

CIPHI Alberta Branch  
Executive Meeting Minutes (Approved)  
Wednesday, August 2, 2017 (7:00 pm - 8:30pm)

(Meeting Minutes approved on November 1, 2017)

ITEM	DETAILS	ACTION ITEMS
	<b>Call to order @ 7:10 PM</b>	
<b>1.0</b>	<b>Roll Call &amp; Memoriam</b>	
	<p><b>1.1 Roll Call:</b> Danny Thepsouvanh, Lena Parker, Scott Budgell, Evelien Meyer, Thomas Cheung, Susana Roqara, Geoffrey Tomko, Michael Swystun, Sarah Yusuf, Meaghen Allen, Brenda Ntiamoah</p> <p><b>1.2 Regrets:</b> Ravinder Thind, Kyle Wonsiak</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: None.</p> <p><b>MOTION: Motion to approve the agenda.</b></p> <p><b>NAME:</b> T. Cheung, S. Budgell</p>	<b>Motion Carried</b>
<b>3.0</b>	<b>Approval of April 8 2017 Executive Meeting Minutes</b>	
<b>3.1</b>	<p>Add: None.</p> <p>Correction: None.</p> <p>Delete: None.</p> <p><b>MOTION: Move to approve the minutes from April 8, 2017.</b></p> <p><b>NAME:</b> E. Meyer, S. Yusuf</p>	<b>Motion Carried</b>
<b>4.0</b>	<b>Recording of E-mail Motions</b>	
	<p><b>MOTION:</b></p> <p><b>Motion for CIPHI AB Branch to purchase a Xerox WorkCentre 3615/DN Monochrome Multifunction Laser Printer for \$699.00 + GST from Costco for Historical Committee scanning.</b></p> <p><b>NAME:</b> G. Tomko, K. Harvey</p>	<b>Motion carried April 18, 2017</b>

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	<p><b>MOTION:</b> CIPHI Alberta Branch will adopt the Terms of Reference for the CIPHI Alberta Branch Representative to the Council of Professional Experience as written.</p> <p><b>NAME:</b> T. Cheung, D. Thepsouvanh</p>	<p>Motion carried April 21, 2017</p>
<p>5.0</p>	<p>Standing Items: Operational Excellence</p>	
<p>5.1</p>	<p><b><u>Financial Update:</u> Each Executive member will develop a strong working knowledge of the Alberta Branch finances.</b></p> <p>5.1.1 – 2016 Budget – D. Thepsouvanh</p> <ul style="list-style-type: none"> <li>- Question if need more signing authorities. Don't need any more individuals with signing authority.</li> <li>- Business as usual. A few transactions related to the workshop. Deposits for items such as venue, social activities. Nothing out of ordinary.</li> <li>- Credit card (Monaris was depositing all credit card monies into AEC account). Some of the money wasn't deposited because it was set to go into AEC account. Has been sorted out.</li> </ul>	<p><b>E. Meyer, G. Tomko and D. Thepsouvanh need to meet with the investment advisor.</b></p>
<p>5.2</p>	<p><b><u>Bylaws:</u> We will examine the bylaws to determine their relevancy and bring forward proposed changes to the membership for consideration.</b></p> <p>5.2.1 Society Filing - D. Thepsouvanh</p> <ul style="list-style-type: none"> <li>- 2016 filing issues: Society papers were sent back to us because we were missing some info. Has been sorted. Filed papers with corporate registries now.</li> <li>- 2017 filing to be done in July</li> <li>- Have not filed 2017. Job goes to branch secretary. Did not declare that we don't have any liabilities. Had to write it in.</li> </ul>	<p><b>T. Cheung will follow up with Karah to determine if filing has been done. Will discuss with Thomas, Danny and Susana.</b></p>

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5.3

**Fall Workshop: We recognize the importance of our Fall Educational Workshop from both a professional development and profitability standpoint.**

