

CIPHI Alberta Branch
Executive Meeting Agenda (APPROVED)
Monday November 28 2016, 12-1 pm

ITEM	DETAILS	ACTION ITEMS
	Call to order	12:00pm
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Thomas Cheung, Jeremy Roberts, Christina Ngo, Danny Thepsouvanh, Geoff Tomko, Evelien Meyer, Karah Harvey, Scott Budgell, Kyle Wonsiak, Sarah Yusuf-Bawa</p> <p>1.2 Regrets: Jason MacDonald, Adrea Simmons</p> <p>1.3 Guests: none</p> <p>1.4 In Memoriam: none</p>	
2.0	Adoption of Agenda	
	<p>Add:</p> <p>MOTION: Motion to approve the agenda.</p> <p>NAME: J. Roberts, S. Budgell</p>	
3.0	Approval of November 15 2016 Executive Meeting Minutes	
3.1	<p>Add:</p> <p>Correction: Adjusted number of Mock Oral Participants from 11 to 9.</p> <p>Delete:</p> <p>MOTION: Move to approve the minutes from November 15, 2016</p> <p>NAME:</p>	Motion held to be conducted electronically.
4.0	Recording of E-mail Motions	
	<p>MOTION:</p> <p>CIPHI Alberta will donate \$1000 to the Environmental Health Foundation of Canada for support of their awards and charitable initiatives.</p> <p>NAME: T. Cheung, J. Roberts</p> <p>Motion passed November 17 2016.</p>	D. Thepsouvanh sent the cheque on behalf of the Branch on November 18 2016.
5.0	Standing Items: Operational Excellence	

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<p>5.1</p>	<p><u>Alberta Branch Calendar:</u> Google Calendar tracks important dates for CIPHI Alberta Branch.</p> <p>5.1.1 Important Dates to know</p> <ul style="list-style-type: none"> -Early Bird Membership Renewal Draw (January 3 2017) K. Harvey -AGM (May 2017- date to be determined) -Alberta Branch Fall Workshop September 21 & 22 2017 (Fort McMurray) -Annual Education Conference November 6-8 2017 (Richmond, BC) 	<p>T. Cheung to connect with E. Teare regarding early bird renewal draw.</p>
<p>5.2</p>	<p><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by May 2018.</p> <p>5.2.1 Terms of Reference update – T. Cheung</p> <ul style="list-style-type: none"> -need to update website TORs and policies- volunteers to help review the website and update formatting on TORs- K. Harvey 	<p>T. Cheung, C. Ngo, J. Roberts and K. Harvey to work on updating the website before Dec 20 2016.</p>
<p>5.3</p>	<p><u>NEC:</u> President to Update on National Initiatives.</p> <p>5.3.1 Mandatory Membership Committee - T. Cheung</p> <ul style="list-style-type: none"> -In final draft stage from NEC and will be circulated to general membership for review. -Face to face meeting in Halifax February 4 & 5 2017 for face to face meeting. Both T, Cheung and E. Meyer will be attending on behalf of the Branch. -lots of change over with Branch Presidents. There is still no President Elect for CIPHI National. 	
<p>5.4</p>	<p><u>AEC Update:</u></p> <p>5.4.1 AEC Update - T. Cheung / J. MacDonald</p> <ul style="list-style-type: none"> -ongoing payment of invoices and waiting on grant for AEC. -reporting requirements for National are in progress. <p>5.4.2 Educational Sponsorships – K. Harvey/T. Cheung</p> <ul style="list-style-type: none"> -completed 	

