

CIPHI Alberta Branch  
Executive Meeting Minutes (APPROVED)  
Tuesday November 15 2016, 12-1 pm

ITEM	DETAILS	ACTION ITEMS
	<b>Call to order</b>	12:01pm
<b>1.0</b>	<b>Roll Call &amp; Memoriam</b>	
	<p><b>1.1 Roll Call:</b> Thomas Cheung, Danny Thepsouvanh, Sarah Yusuf-Bawa, Jason Lee, Karah Harvey, Jeremy Roberts, Christina Ngo, Marilyn Dahlgren, Geoff Tomko, Kyle Wonsiak, Jason MacDonald, Evelien Meyer</p> <p><b>1.2 Regrets:</b> Scott Budgell, Adrea Slimmons</p> <p><b>1.3 Guests:</b> none</p> <p><b>1.4 In Memoriam:</b> none</p>	
<b>2.0</b>	<b>Adoption of Agenda</b>	
	<p>Add: 7.0.3 Annual Donation to EHFC- T. Cheung</p> <p><b>MOTION: Motion to approve the agenda.</b></p> <p><b>NAME:</b> J. Roberts, D. Thepsouvanh</p>	
<b>3.0</b>	<b>Approval of August 17 2016 Executive Meeting Minutes</b>	
<b>3.1</b>	<p>Add:</p> <p>Correction:</p> <p>Delete:</p> <p><b>MOTION: Move to approve the minutes from August 17, 2016</b></p> <p><b>NAME:</b> S. Yusuf-Bawa, J. MacDonald</p>	
<b>4.0</b>	<b>Recording of E-mail Motions</b>	
	<p><b>MOTION:</b></p> <p>Motion for CIPHI Alberta branch to allocate \$80 (8 years missed x \$10/year) for a gift to lifetime member Mr. Blom.</p> <p>Note: this is in recognition of his 50 year membership with CIPHI in 2008, as he is unable to attend the AEC to be recognized as planned.</p> <p><b>NAME:</b> G. Tomko, K. Harvey</p>	

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	<p>Motion passed August 23 2016.</p> <p><b>MOTION:</b> Motion to accept the updated Education Events Sponsorship Policy as written, including a move to submitting applications through Google Forms.</p> <p><b>NAME:</b> K. Harvey, S. Budgell Motion passed October 5 2016.</p> <p><b>MOTION:</b> Motion to accept the revisions to the Terms of Reference for the Zone Councilor position as written.</p> <p><b>NAME:</b> T. Cheung, G. Tomko S. Budgell, D. Thepsouvanh and K. Wonsiak abstained from the vote. Motion passed October 24 2016.</p>	
<b>5.0</b>	<b>Standing Items: Operational Excellence</b>	
<b>5.1</b>	<p><b><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></b></p> <p><b>5.1.1 – 2016 Budget Update – D. Thepsouvanh</b></p> <ul style="list-style-type: none"> <li>-Chequing Account (Scholarship Account)balance \$23,490.21</li> <li>-Historically there have been contributions to this account after the workshop, however based on health of the account, no contribution will be made at this time.</li> <li>-AEC account balance \$178,743.29</li> <li>-There are still outstanding expenses to pay from this account (about \$150,000). Profit from AEC anticipated at \$80,000 including the Growing Forward grant and reimbursement from CIPHI National. .</li> <li>-Alberta Branch has a \$100,000 conservative investment with Investors Group which has grown by \$22,000 in about 3 years (performing well).</li> </ul> <p>These funds can be used for projects, however may be taxed when removing funds. The branch could also use this for additional scholarships for members.</p>	

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<p>5.2</p>	<p>-The Executive plans to bring this investment growth forward to members at the next AGM.</p> <p><b><i>Bylaws: We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</i></b></p> <p><b>5.2.1</b> Society Filing- K. Harvey -no update</p>	
<p>5.3</p>	<p><b><i>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</i></b></p> <p><b>5.3.1</b> 2017 Fall Workshop Proposal- T. Cheung -Fort McMurray will be the location -Roxanne Draudson is the main contact/chair -Downpayment is needed to secure the venue, however there have been no invoices to date.</p>	<p>T. Cheung &amp; E. Meyer to check in with Roxanne D.</p>
<p>5.4</p>	<p><b><i>AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.</i></b></p> <p><b>5.4.1</b> 2017 AGM – T. Cheung -Plan to hold the AGM in May 2017, before the long weekend (no date secured)</p>	
<p>5.5</p>	<p><b><i>Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.</i></b></p> <p><b>5.5.1</b> CIPHI In the Community Policy- G. Tomko -completed and approved - ZCs to promote this policy within membership, and K. Harvey to distribute to all members via email.</p> <p><b>5.5.2</b> Electronic Communication Policy- K. Wonsiak</p>	<p>K. Harvey to distribute CIPHI in the Community policy to members via email.</p> <p>K. Wonsiak to recirculate policy to the Executive.</p>

- draft policies will be recirculated to the Executive and all Executive members to comment on the drafts

**5.5.3** Executive Benefits Policy- T. Cheung

-no update

**5.5.5** Awards Policy- T. Cheung

-no update

**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

-Fall mock oral exam was held Oct 16 2016 for 9 students (1 not from Concordia- out of province student)

-8 mock examiners participated with 4 panels of 2 examiners

-Concordia provided a lunch for all participants and examiners.