**5.3.1 2017 Fall Workshop Update- E. Meyer/ G. Tomko**

- 34 registered so far. Looking to be a good turnout so far.
- Extend early bird deadline to August 15, 2017
- Directors were to be meeting today. Mark to talk to managers to support staff with attendance, travel time.
- Discussion about travel options. One member suggested a chartered bus. Calgary - no feedback from members. Central Zone - 6 attending will be carpooling. Edmonton - some members have been approved. No other feedback from other zones.
- CIPHI booth - CIPHI swag. Roxanne suggested we set it up in the front entrance. Who has been responsible in the past for setting up a CIPHI booth? Last time had a joint booth with national. Usually just the executive volunteers and shows up early to set it up. CIPHI banners are still with Tony Mak. He might still have them. Would be great exposure. Volunteer? Executive are the best people to do it. Event organizers are busy. What do we want in the booth. Swag? Suggest starting up a signup sheet to pass around with group for volunteers. As long as booth is set up someone would need to be manning the booth. In past have had copies of the newsletters. A chance for membership to meet members of the executive. Could have someone there during breaks. In past have used booth to promote events. E. Meyers - 1 day is a possibility. Good chance to network with membership.
- Check with print machine guy to see how many groupons have been used. T. Cheung suggests we use those up to see how many we have left. Have to be used up by the end of December 2017.

**Zone councillors to send emails to members in their zone about workshop.**

**Evelien will send out an email with a sign-up sheet for volunteers to man the booth.**

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- Social night / paint night. Suggestion for a mural. Might want to do a landscape scene.
- Zone updates: information distribution regarding conference, interest/numbers of members for flights,
- Central/South Zone flight interest out of Calgary/Edmonton?
- Attendance: Maybe - Susana, Yes - Meaghen, Brenda, Danny, Geoff, Scott, Evelien, No - Lena, Mike, Sarah, Thomas

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

**5.4.1** 2017 AGM – E. Meyer

- AGM around May next year
- Bylaw review is needed. Last done in 2016 (April/May)

**5.5** ***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

- Scott will send out a draft on the retirement gifts for everybody.

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

- May want to review as part of the bylaw reviews. Last changes back in 2014/2015. Review every 2 years.

**5.5.3** Alberta Branch Education Policy 2016 - E. Meyer

- Need to update the Policy and generate Google Form for submissions.

**5.5.4** Zone Councillor TOR

- Need to revisit the policy to determine when the 2 year terms take in effect. The start and end dates have not been determined.
- Need for making the election process for ZCs consistent

M. Allen: Question about how sponsorship money is spent on workshop.

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- This was a motion not a policy. Can't change a motion. In discussion said we can review the policy. Will add this to the items we will be reviewing this year 3 - \$1000 sponsorship draws for national. Can re-evaluate. Policy will be reviewed this year. Scott will help review this motion.
- People need to use it within the next calendar year. Cases with maternity leave. Someone received the sponsorship but had to use it this year. Was going on mat leave. Would it make sense to make some exemptions. Motion to allow this person to have the sponsorship for next year. Review case by case. Need to add into policy what a valid reason for carrying over money to next year. Thomas - policy itself should not change. Was meant to prevent people from pushing date of use. Hold over. Need to consider changes of executive. Want to prevent people carrying over for long time. Meant to support organizers of workshops and attendance. Will not make exemptions for situations like conflicts with vacation dates.

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- Edmonton Zone Councilor**

- Practicum students this summer. Will they have a chance to do a mock oral exam? Meaghen - concordia/BOC mock oral. Kelly B. was previously responsible. Thomas would initiate it and start it up. Kelly B. used to organize. She is now the exam coordinator. Now it is Erin T. Zone councillor is there to help out. If Erin isn't doing it need to figure something out. Meaghen will connect with Erin. Exam early October. Runs into workshop dates.
- Thomas - a year ago had orientation for new students. Tony reached out to Thomas. Didn't do anything in May. Tony may want