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6.0	Standing Items: Advocacy	
6.1	<p><i>Awards: We will continue to use our awards as a way to engage & support our members and partners.</i></p> <p>6.1.1 2016 Awards Update - E. Meyer (need to post on website)</p> <p>6.1.2 2017 Awards- E. Meyer</p> <p>-call for nominations will be sent out in early January 2017</p>	<p>E. Meyer to follow up with Jeremy Vaughn to post winners names on the website.</p>
6.2	<p><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</i></p> <p>6.2.1 2016 EPHW- E. Meyer, ZCs</p> <p>-at National, there is no EPHW Chair (previous Chair has moved on)</p> <p>-a binder is being created for continuity with this position</p> <p>-many zones had difficulty with getting proclamations, a few proclamations were received.</p>	
6.3	<p><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</i></p> <p>6.3.1 Zone Councillor engagement of members – ZCs</p> <p>-South Zone AHS EPH meetings have a standing item for CIPHI business, SZ Councillor also recirculates Alberta Branch emails.</p> <p>-Central Zone recirculates select Alberta Branch emails.</p> <p>-hopeful for members to be excited about the upcoming member gifts</p> <p>6.3.2 What does CIPHI do for me? – T. Cheung</p> <p>-successful AEC, swag, educational opportunities & sponsorship, free membership draws</p> <p>6.3.3 Nicaragua Trip 2017 –T. Cheung</p> <p>-speaker gifts from AEC were donations for Clinique Verde</p> <p>6.3.4 CIPHI Swag Member Gifts- T. Cheung</p> <p>-Previous motion passed to provide member gifts to every regular, retired and life member at a cost of \$25 per member.</p>	

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- Print Machine online store (\$100 set up cost), typically 10 items on the store.
- Plans to give each member (regular & retired members) a coupon code as a member gift.
- If members wish to opt out, can they donate their funds to the EHFC.
- Google Form to be circulated to all members to select their gift of choice. Deadline to complete the form is Friday December 9 2016.
- Codes can be pooled together, which is a good option to reduce shipping costs (shipping is a flat rate \$15 per order).
- Zip up hoodies to be added to the website in place of the pull over hoodie.
- T. Cheung to look into adding female t shirt with slimmer cut.

6.4 ***Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.***

6.5 ***Website & Members Service Center: Our Executive will visit the website and MSC routinely and be aware of opportunities with respect to outward communications via these forums.***

- 6.5.1** Member Service Centre (MSC) – T. Cheung
- constant updates, including an upgrade for students to be on the MSC
 - reminder to renew your membership and log PDH in the MSC
- 6.5.2** Website – E Meyer
- favouring option for third party company to design the website, with the flexibility of the Branch adding and updating content
 - recommendations received for Planet Com Creative (in Sherwood Park)
 - will need a committee from the Executive or general membership to work on this. Interested individuals to contact E. Meyer to express interest.
- 6.5.3** Emails / Google Drive – T. Cheung
- email discussion regarding using only Branch email accounts (not work emails)

T. Cheung to update
Executive email list (remove
work emails)

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<p>6.6</p> <p>6.7</p>	<p>-group supports removing work emails from the Executive mailing list.</p> <p><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></p> <p><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></p> <p>6.7.1 EPH in the News - All</p> <p>-G. Tomko featured in the AHS Interchange in November</p> <p>-S. Budgell will be in the Central Zone AHS newsletter soon (e-version)</p> <p>-Dr. Sikora was interviewed about lasers by the media (buyer beware, not regulated).</p>	
<p>7.0</p>	<p>New Business</p>	
	<p>7.0.1 CIPHI Historian & Historian Documents- G. Tomko</p> <p>-committee has been scanning in historical documents</p> <p>-documents are being saved in Google Drive (will be organized at a later date)</p> <p>7.0.2 Potential 2017 Row for Kids Team (possible CIPHI in the Community Application)- K. Harvey</p> <p>-at least half of the team would need to be CIPHI members</p> <p>-K. Harvey to circulate an email to the ZC who may have members who live in the Edmonton area to gauge interest.</p>	<p>K. Harvey to circulate an email to the ZC who may have members who live in the Edmonton area to gauge interest.</p>
<p>8.0</p>	<p>Adjournment 1:02pm</p> <p>MOTION: Motion to adjourn</p> <p>NAME: G. Tomko, S. Yusuf-Bawa</p>	
	<p>Next Meeting: TBD will be held in early 2017.</p>	