

CIPHI Alberta Branch
Executive Meeting Minutes (Approved)
Saturday, September 23, 2017 (8:00 am – 4:00 pm)

(Meeting Minutes Approved November 1, 2017)

ITEM	DETAILS	ACTION ITEMS
	Call to order @ 8:48 am	
1.0	Roll Call & Memoriam	
	<p>1.1 Roll Call: S. Roqara; G. Tomko; D. Thepsouvanh; K. Wonsiak; E. Meyer; M. Allen; J. Batenburg; S. Budgell; R. Thind</p> <p>1.2 Regrets: T. Cheung; M. Swystun; E. McKenna</p> <p>1.3 Guests: None</p> <p>1.4 In Memoriam: None</p>	
2.0	Adoption of Agenda	
	<p>Add: None</p> <p>MOTION: Motion to approve the agenda.</p> <p>NAME: All</p>	
3.0	Approval of August 2nd, 2017 Executive Meeting Minutes	
3.1	<p>Approval of August 2, 2017 Executive Meeting Minutes to be deferred. E. Meyer would like to edit minutes a bit. Make minutes shorter/concise. Point form meeting minute taking.</p> <ul style="list-style-type: none"> • There is a benefit for members to have more information for accountability. • Some zones may not even read the minutes. • Remove items from agenda when completed, instead of keeping names on minutes. • Defer 3.1 by email. Next meeting record email motions. 	<p>ACTION: E. Meyer will circulate minutes once they have been edited.</p>

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4.0	Recording of E-mail Motions	
	<p>4.0.1 Replying all for minutes, and seconded</p> <ul style="list-style-type: none"> when email motions are shared we should “reply all” to the emails so we can see who has responded and what the response was. <p>4.0.2 Recording of E-mail motions MOTION: That CIPHI Alberta Branch contribute \$100 to purchase a retirement gift for Wing Kang who is retiring after 35 years.</p> <p>NAME: M. Allen, <i>T. Cheung</i></p> <ul style="list-style-type: none"> M. Allen had question about what to purchase as a retirement gift. Is there something from CIPHI or can we get a personalized gift. It is up to the zone councillor. Submit expense claim once gift has been purchased. Can scan and email receipt to the Treasurer. Can continue to do claims electronically. Currently do not need to submit original receipt. <p>MOTION: To defer the AB Branch Education Events Sponsorship Grant awarded to a recipient on maternity leave for the 2017 calendar year to the 2018 calendar year.</p> <p>NAME: E. Meyer, <i>S. Yusuf</i></p> <ul style="list-style-type: none"> Recipient, Janine, has been notified of decision via email by Secretary. 	<p>ACTION: Secretary to send out email with rule for “replying all”</p> <p>Motion carried August 25, 2017</p> <p>Motion carried September 8, 2017</p>

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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 Review – D. Thepsouvanh</p> <ul style="list-style-type: none"> • workshop-cover cost of food and outstanding invoices. • Balance of ~ \$80,000 to \$90,000. Keara did budget. May be a slight profit. <p>5.1.2 How much of CIPHI Branch expenses goes toward education?</p> <ul style="list-style-type: none"> • Supporting membership in regards to education - couple categories • Education policy - sponsorship where 3 names are drawn at the beginning of the year. Up to \$1000 to each. To be used within 1 year. • 30 - \$200 bursaries given to members. • Executive benefits code - fall workshops. • \$3,000 to \$11000 used. Registration fees, accommodations, travel, etc. • \$1000 for speaker gifts or silent auction gifts. • Call out from national for donations. PDF sent out. • There is no real limit as long as we can justify to the membership. • Concordia award is from CIPHI AB Branch (\$750) <p>5.1.3 Review of past attempts for income generation - Tomko (Round table)</p> <ul style="list-style-type: none"> • Types of revenue attempted • Success or not 	<p>ACTION: E. Meyer, G. Tomko and D. Thepsouvanh need to meet with the investment advisor.</p> <p>ACTION: E. Meyer to consider AEC contribution on behalf of AB Branch. Will circulate a motion.</p>