**Meaghen will touch base with Erin. If she is no longer doing it, Meaghen will take care of it.**

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	<p>someone to reach out to new students. Evelien will try to make it up to Edmonton for student orientation.</p> <ul style="list-style-type: none"><li>- Concordia - wanting to create a lab. Evelien will provide more details once she has more information.</li></ul>	<p><b>Evelien will reach out to Tony regarding student orientation.</b></p>
<p>5.7</p>	<p><b><i>Communications: Executive will develop skills to communicate effectively with membership and with external stakeholders.</i></b></p> <p><b>5.7.1</b> Twitter – E. Meyer</p> <ul style="list-style-type: none"><li>- Ads and tweets will be sent out regarding upcoming workshop</li><li>- Looking for another volunteer to manage the Twitter account</li></ul> <p><b>5.7.2</b> Consultant updates – E. Meyer</p> <ul style="list-style-type: none"><li>- No updates</li></ul>	
<p>5.8</p>	<p><b><i>Executive Updates: The Executive members will consider the importance of future succession planning and their own attendance at meetings.</i></b></p> <p><b>5.8.1</b> Zone Councillor (&amp; Assistants) updates</p> <ul style="list-style-type: none"><li>● Arctic - Vacant. Email account being managed by Geoff.</li><li>- ZC position will be Vacant as of May, call for interest has been made within the Arctic Zone</li><li>● North - Ravinder Thind</li><li>● Edmonton - C. Ngo -&gt; Meaghen Allen (Lena is assistant zone councillor)</li><li>● Federal - K. Wonsiak (Brenda Ntiamoah )</li><li>● Central- S. Budgell (Jason Lee)</li><li>● Calgary - S. Yusuf Bawa (E. McKenna)</li><li>- Sarah might be ending position in the fall. Erin will be taking over. Done 2 years as of September.</li><li>● South - M. Sywstun</li></ul>	

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- Executive information on website is from the last term. Need to reach out to Jeremy to get names updated.

**5.8.2** - T. Cheung to give background and overview of peripheral CIPHI positions and their role (COPE, BOC etc).

- AB representatives to both COPE and BOC. Terms of references on how selected. Work is governed by COPE and BOC. Meet twice in person. President connection between branch and that group. Provide their reports as needed before the AGM to the AB membership. Terms outlined in TOR and their own bylaws. Report to BOC chair and COPE chair. Both report to national president. Not part of our group. Are a bridge. Updates from them - have been invited to meetings before. Submit report to us. They have branch emails. Q's about PDH forwarded to Jenny. Forward Q's to representatives on those boards. Keara also goes to Concordia to prepare students for practicum and get ready for BOC.
- COPE: Jenny
- BOC: Keara

**Evelien to reach out to  
Jeremy to update the  
executive info on website.**

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<p>5.9</p>	<p><b><u>Alberta Branch Calendar: Google Calendar tracks important dates for CIPHI Alberta Branch.</u></b></p> <p><b>5.9.1 Important Dates to know</b></p> <ul style="list-style-type: none"> <li>- AGM Meeting: May 13, 2017</li> <li>- Branch Fall Workshop: September 21-22 2017 (Fort McMurray)</li> <li>- Executive meeting: September 23 (waiting for emails confirming attendance to meeting)</li> <li>- CIPHI National AEC: November 6-8 2017 (Richmond BC).</li> <li>- Sponsorship draw: October 21st (before). Results sent out before the 31st?</li> <li>- Richmond -&gt; group registration deadline is Oct 7. Geoff and Evelien- add as attending to Richmond. Have already met the 10 person requirement. August deadline for members to email cipi ab branch secretary with attendance. Provide an update email to members to provide their names for group rate. Email to be sent by Susana.</li> </ul>	<p><b>Geoff will be providing organizer contact information to Susana for group rate.</b></p> <p><b>Susana will send reminder email to members.</b></p>
<p>5.10</p>	<p><b><u>Terms of Reference: Terms of Reference will be reviewed and approved by May 14 2018.</u></b></p> <p><b>5.10.1 Terms of Reference update – E. Meyer</b></p> <ul style="list-style-type: none"> <li>- Review in spring of 2018. Before the AGM.</li> </ul>	
<p>5.11</p>	<p><b><u>NEC: President to Update on National Initiatives.</u></b></p> <p><b>5.11.1 Advocacy Committee; Website Committee and EPHW Committee - E. Meyer</b></p> <ul style="list-style-type: none"> <li>- Evelien on EPHW committee. Proclamation letter complete.</li> <li>- EPH week: end of September. Need to confirm date.</li> </ul>	<p><b>Evelien will send out proclamation letter and it can be distributed in the zones.</b></p>
<p>6</p>	<p><b>Standing Items: Advocacy</b></p>	
<p>6.1</p>	<p><b><u>Awards: We will continue to use our awards as a way to engage &amp; support our members and partners.</u></b></p>	



