

CIPHI Alberta Branch  
Executive Meeting Minutes (Approved)  
Wednesday, March 1, 2017 (7:00 pm - 8:30 pm)

(Meeting Minutes approved April 8, 2017)

ITEM	DETAILS	ACTION ITEMS
	<b>Call to order 7:04pm</b>	
<b>1.0</b>	<b>Roll Call &amp; Memoriam</b>	
	<b>1.1 Roll Call:</b> Thomas Cheung, Evelien Meyer, Danny Thepsouvanh, Geoff Tomko, Christina Ngo, Kyle Wonsiak, Adrea Simmons <b>1.2 Regrets:</b> Jeremy Roberts, Scott Budgell, Sarah Yusuf-Bawa <b>1.3 Guests:</b> Lena Parker <b>1.4 In Memoriam:</b> none	
<b>2.0</b>	<b>Adoption of Agenda</b>	
	Add: 5.0.1 Next meeting discussion <b>MOTION: Motion to approve the agenda.</b> <b>NAME: E. Meyer, T. Cheung</b>	Motion Passed
<b>3.0</b>	<b>Approval of November 2016 Executive Meeting Minutes</b>	
<b>3.1</b>	Add: Correction: Delete: <b>MOTION: Move to approve the minutes from November 15 2016 &amp; November 28 2016 meetings</b> <b>NAME: E. Meyer, D. Thepsouvanh</b>	Motion Passed
<b>4.0</b>	<b>Recording of E-mail Motions</b>	
	<b>MOTION:</b> Motion for CIPHI Alberta branch to allocate \$100 towards a retirement gift for Gordon Corcoran.  <b>NAME:</b> M. Dahlgren, S. Budgell Motion passed January 12 2017.  <b>MOTION:</b>	

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	<p>Motion for the executive to make a donation of \$200 to go toward a gift for Gordon Corcoran who is retiring January 12 2017. Gord has been a member in good standing since he started work in Alberta in 1980. Motion was defeated</p>	
<p>5.0</p>	<p><b>Standing Items: Operational Excellence</b> <b>5.0.1: Next Meeting Discussion- T. Cheung</b> -April 8 2017- room booked at AHS Edmonton Office for meeting -Start time 9am -All attendees on the call confirmed availability for the April 8 meeting <b>Agenda will include:</b> -Website updates/options/ideas to present to the group -Finalizing policies, TOR COPE Rep -Merchandise webstore -Zone Councillor term to potentially be added to the Bylaws -2016 financial report review -Motion to support members to attend Fall Workshop -Awards -AGM Logistics</p>	
<p>5.1</p>	<p><b><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></b> <b>5.1.1 – 2016 Budget – D. Thepsouvanh</b> -financial report will be finished by April 2 2017 -most of the activity was related to the AEC (AEC report will be completed) -AEC account to be closed this month -Net profit of AEC 2016: \$73,862.06 -AB Branch Portion is \$36,931.03 -National Portion is \$36,931.03 -investment of the Alberta Branch portion will be made before the AGM</p>	<p><b>T. Cheung, E. Meyer and D. Thepsouvanh will meet with the investment advisor before the AGM</b></p>

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5.2	<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 -to be done in July 2017</p>	
5.3	<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 Update- T. Cheung -Organizing Committee is in progress (Roxanne Draudson is chairing the Committee) -T. Cheung and E. Meyer will be invited to future planning meetings -D. Thepsouvanh has already paid the venue deposit</p>	
5.4	<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 -to be held Saturday May 13 2017 -deadline for Executive to submit reports to Secretary is Sunday April 2 2017 -Approved by AHS to use Lync for AGM, with at least 1 physical site set up per zone -Voting Logistics- polls can be set up in advance (similar to the way proxy votes are counted) -AGM invite to include sign- in information to use Lync -troubleshooting to be done at the face to face meeting for using Lync (possible use of Google Forms or polls in Lync/Skype)</p>	<p><b>All Executive Reports for the AGM must be submitted to K. Harvey by April 2 2017</b></p>
5.5	<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> Branch Support for Retirement Gifts Policy- S. Budgell</p>	<p><b>Deferred to April 8 meeting</b></p>

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	<p>5.5.2 Electronic Communication Policy- K. Wonsiak 5.5.3 Executive Benefits Policy- T. Cheung 5.5.5 Awards Policy- T. Cheung Need to update Awards Policy and generate Google Form for submissions. 5.5.6 Membership Draw Policy (draft)- T. Cheung/E. Meyer 5.5.7 TOR - AB rep to CoPE</p> <p>5.6 <b><i>Concordia: We will continue to foster a partnership with the Environmental Health program at Concordia University of Edmonton.</i></b> 5.6.1 BOC Mock Oral Exam- C. Ngo -email circulated to general membership for April 1 mock examiners - sufficient number of mock examiners have expressed interest -new cohort of students will be starting at Concordia in May. CIPHI introduction will be done with anyone who is available to join</p> <p>5.7 <b><i>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</i></b> 5.7.1 Twitter – E. Meyer -Looking for another volunteer to manage the Twitter account after the AGM 5.7.2 Consultant updates – T. Cheung -Has not been used since the last meeting</p> <p>5.8 <b><i>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</i></b> 5.8.1 Zone Councillor (&amp; assistants) updates     • Arctic- J. Roberts (vacant assistant) -ZC position will be vacant as of the AGM, call for interest has been made within the Arctic Zone     • North- A. Simmons (M. Dahlgren)</p>	<p>T. Cheung and any interested/available Executive members will present at Concordia to the new cohort of students in May 2017</p> <p>Zone Councillors with anticipated vacant</p>
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--ZC position will be vacant as of the AGM, call for interest has been made within the North Zone

- Edmonton- C. Ngo (L. Parker)

-ZC position will be vacant as of the AGM. There has been interest expressed within the Zone

- Federal- K. Wonsiak (B.Ntiamoah )

-ZC is willing to stay on, new assistant was recently named

- Central- S. Budgell (J. Lee)

--ZC position will be Vacant as of the AGM, call for interest has been made within the Central Zone

- Calgary- S. Yusuf Bawa (E. McKenna)

-Assistant ZC may be interested in becoming the ZC

- South- G. Tomko (M. Sywstun)

-ZC position will likely be vacant. Assistant ZC is interested in being the ZC.