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<p>5.2</p> <p>5.3</p>	<ul style="list-style-type: none"> Types of revenue that can not be pursued by CIPHI AB due to Societies Act (if any) Tie into 6.3.5 non-profit social night fundraiser <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 Society Filing - D. Thepsouvanh</p> <p>5.2.2. Review bylaws for March to mid-April 2018</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- E. Meyer/ G. Tomko - Recap</p> <p>5.3.2 2018 Workshop Considerations</p> <p>5.3.3 Recording workshop presentations and making recordings available for members for later viewing - Look into software such as GoToMeeting or Adobe Connect - Set up a CIPHI AB YouTube channel. Upload URLs on website to direct members / viewers.</p>	<p>T. Cheung will follow up with Karah to determine if filing has been done. Will discuss with Thomas, Danny and Susana.</p>
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5.4 ***AGM: We will conduct our business professionally at these meetings and make them as convenient for members to attend.***

- 5.4.1 2018 AGM – E. Meyer
- Proposed AGM date: May 26, 2018
 - Last year's AGM conducted through Lync.

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
- 5.5.3 Alberta Branch Education Policy 2016
- Google form must be sent out no later than October 6 (14 days prior to Application Deadline of October 20th)
 - Winners must be informed no later than October 31st
- 5.5.4 Alberta Branch Awards Policy 2016 – (is there a policy?)

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- M. Allen
- 5.6.2 Pizza Lunches – M. Allen
- 5.6.3 Concordia lab - E. Meyer
- Articulate to Concordia that all NEW certified members must be active CIPHI members (ie. Members in good standing or membership can be revoked)

ACTION: Meaghan to connect with Concordia for messaging on Mandatory Membership and PDH requirements and expectations

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5.7

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

5.7.1 Twitter

- Send out Tweets for EPHW
- Learn graphic design (free app – Canva.com)
- Evelien to step down.
- See action item for zone councillors (change of portfolio/ask for volunteer)

5.7.2 Consultant updates – E. Meyer

- Consulted with Leanne Stangeland for the Fort McMurray radio interview. She helped organize the speaking points. Interview went “ok”. The Radio (Mix 103.7) website features an article on the interview and the upcoming Workshop
- Communications is supportive of the EPH song idea

ACTION: Send Social Media account info to Calgary + EPH Week Tweets

ACTION: Email to zone councillors for the portfolio change. Ask for a volunteer via email.

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

- Executive names were updated on the website
- Calgary: Erin McKenna taking on Zone Councillor; 2 new ZC assistants tag-teaming the role: Jill Batenburg & Curtis Mostowich
- Ravinder Thind - North Zone Councillor

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<p>5.9</p>	<ul style="list-style-type: none"> All CIPHI contact with members & executive should go through CIPHI account <p><i>Alberta Branch Calendar: Google Calendar tracks important dates for CIPHI Alberta Branch.</i></p> <p>5.9.1 Important Dates to know</p> <ul style="list-style-type: none"> EPHW September 25-29 CIPHI National AEC: November 6-8 2017 (Richmond BC). Group registration deadline is Oct 7. Sponsorship draw: Send out Google form October 6. Deadline October 20. Results sent out before the 31st AGM Meeting: May 26 2018 – planning to be continued 	<p>ACTION: Calgary to tweet out EPH week memos</p>
<p>5.10</p>	<p><i>Terms of Reference: Terms of Reference will be reviewed and approved by May 26 2018.</i></p> <p>5.10.1 Terms of Reference Review – S. Roqara; All</p> <ul style="list-style-type: none"> Due: April 2018 (Before the AGM) Find the latest 2016 versions and distribute to Exec for review Terms of Reference - CIPHI AB Branch Rep to COPE Terms of Reference - CIPHI AB BOC Rep Terms of Reference - Education Committee Terms of Reference - EPHW Terms of Reference - Membership Committee Terms of Reference - Newsletter Committee Terms of Reference - Alberta Branch Secretary Terms of Reference - Alberta Branch Treasurer 	<p>TOR Review Tabled</p> <p>ACTION: All ZC's to send start of term date to Secretary</p>

