried.

Motion Carried.

K. Harvey to send out a call for expressions of interest in the BOC Coordinator position.

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<p>8.6</p>	<p>National Collaborating Centre for Determinants of Health (NCCDH) PHI Blog- T. Cheung</p> <ul style="list-style-type: none"> - A blog has been posted about PHIs across Canada, on how their work affects the Social Determinants of Health. - Stories can be read online, or you can share your stories by contacting the blog organizer. - There is a strong health promotion and social determinants of the health theme to the 2016 AEC. 	
<p>8.7</p>	<p>Fort McMurray Wildfires- T. Cheung</p> <ul style="list-style-type: none"> - What are members doing? What can the Branch do? - The Branch has contacted our communications consultant to develop messaging about what CIPHI members do in emergency situations. These messages have been sent to other agencies, in case a need requiring media involvement arises. - Many individual members have donated financially to various causes. - The branch has an unwritten policy for member gifts every 2 years. In 2014, the branch donated approximately \$5000 to Red Cross after the Slave Lake fires on behalf of members, in place of member gifts (approximately \$20 per member). - Members throughout the province are involved through their employment. - Attendees support for branch in diverting member gift funds for 2016 towards a Red Cross donation. - Social media/website statement was suggested to direct CIPHI Alberta branch members wishing to donate to the Red Cross, because the federal and provincial governments are matching Red Cross donations (\$1 donation becomes \$3). - It was suggested the branch reach out to members that are personally affected and look at ways we can support these members directly. - Calgary hosted a 50/50 draw to support the Red Cross. Approximately \$350 was donated to Red Cross. The winner of the draw also plans to donate their winnings to the Red Cross. Over \$700 was collected in the 50/50 and will be donated. - HSAA and many other organizations are already collecting donations. - Stories from members about their work in the fire and recovery efforts may be collected at a later date to highlight CIPHI member efforts. - At least 1 CIPHI Alberta member in Fort McMurray is greatly affected. Other Fort McMurray members are unable to reach their homes. There is a need to support these members, especially in the next 2-6 months. Attendees are asking the Executive to ensure our support is available sooner than later. 	<p>Executive to take AGM discussions into account at the next Executive meeting to move forward to support our affected members and the larger community.</p>
<p>9.0</p>	<p>Provincial Awards- E. Meyer</p>	
<p>9.1</p>	<p>D.R. Vujevic Award Promising New Professional Award- Jon Leong</p>	

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9.2	Environmental Public Health Manager Award- Garth Gosselin	Awards will be awarded to the winners in the fall, likely at the Awards Lunch at the AEC.
9.3	Community Service Award- Heidi Ho	
9.4	Advocate Award- Amy Forward	
9.5	Court Case Award- Lena Parker	
9.6	L.E. Stewart Award- Valerey Davidson	
9.7	Fortitude Award- Subhendra Dharampaul	
9.8	Long-term Service Award- Dennis Chu	
9.9	President's Outstanding Academic Achievement Award- to be announced	
9.10	Innovation Award- South Zone Drinking Water Committee	
10.0	Update from National Executive Committee (NEC)- T. Cheung	
	<ul style="list-style-type: none"> - The NEC has monthly teleconferences and recently had an in person meeting was hosted in Edmonton in February 2016 - The NEC is currently focused on implementing mandatory membership in 2017. - Proposed bylaw changes will be brought forward at the National AGM at the AEC in the fall to reflect mandatory membership. - A CIPHI National Code of Ethics is being developed. - A discipline protocol is being developed for members. - An Inclusion Policy was drafted by J. MacDonald, with the intention to make a national policy. This will be incorporated into the code of ethics. - There will be communication from CIPHI National to all members regarding mandatory membership. - The Environmental Public Health Week (EPHW) 2016 theme is same as our AEC theme: "Innovation beyond Inspection." The Conference is scheduled during EPHW. - J. MacDonald had a conversation with N. Fok and NCCEH regarding resurrecting the National Discussion Forum. This tool was moved into the MSC, and is not actively used. T. Cheung will bring this forward to the NEC and J. MacDonald will be bringing this forward at the National AGM in September. 	
11.0	Adjournment	
	<p>MOTION: Motion to adjourn the meeting (11:45am) NAME: D. Thepsouvanh, K. Wonsiak</p>	Motion Carried.