

CIPHI Alberta Branch
Executive Meeting Minutes (APPROVED)
August 17 2016, 6pm- 7:30pm

ITEM	DETAILS	ACTION ITEMS
	Call to order	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Thomas Cheung, Karah Harvey, Scott Budgell, Evelien Meyer, Danny Thepsouvanh, Christina Ngo, Erin McKenna, Marilyn Dahlgren</p> <p>1.2 Regrets: Jeremy Roberts, Jason MacDonald, Geoff Tomko, Adrea Simmons, Sarah Yusuf Bawa</p> <p>1.3 Guests: none</p> <p>1.4 In Memoriam: <i>Ron de Burger</i></p>	
2.0	Adoption of Agenda	
	<p>Add: MOTION: Motion to approve the agenda. NAME: <i>S. Budgell, K. Harvey</i></p>	Motion Passed
3.0	Approval of April 20, 2016, May 9 2016 (Fort McMurray focus) & May 18 2016 (Fort McMurray focus) Executive Meeting Minutes	
3.1	<p>Add: Correction: Delete: MOTION: Move to approve the minutes from April 20, 2016 NAME: <i>D. Thepsouvanh, S. Budgell</i></p> <p>Add: Correction: Delete:</p>	Motion Passed

	<p>MOTION: Move to approve the minutes from May 9, 2016 NAME: K. Harvey, S. Budgell</p> <p>Add: Correction: Delete:</p> <p>MOTION: Move to approve the minutes from May 18, 2016 NAME: S. Budgell, E. McKenna</p>	<p>Motion Passed</p> <p>Motion Passed</p>
4.0	Recording of E-mail Motions	
	<p>MOTION: Motion for CIPHI Alberta branch to allocate \$80 (8 years missed x \$10/year) for a gift to lifetime member Mr. Blom in recognition of his 50 year membership with CIPHI in 2008.</p> <p>NAME: G. Tomko, J. Roberts Motion passed July 28 2016.</p> <p>AMENDED MOTION: CIPHI Alberta branch will allocate funds for Mr. Blom (and his wife) to take part in the awards ceremony at the AEC in Edmonton.</p> <p>NAME: G. Tomko, T. Cheung (with support from Executive) Amended motion passed August 3 2016.</p>	
5.0	Standing Items: Operational Excellence	
5.1	<u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances.	

	<p>5.1.1 – 2016 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> - Business as usual, aside from spending on AEC. - \$96,000 in the Branch General Account (typical for pre-conference). - Registrations are coming in for the AEC (income). - All service charges for our AEC account are being charged to the Branch General Account (will follow up to balance the accounts after the AEC). - 30 Scholarships for the Branch draw winners will be given to the AEC at the conference registration table (by cheque) 	
5.2	<p><i>Bylaws:</i> We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</p>	
	<p>5.2.1 Society Filing- K. Harvey</p> <ul style="list-style-type: none"> - has been completed for 2016 (mailed) 	
5.3	<p><i>Fall Workshop:</i> We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</p>	
	<p>5.3.1 2017 Fall Workshop Proposal- T. Cheung</p> <ul style="list-style-type: none"> - proposal to host 2017 workshop in Fort McMurray. - Roxanne Draudson (Fort McMurray member) has been seeking quotes for venue. - M. Dahlgren will connect with North Zone members for an update. 	
5.4	<p><i>AGM:</i> We will conduct our business professionally at these meetings and make them as convenient for members to attend.</p>	K. Harvey to make reminder for February to look into using Lync for AGM
	<p>5.4.1 Review of 2016 AGM – T. Cheung</p> <ul style="list-style-type: none"> - Member suggestion to use Lync instead of Telehealth. 	
5.5	<p><i>Policies and Procedures:</i> We will support the creation and update of, along with the adherence to, policies and procedures.</p>	Zone Councillors to promote CIPHI in the Community