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<p>5.11</p>	<ul style="list-style-type: none"> - Terms of Reference - Alberta Branch Past President - Terms of Reference - Alberta Branch President Elect - Terms of Reference - Alberta Branch President - Terms of Reference - Exam Coordinator <p>5.10.2 Terms of Reference - Zone Councilor – S. Budgell</p> <ul style="list-style-type: none"> - Determine when terms begin and end (timeline on length of term) <ul style="list-style-type: none"> • idea is to rotate the job to give others a new opportunity (zone councillors only) • Start date: undecided • 2 year terms, new members from zone who would like a turn, possible for members to stay on if no one from zone will wants to take it - Election process <p>5.10.3 Terms of Reference - Advocacy Committee (Geoff)</p> <ul style="list-style-type: none"> • Not active right now; To be established <ul style="list-style-type: none"> - Evelien on National committee - Geoff to brainstorm some ideas and start with some connections <p><i>NEC: President to Update on National Initiatives.</i></p> <p>5.11.1 Advocacy Committee; Website Committee and EPHW Committee - E. Meyer</p> <ul style="list-style-type: none"> - NEC Meeting in Richmond BC November 3,4 	<p>ACTION: G. Tomko and S. Budgell to work jointly on Zone Councillor TOR.</p> <p>ACTION: M. Allen to send original Advocacy committee work to G. Tomko.</p> <p>ACTION: ALL send ideas to Geoff</p>
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	<ul style="list-style-type: none"> - Meeting with BOC & Cope on further discussion with mandatory membership / revoking membership - 2016 AEC Final Report sent to National for the AGM Binder. Jason MacDonald willing to speak on it. (Done – Binder sent) <p>5.11.2 2018 AEC</p> <ul style="list-style-type: none"> - Nova Scotia has had interest in Cape Breton (4 or 5 hour car ride to the peninsula from Halifax or another flight.) - Likely will not get too many members - AB Branch may need to help coordinate travel to National for members - Summer better travel time than fall - Travel considerations involved - NEC asked to consider if members would be willing and able to attend an AEC in this location - Proposal to hold AGM's and Provincial Workshops alternating years (Round table) <p>5.11.3 Goodlife Gym Membership - corporate rate for CIPHI members has been negotiated with GoodLife Fitness Clubs. This discount is available for over 250 GoodLife Fitness Clubs across Canada and 30 Energie Cardio Clubs in Quebec</p>	<p>ACTION: E. Meyer to send to S. Roqara for email distribution and Calgary for Twitter</p>
6	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 2017 Awards Update - E. Meyer</p>	

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6.2	<ul style="list-style-type: none"> - Notified Recipients - Dale Nelson & Kelly Kennedy accepted the invitation of presenting the awards - Reminder: ZCs to keep in touch with members that may qualify <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> <ul style="list-style-type: none"> - Theme: Honouring Traditions, Inspiring Innovation - September 25-29, 2017 - Building relationships with Municipalities to 'share' environmental health week (ie. Retweet) - EPH Week Committee: Geoff (Tying together Advocacy and EPH week) <p>6.2.2 2018 Improvements - Tomko</p> <ul style="list-style-type: none"> - Can we do better to celebrate? <ul style="list-style-type: none"> - What did each zone do? Do the ZCs need more tools to accomplish this task? - How can we engage the public? - BBQ at health unit - EPH in the community (volunteering) - Can we do better to promote the profession? <ul style="list-style-type: none"> - Is a proclamation antiquated? YES <ul style="list-style-type: none"> - Does it achieve our goal (Round table)? - HSAA/partner agencies connection? 	
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- Scott on HSAA board of directors
- HSAA looking at purchasing BBQ equipment (pull behind), sharing with functions
- Public at large communications (Round table)
 - Who are we targeting and why?
- Relation and tie in to **6.6 Advocacy**
 - Outreach at this time to post-secondary institutions (career fairs, health promotion (ie. safe housing, food, etc.)
*Geoff to look into
- If any ideas proceed from the above, can we start planning *today*?