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<p>6.2</p>	<p><b>6.1.1</b> 2017 Awards Update - E. Meyer</p> <ul style="list-style-type: none"> <li>- Innovation award was missed but supported by all. Evelien will be contacting winner.</li> <li>- Notify recipients. Determine if attending workshop.</li> <li>- Award announcements. Request for suggestions of presenters. In the past Tony T. has done it. Suggest asking him if he is interested.</li> <li>- Awards need to be made. Email history for details on ordering.</li> </ul> <p><b><i>EPHW: We will continue to use EPHW as a way to celebrate and promote the profession.</i></b></p> <p><b>6.2.1</b> 2017 EPHW- E. Meyer, ZCs</p> <ul style="list-style-type: none"> <li>- Poster should be completed by August 15</li> <li>- Proclamation letter completed (waiting on translation).</li> <li>- Receive email with tweets and social media messages</li> <li>- Connecting with Phi Phan/AHS re EPH communications (Do they have a similar as last year?)</li> <li>- Local ideas/plans from ZCs</li> <li>- Fort McMurray Radio Station Feature. Roxanne asked if Evelien would like to go on the radio. Like to feature event at Fort McMurray. Tell people about our profession.</li> <li>- Zone councillors take proclamation letter and can distribute. Edmonton can reach out to media. If representing CIPHI do we need AHS communications. Nothing to do with our professional organization. Good idea to run it by management. 630 CHED fun job on Thursdays. Might try to get on that.</li> <li>- Central zone councillor sends info to all members. Some like to do something with community. Talk to people in Bentley, Red Deer, etc.</li> </ul>	<p><b>Evelien to order awards.</b></p> <p><b>Thomas to pick up awards when ready.</b></p>
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	<ul style="list-style-type: none"> <li>- Suggestion to start a committee for CIPHI EPH week planning and ideas. Meanwhile connect through email.</li> <li>- Can use CIPHI in the community money.</li> </ul>	
<p><b>6.3</b></p>	<p><b><i>Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.</i></b></p> <p><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> CIPHI Swag Member Gifts- T. Cheung          -Reminder to use up remaining coupon codes by Dec 1 2017</p>	
<p><b>6.4</b></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></p> <p><b>6.5.1</b> Member Service Centre (MSC) – E. Meyer  <b>6.5.2</b> Website – E Meyer / G. Tomko          - On hold. Will pick up after workshop.  <b>6.5.3</b> Emails / Google Drive – E. Meyer</p>	
<p><b>6.5</b></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></p> <ul style="list-style-type: none"> <li>- No updates.</li> </ul>	
<p><b>6.6</b></p>	<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          - keep on our mind how to advocate for our profession .Find creative ways.</p>	

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7.0	<b>New Business</b>	
	<p><b>7.0.1</b> CIPHI Historian &amp; Historian Documents- G. Tomko</p> <ul style="list-style-type: none"> <li>- Work is long and tedious. It will be a while. There is a lot on the shared drive. Geoff volunteered to scan many boxes of historical information and branch meeting notes. File pictures and make electronic. More accessible and searchable. Lots has been put on google shared drive. Group provincially. Several people have been putting old documents and things of interest. Calgary scanning anything of interest they have come across.</li> <li>- Motion to purchase xerox machine in past minutes.</li> </ul> <p><b>7.0.2</b> 2017 Row for Kids Team (upcoming CIPHI in the Community Application)- K. Harvey</p> <ul style="list-style-type: none"> <li>- 50/50 draw. In order to register need license with AGLC. Asked for CIPHI to register as an organization with AGLC. Registration number can be used for future CIPHI events. Willing to cover \$100 cost of registration.</li> <li>- Motion for CIPHI to cover cost. Pending. Provide more background to members about use of registration..</li> </ul>	
8.0	<p><b>Adjournment @ 8:37 pm</b> <b>MOTION: Motion to adjourn</b> <b>NAME: G. Tomko, E. Meyers</b></p>	<b>Motion Carried</b>
	<b>Next Meeting: TBD</b>	