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	<p>5.5.1 CIPHI In the Community Policy- G. Tomko</p> <ul style="list-style-type: none"> - Policy is approved. Zone Councillors to remind members about the policy and encourage its use. - Suggestion to post this policy on the website. <p>5.5.2 Electronic Communication Policy- K. Wonsiak</p> <ul style="list-style-type: none"> - No update. 	<p>Policy to members. E. Meyer to ask Jeremy Vaughn to post policy on branch website.</p>
<p>5.6</p>	<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 Coordinator Vacancy- T. Cheung</p> <ul style="list-style-type: none"> - Kelly Bauer is now the BOC Coordinator for Alberta Branch - Erin Teare & Jessica Sollereder expressed interest in taking on the mock oral examination organization. - Another group of students will be starting in September. T. Cheung will go speak to new students about student membership, registering for the AEC and BOC overview. 	
<p>5.7</p>	<p><i>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</i></p> <p>5.7.1 Twitter – E. Meyer</p> <ul style="list-style-type: none"> - EPHW is coming up in September. A wallpaper will be used on the Twitter Page to promote EPHW. - Early bird deadline for the AEC will be tweeted. - CIPHI Alberta has 329 followers - AEC 2016 has 822 followers - Possibility of opening Instagram account for the Branch. <p>5.7.2 Consultant updates – T. Cheung</p> <ul style="list-style-type: none"> - Consultant has not been used since the Fort McMurray Fires. - No bill for service has been received (may be received at the end of the year). 	<p>K. Harvey to send email reminder August 19 2016 regarding upcoming early bird registration deadline.</p>

5.8 ***Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.***

5.8.1 Zone Councillor (& assistants) updates

- Arctic- J. Roberts (vacant assistant)
- North- A. Simmons (M. Dahlgren)
- Edmonton- C. Ngo (J. Carbert)
- J. Carbert is now the assistant zone councillor
 - Federal- K. Wonsiak (W. Drobinia)
- New job posting will be posted on the National Job Site (update by D. Thepsouvanh)
 - Central- S. Budgell (J. Lee)
- Staff moving between offices within the zone.
- Central Zone staff were happy with AEC scholarship draw.
 - Calgary- S. Yusuf Bawa (E. McKenna)
- S. Yusuf Bawa had her baby earlier this month.
- Staff shuffling with a few maternity leaves
 - South- G. Tomko (K. Dale)
- Pam Hodgekinson became the new South Zone Director.
- Kelsey Dale became CDC EHO for South Zone.
- Job posting is up for Medicine Hat.

5.8.2 New BOC Coordinator (Kelly Bauer) - T. Cheung

- Phi Phan and Kelly have been working together for the October Exam during transition.
- Location of the October exam is not yet determined.

5.9 ***Alberta Branch Calendar: Google Calendar tracks important dates for CIPHI Alberta Branch.***

5.9.1 Important Dates to know

K. Harvey to remind the group to discuss the Annual AEC Scholarship after this year's

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<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 \$499 (member rate) or \$599 (non-member rate). - EPH Week September 26-30 2016 <p><u>Terms of Reference: Terms of Reference will be reviewed and approved by May 14 2016.</u></p> <p>5.10.1 Terms of Reference update – T. Cheung</p> <ul style="list-style-type: none"> - All TORs are posted in the website. - Next review 2018. 	<p>AEC.</p> <p>K. Harvey to remind the group to discuss the early bird renewal draw later 2016.</p>
<p>5.11</p>	<p><u>NEC: President to Update on National Initiatives.</u></p> <p>5.11.1 Mandatory Membership Committee - T. Cheung</p> <ul style="list-style-type: none"> - Working on new Code of Ethics Draft sent to the AEC. 	
<p>5.12</p>	<ul style="list-style-type: none"> - AEC 2017 was supposed to be hosted in Saskatchewan, however they declined. British Columbia has put in a bid to host for Richmond BC, November 25-28 2017. - AGM is to be held in the first 6 months of the year (under not for profit legislation). 2017 AGM will be hosting in the first half of the year (and will not be part the AEC). - Erin McKenna is now the Co-Chair of the National Volunteering Committee. <p><u>2016 AEC Update:</u></p> <p>5.12.1 AEC Update - T. Cheung / J. MacDonald</p> <ul style="list-style-type: none"> - 186 registrations received as of today (approximately 90 full 3 day registrations to date) <p>5.12.2 Educational Scholarships – K. Harvey/T. Cheung</p> <ul style="list-style-type: none"> - 30 scholarships were awarded. Winners were notified. Cheques will be awarded when they register attendance at the event. 	