6.3

Membership Engagement: Zones will actively engage membership each month through Infoshare, meetings, phone calls, etc.

6.3.1 Zone Councillor engagement of members – ZCs

- How often in each zone?
 - Should we have mandatory zone emails?
 - Ensure all communication with zones is through CIPHI email account*
- What are the ZCs hearing in each zone from members
 - Good, bad, general comments
 - Sharing of the feedback from the zone (share with email or phone call with team so we are all on the same page)
 - Zone councillors responsibility to be engaged with zone
 - Suggestion: provide updates at zone meetings (ie. CIPHI update on meeting agenda)

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6.3.2 What does CIPHI do for me? – E. Meyer

- 1982 Historical documents on the same topic (dealing with similar issues (ie. Too high fees, what does CIPHI do for me?))
 - Do we need to be more aggressive in communications to members?
 - Link to potential survey?
 - Potential price draw for buy in
 - Feedback may be useful 5 year business plan
 - Manitoba CIPHI has just done this.. connect with them to see what theirs looked like
 - Potential January survey??
 - Geoff to take the lead**
 - An area online to show what we're accountable of doing each year for members, in addition to the ways the executive surpass this

6.3.3 CIPHI Swag – D. Thepsouvanh & K. Wonsiak

- Use up remaining coupon codes by Dec 1st 2017
- Feedback received

6.3.4 CIPHI AB Direction Survey - Tomko

- Survey to probe membership more *thoroughly*, in order to guide actions at the Executive level
 - Identify member needs in a *private* and *anonymous* format
 - Survey may include:
 - Knowledge of CIPHI work

ACTION: E. Meyer to connect with Ali (Manitoba Branch) about survey. Geoff to connect with John Elliot.

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- Work to be exercised in each category
- How financially fickle the executive should be
- Does membership read the Alberta Branch Newsletter?

6.3.5 CIPHI Social Events – Tomko

- Social events to foster collegial connections outside of workshops
 - Golf, paintball, social night at a venue etc
- Non-profit event fundraising
 - Gala/social night
- Discussed ideas : moving on – possible membership engagement + AGM ideas

6.4

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.

6.4.1 Member Service Centre (MSC) – E. Meyer

6.4.2 Website – E Meyer / G. Tomko

- On hold. Will pick up after workshop.
- Need to determine what we would like in our new website/outcome (ie. Google forms imbedded)
- Form a committee to brainstorm for the website
- Ideas: Like to see a history tape with AB Branch history, calendar with upcoming events
- First, develop committee
- Second, develop wish list
- Third, look into developers (quotes, bidding war)

ACTIONS: E. Meyer, J. Batenburg, R.Thind, C. Mostowich to start website committee November start date

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<p>6.5</p>	<p>6.4.3 Emails / Google Drive – E. Meyer</p> <ul style="list-style-type: none">- Orientation of drives and how to use <p>6.5 <i>Alberta Branch News: We will support the bi-annual newsletter as a way to effectively communicate to our membership.</i></p> <p>6.5.1 Fall Edition</p> <ul style="list-style-type: none">- South Zone content – M. Swystun- <i>deferred to Spring 2018</i> (Want to include Waterton Fires)- Zone Updates (death announcements, retirements, babies)- Zone councillors to send update: Newsletter@ciphi.ca- See formats from previous newsletters- President's Message- Historian piece- What Would Nelson Do?- Row for Kids- Concordia student update	<p>ACTION: M. Allen to connect with Pam to see if she has reached out to the student for the newsletter.</p>
<p>6.6</p>	<p>6.6 <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>6.6.1 Alberta/Province Wide University Initiative - Tomko</p> <ul style="list-style-type: none">- Outreach to post-secondary schools in each region<ul style="list-style-type: none">- U of A and Grant Mac- U of C- U of Leth	