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

-in the first year of a 3 year term

- Call for Interest for Examiners for April 2017 was already distributed

**5.9**

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

**5.9.1** Important Dates to know

- ABN Deadline for Submissions March 1 2017
- Executive Awards Voting- TBA (E. Meyer)
- Tentative Member Gift Coupon Code Deadline April 1 2017
- In Person Executive Meeting April 8 2017
- AGM Meetings May 13 2017
- Branch Fall Workshop September 21-22 2017 (Fort McMurray)
- CIPHI National AEC November 6-8 2017 (Richmond BC)

**positions need to circulate a call for interest within their respective Zones.**

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<p>5.10</p>	<p><b><u>Terms of Reference:</u> Terms of Reference will be reviewed and approved by May 14 2016.</b>  <b>5.10.1</b> Terms of Reference update – T. Cheung          -Website TOR documents all updated.          -CoPE Representative TOR (draft)          To be finalized at the in person meeting</p>	
<p>5.11</p>	<p><b><u>NEC:</u> President to Update on National Initiatives.</b>  <b>5.11.1</b> Mandatory Membership Committee - T. Cheung          -NEC is meeting this week. Update will be provided April 8 2017</p>	
<p>6</p>	<p><b>Standing Items: Advocacy</b></p>	
<p>6.1</p>	<p><b><u>Awards:</u> We will continue to use our awards as a way to engage &amp; support our members and partners.</b>  <b>6.1.1</b> 2017 Awards Update - E. Meyer          -Branch awards nominations were received for 7 awards (there were no nominations for 2 awards)          -National Awards deadline usually in the summer. Start thinking about nominations such as Life Member Award.   <b>6.1.2</b> 2017 AEC Scholarship Draw - T. Cheung          -Names have been drawn for 2017 (Janine Legare, Valerey Davidson and Maria Krall)          -As usual, to receive the funds the scholarship recipients need to submit content for the ABN following the education event.</p>	<p><b>E. Meyer to facilitate Awards voting for 2017 nominations.</b></p>
<p>6.2</p>	<p><b><u>EPHW:</u> We will continue to use EPHW as a way to celebrate and promote the profession.</b>  <b>6.2.1</b> 2017 EPHW- E. Meyer, ZCs          -EPHW Committee does not meet until 6 months before EPHW (3rd week of September)</p>	

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<p>6.3</p>	<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 -Early Bird Registration Membership Draw Winner Karen De Wet (need to issue cheque to reimburse the cost of the renewal) -E. Teare drafted a policy to formalize this initiative <b>6.3.3</b> Nicaragua Trip 2017 – E. Meyer -was shared on Branch Twitter Account -Giardia (the beaver) was also on the trip <b>6.3.4</b> CIPHI Swag Member Gifts- T. Cheung -Reminder to members to use their coupon codes before April 1, 2017</p>	<p><b>T. Cheung to contact Karen De Wet</b></p> <p><b>D. Thepsouvanh to issue cheque</b></p> <p><b>T. Cheung to circulate the policy for discussion at the face to face meeting</b></p>
<p>6.4</p>	<p><b><i>Social Committee: Our Executive will be supportive and aware of social events associated with the Alberta Branch brand.</i></b> -No update</p>	
<p>6.5</p>	<p><b><i>Website &amp; 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.</i></b> <b>6.5.1</b> Member Service Centre (MSC) – T. Cheung <b>6.5.2</b> Website – E Meyer / G. Tomko <b>6.5.3</b> Emails / Google Drive – T. Cheung</p>	<p><b>Deferred to April 8 meeting</b></p>
<p>6.6</p>	<p><b><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></b> -Deadline for Spring ABN submissions March 1 2017</p>	

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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><b>6.7.1</b> EPH in the News - All -E. Meyer is on the CIPHI National Advocacy Committee</p>	
7.0	<b>New Business</b>	
	<p><b>7.0.1</b> CIPHI Historian &amp; Historian Documents- G. Tomko -G. Tomko is the keeper of the history from the storage locker, with support from members each zone -documents are being scanned to electronic record -looking for another Executive member to take on leading this committee after the AGM</p> <p><b>7.0.2</b> 2017 Row for Kids Team (upcoming CIPHI in the Community Application)- K. Harvey -7 confirmed participants (5 members, 2 friends and family) with 5 other interested individuals (looking for 10 participants in total) -a trial session was offered Feb 25 with 4 attendees -members from both Federal Zone and Edmonton Zone have signed up -potentially 2 CIPHI in the Community applications could be made to support fundraising efforts for the team (Edmonton Zone and Federal Zone)</p>	
8.0	<p><b>Adjournment 8:28pm</b> <b>MOTION: Motion to adjourn</b> <b>NAME: D. Thepsouvanh, E. Meyer</b></p>	Motion Passed
	<b>Next Meeting: April 8, 2017 in person in Edmonton (9:00am)</b>	