

CIPHI Alberta Branch
Executive Meeting Minutes (Approved)
Saturday, April 8, 2017 (9:00 am - 4:00 pm)

(Meeting Minutes approved August 2, 2017)

ITEM	DETAILS	ACTION ITEMS
	Call to order 9:16am	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: Thomas Cheung, Evelien Meyer, Danny Thepsouvanh, Geoff Tomko, Kyle Wonsiak, Erin McKenna, Adrea Simmons, Christina Ngo, Karah Harvey</p> <p>1.2 Regrets: Scott Budgell, Jeremy Roberts, Sarah Yusuf-Bawa</p> <p>1.3 Guests:</p> <p>1.4 In Memoriam:</p>	
2.0	Adoption of Agenda	
	<p>MOTION: Motion to approve the agenda. NAME: G. Tomko, E. Meyer</p>	Motion Carried
3.0	Approval of March 1 2017 Executive Meeting Minutes	
3.1	<p>Add: Correction: Delete: MOTION: Move to approve the minutes from March 1, 2017 meeting NAME: K. Wonsiak, E. Meyer</p>	Motion Carried
4.0	Recording of E-mail Motions	
	<p>MOTION: CIPHI Alberta Branch to donate \$100.00 to the retirement celebration for Marilyn Dahlgren</p>	

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	<p>NAME: A. Simmons, K. Harvey Motion carried March 24, 2017</p>	
5.0	Standing Items: Operational Excellence	
5.1	<p><i>Financial Update: Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</i></p> <p>5.1.1 – Budget – D. Thepsouvanh</p> <p>-2016 financial report review:</p> <ul style="list-style-type: none"> - Business as usual aside from the AEC. -Education policy funds spent was higher due to additional funds offered to attend AEC. -Alberta Branch received over \$36,000 from hosting the AEC. -Outstanding cheques to be followed up on by the Zone Councilors for the respective outstanding cheques. -“Other Revenue” was membership refund received from CIPHI National <p>-2017 budget update</p> <ul style="list-style-type: none"> -business as usual, including typical down payments for the Fall Workshop -signing authority on the account will need to be updated after the AGM -discussion regarding the historical intention for use of the investment revenue, and potential future use. J, MacDonald indicated over the phone the initial investment revenue did not have a committed intended use, however was generally intended for scholarships and supporting member education. -J. MacDonald also indicated that separate from the initial investment, there 	<p>J. MacDonald/T. Cheung will ask J. Elliot to provide any additional historical details that may be pertinent for the Executive.</p>

<p>5.2</p>	<p>had been discussion with Concordia about a potential scholarship/bursary. This concept had never been pursued formally.</p> <p>-Update on investment advisor meeting: Meeting to be held with the investment advisor before the AGM (D. Thepsouvanh, T. Cheung, E. Meyer)</p> <p><i>Bylaws: We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</i></p> <p>5.2.1 Zone Councilor Term- T. Cheung</p> <ul style="list-style-type: none"> - Bylaw review is required in 2018. -discussed possible addition of Zone Councilor term limitation to the bylaws (would need general membership to vote on this at an AGM). It may be beneficial to keep the term out of the Bylaws, to ensure flexibility in the future. - Zone Councillor TOR currently has term limitation specified (maximum of 2 consecutive 2 year terms). 	<p>T. Cheung/ D. Thepsouvanh/ E. Meyer to meet with Investment Advisor by May 1 2017</p>
<p>5.3</p>	<p><i>Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.</i></p> <p>5.3.1 2017 Fall Workshop Update- T. Cheung</p> <ul style="list-style-type: none"> -Fort McMurray September 21-22 2017 -Roxanne Draudson is the Workshop Chair, planning is underway -Branch email account is starting to receive emails from stakeholders; need to circulate save the date information soon 	<p>Incoming Executive after the AGM to ensure Executive Member is actively involved in the workshop planning. E. Meyer and G. Tomko to</p>

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- Members are concerned about travel distance to the AGM.
- Discussion to potentially approaching airlines (or charter flights) for corporate discounts.
- Confirmed employer support for members to attend is needed. This will be discussed at the Organizing Committee level.
- Save the Date/Public information is needed to promote the event.

AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.

5.4.1 2017 AGM – T. Cheung

- Saturday May 13 2017 10am
- Approved by AHS to use Lync/Skype for AGM, with at least 1 physical site set up per zone
- Edmonton Zone: HSBC 6th Floor Education Room
- Calgary Zone: E. McKenna to secure a room in Calgary
- North Zone: A. Simmons to secure a room in NZ
- Central Zone: S. Budgell to secure a room in Red Deer
- South Zone: G. Tomko to secure a room in SZ

- Voting Logistics- polls can be set up in advance (similar to the way proxy votes are counted). Both in person and electronic votes will be counted.
- AGM invite to include sign- in information to use Lync
- Trial was done and Lync/Skype was successful on Mac and PC computers using personal email addresses.
- Association Executive Vacancies: President-Elect , Secretary

take this on for the time being.

ZC to confirm site in each zone and provide room details to K. Harvey by April 12 2017.

E. McKenna to check into a one page document to circulate for Lync/Skype log in instructions.

K. Harvey to send out AGM package to general membership on April 13 2017.

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Expressions of interest to date:

- President-Elect- G. Tomko nominated by E. Meyer & T. Cheung
- Secretary- S. Roqara nominated by T. Cheung & K. Harvey

-discussed additional educational support for members to attend the Fall Workshop this year. As the total approved spending is less than \$10,000, this decision does not need to be presented to the general membership at the AGM.

MOTION:

"Move to support member education with 30 bursaries valued at \$250 each (total of \$7500) for the 2017 Fall Workshop in Fort McMurray. Bursary recipients will be randomly drawn from early bird registrations for Alberta Branch regular, retired and life members only. Funds will be distributed upon Branch regular, retired and life members only. Funds will be distributed upon attendance at the workshop."

NAME: A. Simmons, G. Tomko

Motion Carried

-discussed following previous precedent for the auditor honorarium.

MOTION: Move to award each auditor an honorarium of \$100 for the audit of the 2016 branch financial report.

NAME: T. Cheung, D. Thepsouvanh

Motion Carried

5.4.2 Storage Locker Access:

-3 keys are now available for the locker

-President, President-Elect, Past-President, Secretary and Treasurer have

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access to the instructions for the locker on the shared drive.
-G. Tomko, D. Thepsouvanh and T. Cheung have the keys at this time.

Policies and Procedures: We will support the creation and update of, along with the adherence to, policies and procedures.

5.5.1 Branch Support for Retirement Gifts Policy- S. Budgell
-no update, no draft available at this time

5.5.2 Electronic Communication Policy- K. Wonsiak

MOTION: Move to approve the Branch email use policy as written.

NAME: D. Thepsouvanh, C. Ngo

5.5.3 Executive Benefits Policy- T. Cheung
-no update

5.5.5 Awards Policy- T. Cheung/E. Meyer
-Need to update Awards Policy to ensure teams can be nominated and generate Google Form for submissions before Dec 2017.

5.5.6 Membership Draw Policy (draft)- T. Cheung/E. Teare

MOTION: Move to accept the Early Membership Renewal Draw Policy.

NAME: K. Harvey, E. Meyer

5.5.7 TOR Approval - AB Rep to CoPE- T. Cheung
-tabled until the TOR has been circulated to the Executive.

T. Cheung to format the electronic communications policy for posting on the webpage.

Motion Carried

Motion Carried

T. Cheung to circulate the CoPE TOR to the Executive.

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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

-was held April 1 2017 at Concordia with 9 examiners, 12 candidates (organized by E. Teare)

-Concordia is also offering a BOC Bootcamp (by T. Mak, Dr. Song and J. Brown) on Saturdays

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

5.7.1 Twitter/Social Media – E. Meyer

-350 followers on the account

5.7.2 Consultant updates – T. Cheung

-no updates

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)

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

- North- A. Simmons (M. Dahlgren)

Zone Councillors with

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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 is 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

-no update

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

5.9

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

5.9.1 Important Dates to know

- AGM Meetings May 13 2017
- Branch Fall Workshop September 21-22 2017 (Fort McMurray)
- In Person Executive Meeting Saturday September 23 2017 (Fort McMurray)

