

## MINUTES

National Executive Council  
September 04, 2010  
8:30am PT

Westin Bayshore Hotel  
1601 Bayshore Drive  
Vancouver BC

### MINUTES

**Attendees:** Phi Phan (Chair and Recorder), Claudia Kurzac (Past President), Keir Cordner (BC), Koreen Anderson (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Oumar Ba (QC), Josée Thériault (NB), Barry MacGregor (NS/PEI), Sara Timpa (NL)

**Regrets:** None.

**Guests:** Debra Langier-Blythe (AB), Cameron Weighill (ON), Serge Lamontagne (QC)

Agenda Item	Notes	Action
1. Welcome and Introductions Chair	Meeting was called to order at 8:40am PT  Roll call and introductions made.	
2. Approval of Agenda All	Add to New Business: <ul style="list-style-type: none"> <li>• Member Service Centre (Diplock)</li> <li>• Policies and Procedures Inventory (Phan)</li> <li>• Strategic Plan 2010 to 2013 (Phan)</li> <li>• AGM Preparation (Phan)</li> <li>• EHR Report &amp; IFEH Report (Domenic Losito)</li> <li>• Historian Report &amp; EHFC Report (Tim Roark)</li> <li>• CIPHI Booth (Chrisp)</li> <li>• PLAN Canada Donation to Sierra Leone (Chrisp)</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Bill C-36 (Anderson)</li> <li>• Awards (MacGregor)</li> <li>• Committees/Portfolios (Phan)</li> </ul> <p>Motion to approve agenda as amended. Chrisp/Philipation. Ayes unanimous. Carried.</p>	
<p>3. Review and Approval of Previous Minutes</p> <p style="text-align: center;">All</p>	<p>August 19, 2010 – Teleconference</p> <p>Motion to approve minutes as circulated. Corder/Thériault. Ayes unanimous. Carried.</p>	
<p>4. Review and Approval of Electronic Motions</p> <p style="text-align: center;">All</p>	<p>None.</p>	
<p>5. Standing Items (Items Brought Forward)</p>		
<p>5.1. Cost Sharing Policies for BoC and CoPE</p> <p style="text-align: center;">Phan</p>	<p>Action Item (June 17/10): Grant and Finance Committee to draft cost sharing policy</p>	<p>No progress has been made. Phan follow-up with the Chairs of CoPE and BoC</p>
<p>5.2. EHR Transition Options</p> <p style="text-align: center;">Weighill</p>	<p>Action Item (June 17/10): Weighill to investigate options for transitioning from current publication</p> <ul style="list-style-type: none"> <li>- Discussion surrounding EHR options</li> <li>- Member survey is an opportunity to engage membership</li> <li>- Another option is to move ahead with NEC direction and communicate to the members</li> <li>- Need more information from the current Editor to better ascertain the mechanisms</li> </ul> <p>Phi Phan yielded the Chair of the meeting to Claudia Kurzac at 9:20am PT.</p>	

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	<ul style="list-style-type: none"> <li>- It was pointed out that the decision to not extend the current contract for the editing &amp; publishing of the EHR has already been made. The NEC to proceed with the search for a new editor. Further discussion around the need to survey the membership. Agreed that this is a must particularly around the issue of electronic vs. hard copies.</li> <li>- The plan to move forward is as follows:               <ul style="list-style-type: none"> <li>- 1. The committee to meet with Nick for his thoughts/suggestions.</li> <li>- 2. Develop and administer a membership survey on the issue of the EHR format &amp; content.</li> <li>- 3. Concurrently, draft an RFP for a new editor for the EHR.</li> <li>- 4. Prepare an RFP for the formatting (layout) and printing of the EHR.</li> <li>- 5. Prepare communications for the membership to keep all informed of the process.</li> <li>- 6. Investigate the capacity of the MSC to host an electronic version of the EHR for members.</li> </ul> </li> </ul> <p>Claudia Kurzac yielded the Chair of the meeting to Phi Phan at 10:15 PT.</p>	
5.3. CIPHI AEC 2012 Bid Phan	Action Item (August 19/10): Phan to contact Munn and Devine to confirm acceptance of bid. – <b>COMPLETE</b>	All action items completed.  Remove from Standing Items.
5.4. EHFC Regulation Approval Phan	Action Item (August 19/10): Phan to inform Shendra Brisdon and Tim Roark of Regulation passing. – <b>COMPLETE</b>	All action items completed.  Remove from Standing Items.
5.5. Terms of Reference for NEC Reps to the BoC Phan	Action Item (August 19/10): Deferred discussion from previous meeting.	Deferred to the September 18, 2010 NEC teleconference
6. New Business		