-Erin Teare is the new Mock Oral Coordinator

-The next mock exam will be hosted about 2 weeks before the spring exam

**5.7**

***Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.***

**5.7.1** Twitter – E. Meyer

-AEC account to be forwarded to the BC organizing group.

**5.7.2** Consultant updates – T. Cheung

-has not been used since the last meeting

-discussion regarding Scarf current events: current news articles are focussed on AHS, not public health inspectors. Comments on social media are split on both sides and focus on the inflexibility of the regulations. At this time there is no reason for CIPHI Alberta Branch to get involved, however this issue will be monitored and the Branch may need to get involved in the future.

J. MacDonald to send E. Meyer the 2017 AEC Chair contact.

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 regarding intentions next term

- Arctic- J. Roberts (vacant assistant)
    - will not be staying on as the ZC next term
  - North- A. Simmons (M. Dahlgren)
    - difficult to get members engaged and involved in the branch
  - Edmonton- C. Ngo (J. Carbert)
    - does not plan to stay to on ZC, there seems to be interest in the position.
  - J. Carbert is moving to Central Zone, new assistant will be sought.
    - Federal- K. Wonsiak (W. Drobina)
  - limited interest in the Federal Zone; is willing to stay or go next term
    - Central- S. Budgell (J. Lee)
  - feels it would be beneficial to formalize Assistant ZC position
    - Calgary- S. Yusuf Bawa (E. McKenna)
  - is not sure if she will stay on, there seems to be interest in the position. Discussion to be had with E. McKenna regarding interest in ZC
    - South- G. Tomko (K. Dale)
  - plans to run for President Elect, may be a vacancy for ZC (there seems to be interest in the position). Will work on utilizing Assistant ZC more to get involved in the branch.
- Many ZC contributed to discussion about formalizing the Assistant Zone Councillor position for continuity in the Executive.

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

T. Cheung to poll the Executive via email regarding when to implement the new ZC Terms of Reference maximum term.

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5.9

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

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	<p><b>5.9.1</b> Important Dates to know -Early Bird Membership Renewal Draw (Dec date?) K. Harvey</p>	
<b>5.10</b>	<p><b><i>Terms of Reference: Terms of Reference will be reviewed and approved by May 14 2016.</i></b> <b>5.10.1</b> Terms of Reference update – T. Cheung</p>	TABLED
<b>5.11</b>	<p><b><i>NEC: President to Update on National Initiatives.</i></b> <b>5.11.1</b> Mandatory Membership Committee - T. Cheung</p>	TABLED
<b>5.12</b>	<p><b><i>2016 AEC Update:</i></b> <b>5.12.1</b> AEC Update - T. Cheung / J. MacDonald <b>5.12.2</b> Educational Scholarships – K. Harvey/T. Cheung <b>5.12.3</b> Executive Tasks/Volunteering at AEC- T. Cheung/J. MacDonald</p>	TABLED
<b>6</b>	<b>Standing Items: Advocacy</b>	
<b>6.1</b>	<p><b><i>Awards: We will continue to use our awards as a way to engage &amp; support our members and partners.</i></b> <b>6.1.1</b> 2016 Awards Update - E. Meyer</p>	TABLED
<b>6.2</b>	<p><b><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</i></b> <b>6.2.1</b> 2016 EPHW- E. Meyer, ZCs</p>	TABLED
<b>6.3</b>	<p><b><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</i></b> <b>6.3.1</b> Zone Councillor engagement of members – ZCs <b>6.3.2</b> What does CIPHI do for me? – E. Meyer <b>6.3.3</b> Nicaragua Trip 2017 – E. Meyer <b>6.3.4</b> CIPHI Swag Member Gifts- T. Cheung</p>	TABLED

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	<p>-Print Machine online store (\$100 set up cost), typically 10 items on the store.</p> <p>-Plans to give each member (regular &amp; retired members) a coupon code as a member gift.</p> <p>-If members wish to opt out, can they donate their funds to the EHFC? T. Cheung to look into this.</p> <p><b>MOTION:</b> Motion to provide members gifts to every regular, retired and life member at a cost of \$25 per member. .</p> <p><b>NAME:</b> T. Cheung, J. Roberts Motion passed during the meeting.</p>	
6.4	<p><b><i><u>Social Committee:</u> Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</i></b></p>	
6.5	<p><b><i><u>Website &amp; 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.</i></b></p> <p>6.5.1 Member Service Centre (MSC) – T. Cheung 6.5.2 Website – J. Vaughn / E, Meyer 6.5.3 Emails / Google Drive – T. Cheung</p>	TABLED
6.6	<p><b><i><u>Alberta Branch News:</u> We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></b></p>	TABLED

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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>6.7.1 EPH in the News - All</p>	TABLED
7.0	<b>New Business</b>	
	<p>7.0.1 CIPHI Historian &amp; Historian Documents- G. Tomko</p> <p>7.0.2 Potential 2017 Row for Kids Team (possible CIPHI in the Community Application)- K. Harvey</p> <p>7.0.3 Annual Donation to EHFC- T. Cheung -conducted via email motion after the meeting</p>	TABLED TABLED
8.0	<p><b>Adjournment 1:03pm</b></p> <p><b>MOTION: Motion to adjourn</b></p> <p><b>NAME:</b> K. Harvey, G. Tomko</p>	
	<p><b>Next Meeting: TBD will be held in November 2016, to complete outstanding agenda items.</b></p>	T. Cheung to send invite out for next meeting.