

CIPHI Alberta Branch  
Executive Meeting Minutes (Approved)  
May 9, 2016, 12pm

| ITEM       | DETAILS   | ACTION ITEMS   |
|------------|---|----------------|
|            | <b>Call to order 12:00pm</b>  |                |
| <b>1.0</b> | <b>Roll Call</b>  |                |
| 1.1        | <b>Roll Call:</b> T. Cheung, E. Meyer, G. Tomko, K. Harvey, S. Budgell, J. MacDonald, J. Roberts, A. Simmons, K. Wonsiak  |                |
| 1.2        | <b>Regrets:</b> C. Ngo, S. Yusuf-Bawa, D. Thepsouvanh   |                |
| <b>2.0</b> | <b>Adoption of Verbal Agenda</b>  |                |
|            | Add:<br><b>MOTION: Motion to approve the agenda.</b><br><b>NAME: unanimous</b>  | Motion Carried |
| <b>3.0</b> | <b>Communication with Members</b>   |                |
|            | <ul style="list-style-type: none"> <li>- AHS offices have started various initiatives</li> <li>- Arctic Zone- members are aware they can donate through Red Cross.</li> <li>- North Zone- Inspectors are on call to be deployed to Fort McMurray. Unsure if any of the CIPHI members in Fort McMurray lost their homes. Possible need for donations in the future. Staff are working hard in the field.</li> <li>-Previously the Branch donated to Red Cross for Slave Lake (\$20 per member).</li> <li>-South Zone and Central Zone have been working on generating donations. At this time South Zone donations are waiting for after this meeting. Central Zone staff are donating directly to Red Cross. Suggestion we keep a rough approximation at the Zone level of how much money CIPHI members individually donate for celebration later (possibly at the AEC). At this point ZC will keep a rough approximation of the dollars donated by CIPHI members (not formally organizing donations).</li> </ul> |                |
| <b>4.0</b> | <b>Consultant Update</b>  |                |
|            | <ul style="list-style-type: none"> <li>- J. MacDonald and T. Cheung spoke to Leanne (Communications Consultant).</li> <li>- Decided it is best to work with existing agencies (regional health authorities) to ensure consistency in messaging.</li> <li>- Basic general information document on what we as health inspectors do has been shared via a Google Drive link.</li> </ul>  |                |

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|            | - No planned media release, these messages are to be sent to the other agencies or if a situation arises. Leanne will send this to other agencies.   |                |
| <b>5.0</b> | <b>Direction on Monetary Donations</b>   |                |
| <b>5.1</b> | - Agenda item at the AGM to update members on happenings in Fort McMurray (not branded as a donation)<br>- J. MacDonald to report back on how much was donated to Red Cross (to provide background to discussion at the AGM).  |                |
| <b>6.0</b> | AGM Preparation  |                |
|            | - Edmonton Site has been moved (due to ECC). 2 rooms on the East Tower of Coronation will be used (C. Ngo to assist with second room). Room 3-106 and 2-116 on the East tower. Parking on the east side of the building.<br>- Red Deer site has been confirmed.<br>- Grand Prairie has been added (Board Room A- Provincial Building).<br>- Proxy ballots- North Zone 1, Central Zone 5, South Zone & Edmonton Zone anticipate getting more votes this week.<br>- Ensure whoever the proxy is assigned to someone who is actually attending.<br>- Purchase any coffee/treats needed for your zone, and expense through D. Thepsouanh.<br>- South Zone- anticipate 4 people, Central Zone- anticipate 15, Edmonton- anticipate 15, North Zone- anticipate 2 (Ashley will host the site as A. Simmons cannot attend).<br>Planning meeting for AEC upcoming on Wednesday. This group will discuss the fires in the North. This may be an opportunity to share member's stories on a national level. |                |
| <b>8.0</b> | <b>Adjournment 12:46pm.</b><br><b>MOTION: Motion to adjourn</b><br><b>NAME: unanimous</b>  | Motion Carried |
|            | <b>Next Meeting: Annual General Meeting on Saturday May 14, 2016 (10am)</b>  |                |
|            |  |                |