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6.1. NEC Member Responsibilities and NEC Self-Evaluation Phan	<ul style="list-style-type: none"> <li>- Discussed new business forms that will be used for self-assessment</li> <li>- Comment was that self-assessment forms are good business tools</li> </ul>	Complete.
6.2. Environmental Public Health Week 2011 Budget Phan	<ul style="list-style-type: none"> <li>- EPH Week 2011 Committee has requested funding for activities</li> <li>- Motion to approve a budget of \$5000 for the Environmental Public Health Week Committee for EPH Week 2011. Chrisp/Thériault. Ayes unanimous.</li> </ul>	Complete.
6.3. Maintaining IFEH Membership Phan	<ul style="list-style-type: none"> <li>- Concern with respect to financial support requested for IFEH Presidency</li> <li>- Information provided to Phan was that President is financed through supporting organization, i.e. CIPHI for the next two years</li> <li>- More information is needed to confirm financial requirements</li> </ul>	Phan and Kurzac to confirm with IFEH with respect to expectation of financial support
6.4. 2013 AEC Bid Chrisp	<ul style="list-style-type: none"> <li>- Chrisp requested deferral to the next NEC meeting</li> </ul>	Deferred to September 18, 2010 teleconference
6.5. Conference Scheduling Phan	<ul style="list-style-type: none"> <li>- Phan shared a proposal to standardize timing of conferences between “larger” and “smaller” branches.</li> <li>- By having a rough schedule for future conferences, a clearer financial picture can be formed with respect to anticipated returns</li> <li>- Scenarios had large Branches (i.e. BC, Alberta, Ontario) hosting conferences every 5 to 6 years, with smaller Branches hosting in interceding years</li> <li>- Efforts will be made to move conferences around the country East to West to provide greater accessibility for members</li> </ul>	Phan to distribute discussion documents for further discussion
6.6. Signing Authority Cordner	<ul style="list-style-type: none"> <li>- Signing authority will be updated to Phan, Cordner, Kurzac and Karlina Mark-Eng</li> <li>- Meeting at the bank has been scheduled while everyone is still in Vancouver</li> </ul>	Complete

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6.7. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents All	<ul style="list-style-type: none"> <li>- Work still needs to be done to complete outstanding policies and procedures</li> <li>- A list of draft, missing and finalized policies will be distributed</li> </ul>	<p>Kurzac to send out list of draft, missing and finalized policies.</p> <p>Kurzac to take lead and follow-up to ensure completion of current outstanding policies.</p>
6.8. Meeting Schedule for NEC, 2010 to 2011 Phan	<ul style="list-style-type: none"> <li>- The NEC will meet on a regular basis through teleconferences to break the large amount of work into manageable pieces</li> <li>- With more work being done regularly, face-to-face meetings can be dedicated to important matters and could be shortened to one day</li> </ul>	Phan to send out a schedule of meetings for the next 12 months.
6.9. Member Service Centre Diplock	<ul style="list-style-type: none"> <li>- Diplock made a presentation of the revamped Member Service Centre</li> <li>- System will be based upon a concept of “communities” which will provide a value-added service to members</li> <li>- Looking to re-launch in October/November</li> </ul>	Diplock to report at next meeting.
6.10. Policies and Procedures Inventory Phan	<ul style="list-style-type: none"> <li>- Repeat of 6.7.</li> </ul>	Delete.
6.11. Strategic Plan 2010 to 2013 Phan	<ul style="list-style-type: none"> <li>- NEC members need to keep the Strategic Plan in mind at all times.</li> <li>- Translation is in progress</li> </ul>	Ongoing
6.12. AGM Preparation All	<ul style="list-style-type: none"> <li>- Discussion around preparing for the AGM.</li> </ul>	Thériault, Ba, Weighill, and Timpa to assist with Constitutions and Bylaws Committee for the AGM including checking proxies and registering members for