	<ul style="list-style-type: none"> - Funds will come from the Branch General Account. <p>5.12.3 Executive Tasks/Volunteering at AEC- T. Cheung/J. MacDonald</p> <ul style="list-style-type: none"> - Executive will be helping out with volunteering 	
6	Standing Items: Advocacy	
6.1	<p><u>Awards:</u> We will continue to use our awards as a way to engage & support our members and partners.</p> <p>6.1.1 2016 Awards Update - E. Meyer</p> <ul style="list-style-type: none"> - Awards will be announced at the Monday and Tuesday lunch. - Darcy Crisp and Koreen Anderson will be hosting the awards, as well as summarizing the nominations into a suitable speech. <p>6.1.2 2017 Scholarship Draw - T. Cheung</p> <ul style="list-style-type: none"> - Item has been added to the calendar 	
6.2	<p><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession.</p> <p>6.2.1 2016 EPHW- E. Meyer, ZCs</p> <ul style="list-style-type: none"> - Proclamation letter, wallpaper, poster and email signature were developed to promote EPHW. - All promotional items are on the shared drive. 	E. Meyer to draft email to general membership to promote use of email signature. K. Harvey to distribute to general membership in early September.
6.3	<p><u>Membership Engagement:</u> Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</p> <p>6.3.1 Zone Councillor engagement of members – ZCs</p> <p>6.3.2 What does CIPHI do for me? – All</p> <ul style="list-style-type: none"> - Scholarships, educational opportunities, networking <p>6.3.3 Nicaragua Trip 2017 – E. Meyer</p> <ul style="list-style-type: none"> - Fundraising website is online (selling T-shirts). - Will have an exhibitor booth at the AEC. 	
6.4	<p><u>Social Committee:</u> Our Executive will be supportive and aware of social</p>	

<p>6.5</p> <p>6.6</p> <p>6.7</p>	<p><i>events associated with the Alberta Branch brand.</i></p> <p><u>Website & Members Service Center:</u> Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.</p> <p>6.5.1 Member Service Centre (MSC) – T. Cheung</p> <p>6.5.2 Website – J. Vaughn / E. Meyer</p> <ul style="list-style-type: none"> - New web build templates are being researched to update the Branch website. - Currently we are not spending any money on the webpage. - To update the website, \$20-50 monthly fee is typical for build templates. - More focus will be put on website after the AEC. <p>6.5.3 Emails / Google Drive – T. Cheung</p> <p><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</p> <p><u>Advocacy:</u> 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>6.7.1 EPH in the News - All</p>	<p>T. Cheung to send E. Meyer the contact for the national website person.</p>
<p>7.0</p>	<p>New Business</p>	
	<p>7.0.1 CIPHI Historian & Historian Documents- G. Tomko</p> <p>7.0.2 Member Gifts- T. Cheung</p> <ul style="list-style-type: none"> - Clinica Verde website closes Sept 28 2016. - Looking into "Print Machine website" at an upfront cost of \$100, we 	

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	<p>can put several items with our logo on the website (hats, shirts, bags, etc). We can issue members a coupon code to use for member gifts for the Branch. Items are printed to order (no worry about stock). Company gives the Branch back 10% of the sales. This can also be ongoing and members can purchase CIPHI swag directly through the website.</p>	
8.0	<p>Adjournment 7:31pm MOTION: Motion to adjourn NAME: D. Thepsouvanh, T. Cheung</p>	
	<p>Next Meeting: TBD</p>	