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	<ul style="list-style-type: none"> - can we reach out to these organizations to present our skill set - Create a formal letter to send out** - Money saved up to send people if needed - Develop a list of organizations 	
7.0	New Business	
	<p>7.0.1 CIPHI Historian & Historian Documents- G. Tomko</p> <ul style="list-style-type: none"> - Documents and swag of interest - Share drive updates - (12 Boxes down to 5) <p>7.0.2 2017 Row for Kids Team (upcoming CIPHI in the Community Application)- S. Roqara</p> <ul style="list-style-type: none"> - Offer for CIPHI to cover cost of AGLC registration declined by Row for Kids Team. There was no fee for registration when done online. - DONE <p>7.0.3 Online Meeting Options / Google Hangout</p> <ul style="list-style-type: none"> - Online meetings - How to use Google & Shared drive - Scheduled meetings - Using phone line in addition to shared google documents (Tomko) <p>7.0.4 Shared Drive</p> <ul style="list-style-type: none"> - Google drive training, develop Google drive orientation for new Executive members 	<p>ACTION: E. Meyer to ask T. Cheung who was asked at AHS about using Link</p> <p>ACTION: S. Roqara and E. Meyer to re-organize executive files (google drive)</p> <p>ACTION: Evelien ask John Elliot if he wants to develop this.</p>

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7.1 Educational Sessions

- to make up for the absence of CIPHI
- Send out FYI emails to members about educational opportunities for PD hours
- Look into online opportunities (PHAC, NCEH, etc.)
- Talk to Jenny about which programs are approved by COPE (send 'monthly' lists to members).

7.2 Working Groups

1. Finance and Audit- Danny
2. Alternative Revenue and Mechanise – Ravi, Geoff and Danny

Discussion:

- Explore alternative revenue sources and merchandise
- Revenue stream is number one. includes memberships and workshops. Some years workshops bring in revenue. Some years they don't.
- Look into ways of getting more revenue to pay for various items such as meetings, sending people overseas (volunteer work)
- Revenue is one stream to do more. Ex. Buy gifts (presenters), bursaries for students, etc.
- AB is in good financial health right now, but other branches are not in good financial health.
- See what is out there, Ex. casinos, social events, etc.
- Committee would be expected to come up with a list of ideas.

ACTION: J. Batenburg to talk to Jenny Brown about COPE learning opportunities for members (possible list?)

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- If it goes forward, suggest a script for the response.

3. Bylaw and Policy- All

4. Fall Workshop – Evelien

Discussion:

- For next year it could be somebody else.

5. Concordia – Meaghan

Discussion:

- Continue with what we have been: BOC, Mock BOC, Orientation to students, introducing them to what CIPHI is about, Pizza lunches suggested by Meaghen. How to get students to volunteer.

6. Marketing and Communications – Calgary (Erin, Curtis, Jill)

Discussion:

- Twitter account, advertising what CIPHI is doing.
- Make sure website has posters about upcoming events to share.
- Evelien was twitter person for the last two years.
- CANVA app has premade templates for twitter, Instagram, Facebook
- Ex. Row For Kids photos
- If someone can know what is happening with the branch.
- Suggestion to use other members, not just from the executive.
Suggestion to link member to zone councillor.
- Best to have someone such as assistant zone councillor. Can put Erin down, may tie in with Advocacy.

7. Awards- Meaghan

8. EPH Week – Geoff

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	<p>9. Website – Evelien, Jill, Curtis, Ravi 10. EPH News – Pam 11. Advocacy – Geoff, Erin, Mike Swiss, Scott 12. Education (PDH Hours) – Kyle and Jill 13. CIPHI Historical Working Group – Geoff, Curtis, Val, Angela Kim</p> <p>Discussion:</p> <ul style="list-style-type: none"> • E. Meyer took standing items and a few additional things and created a document, so people can take a lead on items and keep the executive committee in the loop and update the executive committee on what is happening. • Document has action items, action by, due date and status columns • Idea came from national executive committee. They take agenda items and turn it into working groups (no TORs). Same structure, each person on the executive takes on one of the standing items. • Some items may take a team effort. • Expectation that some zone councillors will take on some of the work. 	
8.0	<p>Adjournment @ 4:01pm MOTION: Motion to adjourn NAME: Evelien Meyers</p>	
	<p>Next Meeting: TBD</p>	