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		<p>the meeting</p> <p>Cordner to ensure Sargeant-at-Arms and Scrutineers are identified prior to the AGM</p>
<p>6.13. EHR Report &amp; IFEH Congress Report Losito</p>	<p><b>Environmental Health Review</b></p> <ul style="list-style-type: none"> <li>- Will be meeting with Shawna Bourne and Weighill to discuss requirements for publishing the Environmental Health Review</li> <li>- Articles from the EHR from the past 8 years are available in PDF</li> <li>- Willing to entertain year-to-year contract during transition period</li> </ul> <p><b>IFEH Congress</b></p> <ul style="list-style-type: none"> <li>- Many different challenges over the past years of planning</li> <li>- Final tally still to be calculated</li> </ul>	<p>Ongoing</p>
<p>6.14. Historian Report &amp; EHFC Report Roark</p>	<p><b>Historian</b></p> <ul style="list-style-type: none"> <li>- Many historical items are still missing including minutes from National and Branches</li> <li>- Historical documents from 1950s and prior have been lost due to Manitoba floods</li> <li>- 2007 AGM Meeting missing (Kelowna)</li> <li>- Branches are encouraged to identify a Branch historian to assist the National Historian</li> <li>- Branch minutes should be saved as well (scanned)</li> <li>- Ontario Branch News to be scanned</li> <li>- Budget line for Historian activities to be added to the Annual Budget</li> <li>- A question with respect to the cost difference of scanned vs. searchable PDFs</li> <li>- Concern was raised with respect to Life &amp; Honourary</li> </ul>	<p>Awards Committee to follow-up on process (potential interaction with</p>



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	<ul style="list-style-type: none"> <li>- Letter sent from AB Branch will be provided to other Branches if there is any interest in providing similar support letters</li> </ul>	
6.18. Awards	<p><b>Alex Cross</b></p> <ul style="list-style-type: none"> <li>- Claudia Kurzac               <ul style="list-style-type: none"> <li>- The Chair asked Kurzac to excuse herself from meeting.</li> <li>- Nominated by Jasmina Egeler and Tim Roark</li> </ul> </li> <li>- Anthony Mak               <ul style="list-style-type: none"> <li>- Nominated by Phi Phan and Ludmilla Rodriguez</li> </ul> </li> <li>- Stefane Gravelle               <ul style="list-style-type: none"> <li>- Nominated by Darcy Chrisp and Melanie Cyrenne</li> </ul> </li> </ul> <p>Motion to award Alex Cross Award to CK, AM and SG for 2010. MacGregor/Thériault. Ayes unanimous. Carried.</p> <p><i>Note that Anthony Mak was determined to be ineligible after the vote had already taken place and therefore he was not awarded the Alex Cross Award for 2010. A note will be placed in these minutes and an amended motion will be entertained at the next NEC meeting.</i></p> <p><b>Alexander Officer</b></p> <ul style="list-style-type: none"> <li>- BC FoodSafe Secretariat               <ul style="list-style-type: none"> <li>- Nominated by Keir Cordner and Jasmina Egeler.</li> </ul> </li> </ul> <p>Motion to award A. Officer Award BC FoodSafe Secretariat. MacGregor/Diplock. Ayes unanimous. Carried.</p> <p><b>EHR Review</b></p> <ul style="list-style-type: none"> <li>- Niyall Hislop and Keara Shaw               <ul style="list-style-type: none"> <li>- Nominated by Phi Phan and Ludmilla Rodriguez</li> </ul> </li> </ul>	MacGregor