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<p>5.10</p> <p>5.11</p>	<ul style="list-style-type: none"> - Environmental Public Health Week September 18-22 2017 - CIPHI National AEC November 6-8 2017 (Richmond BC) <p><i>Terms of Reference: Terms of Reference will be reviewed and approved by May 14 2016.</i></p> <p>5.10.1 Terms of Reference update – T. Cheung -no updates</p> <p><i>NEC: President to Update on National Initiatives.</i></p> <p>5.11.1 Mandatory Membership Committee - T. Cheung -Miller Thompson was previously consulted for legal advice regarding Mandatory membership. -CIPHI owns the credential, however legally it is difficult to take the credential away -Focus moving forward will be on mandatory membership (which can be revoked).</p>	
<p>6</p>	<p>Standing Items: Advocacy</p>	
<p>6.1</p>	<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 2017 Awards Update - E. Meyer -6 Executive members have voted to date. -Deadline for Executive voting is April 14 2017</p> <p>6.1.2 2017 Education Scholarship Draw - T. Cheung - has been done for this year (J. Legare, V. Davidson & M. Krall)</p>	<p>E. Meyer to email the Executive regarding Awards voting deadline.</p>

<p>6.2</p>	<p>-as usual, all recipients must submit content to the ABN to receive the funding</p> <p><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</i></p> <p>6.2.1 2017 EPHW- E. Meyer, ZCs</p> <p>-EPHW Committee does not meet until 6 months before EPHW (3rd week of September)</p> <p>-EPHW 2017 theme is “Honouring Traditions, Inspiring Innovation”</p> <p>-Poster development is in progress (end of April 2017)</p>	
<p>6.3</p>	<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>-see Annual Report for recent activity within each Zone</p> <p>6.3.2 What does CIPHI do for me? – all</p> <p>-Increased funding for members to attend the Fall Workshop in Fort McMurray</p> <p>6.3.3 CIPHI Web Store- T. Cheung</p> <p>-Discussed next steps on using unused coupon codes</p> <p>-CIPHI Row for Kids participant T-Shirts will be supported through the unused webstore coupons</p> <p>-future opportunities may come up over the course of this year</p>	

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-In October 2017 Executive should ensure that all coupon codes have been spent.

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

-At this time there is no social committee. This item will be removed from the standing agenda.

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

-no update

6.5.2 Website – E Meyer / G. Tomko **Start at 2PM**

-E. Meyer has been in contact with multiple web designers. Firespring.org was selected as a vendor to present as they are reasonably priced and work with non-profit organizations. They offer the capability to have forms on our website

-Organization sites are accessed typically for specific reasons

-Will ensure the new site is tablet based

-Presentation was given electronically from Firespring.org.

-presentation was discussed, recognizing this organization can provide needed/wanted features on the website, however concern raised over the monthly required fee (\$90-130 US dollars) and proprietary design that does

Committee to be formed to work on the website. ZC to approach members to join the committee. Maximum of

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<p>6.6</p> <p>6.7</p>	<p>not allow independent management of the site in the future. -Committee to be formed to develop needs/wants before decisions are made about vendor.</p> <p>6.5.3 Emails / Google Drive – T. Cheung -no update</p> <p><i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i> -Spring ABN was circulated to Albert Branch members on April 4 2017. Also available on our webpage, and was circulated to the national list serv.</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>10 members to form this committee</p>
<p>7.0</p>	<p>New Business</p>	
	<p>7.0.1 CIPHI Historian & Historian Documents- G. Tomko -looking for another Executive member to take on leading this committee after the AGM -currently in 1983 with scanning documents -scanned items are pertinent to the Alberta Branch and CIPHI National (National items are being shared electronically with Tim Roarke)</p>	

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	-some items that were in the locker may be of interest to members and could be displayed at future conferences -G. Tomko will be purchasing another scanner to use for this purpose (motion will be made to approve this purchase, when a suitable scanner is found)	
8.0	Adjournment 3:36pm MOTION: Motion to adjourn NAME: D. Thepsouvanh, K. Wonsiak	
	Next Meeting: AGM May 13, 2017 @ 10 AM	