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	<p>Motion to award EHR Award to Hislop and Shaw. MacGregor/Theriault. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> <li>- Ministry of Healthy Living and Sport               <ul style="list-style-type: none"> <li>- Nominated by Phi Phan and Ken Diplock</li> </ul> </li> </ul> <p>Motion to award EHR Award to Ministry of Healthy Living and Sport. Macgregor/Kurzac. Ayes unanimous. Carried.</p> <p><b>President's Award</b></p> <ul style="list-style-type: none"> <li>- Ken Cross               <ul style="list-style-type: none"> <li>- Nominated by Ryan Philipation and Paul Ross</li> </ul> </li> <li>- Rick Sokolowski               <ul style="list-style-type: none"> <li>- Nominated by Darcy Chrisp and Stéfane Gravelle</li> </ul> </li> <li>- Steve Chong               <ul style="list-style-type: none"> <li>- Nominated by Joanne Lum and Angelo Kouris</li> </ul> </li> </ul> <p>Motion to award Ken Cross, Steve Chong, and Rick Sokolowski each a President's Award for 2010. MacGregor/Timpa. Ayes unanimous. Carried.</p> <p><b>Honourary Member Award</b></p> <ul style="list-style-type: none"> <li>- Christina Chochiolko, NCCEH               <ul style="list-style-type: none"> <li>- Nominated by Claudia Kurzac and Phi Phan</li> </ul> </li> <li>- Karen MacDonald, CUCA               <ul style="list-style-type: none"> <li>- Nominated by Phi Phan and Raymond DeSmit</li> </ul> </li> </ul> <p>Motion to present Christina Ciochilko and Karen MacDonald to the AGM for approval of Honourary Membership. MacGregor/Diplock. Ayes unanimous. Carried.</p>	

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	<p><b>Life Member</b></p> <ul style="list-style-type: none"> <li>- 3 members were nominated</li> <li>- Bill Leith               <ul style="list-style-type: none"> <li>- Kurzac excused herself from the meeting</li> <li>- Cordner excused himself from the room</li> </ul> </li> <li>- Current roster of members indicates Mr. Leith is not a member at the time of nominations due to non-signing of the Code of Ethics.</li> </ul> <p>Motion to accept the nomination of Bill Leith despite the non-signing of the Code of Ethics. Chrisp/Anderson. 3 in favour, 5 opposed, 2 abstentions. Motion defeated. Nomination is deemed invalid.</p> <p>Cordner and Kurzac returned to the meeting.</p> <ul style="list-style-type: none"> <li>- Larry Copeland               <ul style="list-style-type: none"> <li>- Nomination is invalid as nominator is not a member-in-good-standing</li> </ul> </li> <li>- Domenic Losito               <ul style="list-style-type: none"> <li>- Nominated by Grace Maciver and Richard Taki</li> </ul> </li> </ul> <p>Move acceptance of Nic Losito's nomination to be presented at the AGM for approval of Life Membership. MacGregor/Diplock. 8 in favour, 1 opposed, 0 abstentions. Carried.</p>	
6.19. Committees/Portfolios	Discussion paper circulated. To be re-circulated when all committees have been transferred to new sheet.	Phan
7. Date of Next Meeting	<p>Date: September 18, 2010</p> <p>Time: 0900 to 1000 PT</p> <p>Location: Teleconference</p>	

Agenda Item	Notes	Action
8. Adjournment	Meeting was adjourned at 1630	Chair

Approved November 13, 2010

