

Canadian Institute of Public Health Inspectors
National Executive Council Minutes
Teleconference
December 6, 1998

Agenda Item	Discussion	Action
Roll Call	Rob Bradbury, Dan Richen, Tim Ness, Mike Ried, Mike Minor, Richard Bader, Denis Semail, Greg Thibault, Rob Elliot, Bernie Chrisp	
Approval of Minutes		
Motion	to Approve the 1998 post conference meeting minutes. Moved by M. Reid, second T Ness. Carried	
Board of Certification Proposal	<p>B Chrisp provided an overview to the information package circulated regarding the certification process. The Board of Certification have approved the package in principle and have directed the National Executive Council to review it for their approval in principle. Only the Board and the Executive have the proposal to date.</p> <p>Each Branch is requested to send comments to the Board on the proposed changes. The National Executive Council needs to decide whether the changes are appropriate and allow the Board to continue. The main changes revolve around the premise that the schools deal with the educational components including practicum, while the Institute deals with the certification component. The proposal is also looking at making membership dependent on certification and continuing education credits.</p> <p>Discussion held. Ontario supports comments made by P Moccio. Manitoba is concerned over the potential financial impact and workloads. Saskatchewan does not want to see our process separate from that of other professions. Wanted to ensure that the changes were well communicated. Alberta had some concern over the control of mandatory membership and existing certifications. Grandfathering? Suggested getting input from the student bodies. BC noted concern around practicum and whether all schools would want them. President felt it was heading in the right direction. Need to include the exam coordinators in the process. Noted that the process must become self sustaining and that no further costs can be passed on to the Branches.</p>	

Motion	To approve the Board of Certification documentation presented on the changes to the certification process. Moved by D Semail, second T Ness. Carried.	
	Suggested that a Board of Certification column be started in the Environmental Health Review to initiate communication with the membership.	exec director
Motion	to approve the agenda. Moved by D Richen, second R Bader. Carried	
President Report	Appointment letters sent out. IFEH agreements were being negotiated. Nick Losito is working on reviewing the Corp/Affil membership packages. Executive limitations draft has been started. Meeting was held with Underwriters Laboratories Inc. - Dean Sargent. A letter to the government has been sent recommending they be nominated a service award for the work on Bill C-14. The request to nominate Health Canada came as a result of working with the CWWA on the Bill.	
Motion	to accept report as verbalized. Moved D Semail, second R Bader. Carried	
Exec Director Report	Noted the financial concern of the Institute and that the year end deficit could be as high a \$12000. Suggested reviewing the Board of Certification Fees, Expense reimbursement guidelines to include a maximum reimbursement for rooms and suggested a review of membership dues. Concern was noted over the expense of face to face meetings. Contract salaries and some bills are in arrears until membership fund for 99 start coming in.	
Motion	to accept report as verbalized. Moved by D Richen, second R Bader. Carried	
Motion	to have the finance committee review the Board of Certification and membership fees. Moved by M reid, second R Bader.	
	Finance committee should also look at external funding such as the branches selling thermometers.	
Motion	to amend the motion to have finance review all fees. Amended by T Ness, second D Richen. Carried.	D Semail
Motion	Motion as amended carried. Mike Minor Opposed to review reimbursement expense claim form. Moved by M Minor, second T Ness. Carried	Exec Dir
	Exec Director to let the branch know the cost of Board of Certification examination panels and if problems are encountered with expense claims.	
Motion	to have the finance committee review meeting	D Semail

	expenses to save money. Moved by T Ness, second R Bader. Carried	
Finance Committee	D Semail reported that the finances have to radically change. We can not count on conference income to subsidize the finances of the Institute. Discussion held on the Branches carrying Nationals expenses. The finance committee will look at funds arriving through payroll deduction and provide a list to the Branch. It was noted the Conference chairs and the finance committee need to work together more.	
Motion	To accept the report as verbalized. Moved by D Semail, second R Bader. Carried	
Membership	Little response has been given back to T Ness. Currently looking at aligning with other groups and trying to get contracts with suppliers for deals to members.	
Motion	To accept report as verbalized. Moved by T Ness, second D Semail. Carried	
	Concern noted over members not getting renewals and accessing non members. Suggested that we align with the Canadian Public Health Association. Noted that members have to pay by March 31 to be a member in good standing, not that they are a member if they do not pay Jan 1. Suggested that a reminder could be placed in the Environmental Health Review.	
Public Policy NSF International	No Report. Not present Pres. Bradbury wrote NSF International regarding the exchange as well as corporate membership and is awaiting a response.	
Constitution & Resolutions	Pres. Bradbury suggested a change in the constitution to allow corporate and affiliate members to join throughout the year for a one year period thus enhancing the membership level. Concern noted with not being able to address business issues because they are stated in the constitution. Constitution committee is to look at items in the constitution which could be removed to decisions of the executive.	A Ross
Underwriters Laboratories Inc.	Meeting was held with D Sargent and the President regarding opportunities for an international exchange, sponsoring workshops, sponsoring the Institutes participation in the food code, sponsoring support to 3 rd world countries infrastructure. Would like to tie things into a single package. Received as information.	
Conference	Mr. Keilly indicated that information from Ottawa, Sask,	

guidelines	and Ontario Branch had not yet been received. Most of the binder is finished and can forward it as is to the Exec Director	
Motion	To accept report as verbalized. Moved by D Richen, second R Bader. Carried Document is essentially finished and must continue to evolve. The review should be a function of each conference committee. Request that the document be sent to the Exec Director for circulation to the conference committees.	D Richen
Environmental Health Review	Concern noted with the mailing list having outdated addresses. There is also a lack of articles being submitted.	D Semail
Motion	Addresses forwarded are the addresses on file. Suggested that returned Environmental Health Review's be sent to the various branches for follow up to accept report as verbalized. Moved by D Semail, second D Richen. Carried	
National Environmental Health Association motion	Letter sent to Ginger Gist regarding the sabbatical exchange and issues surrounding the exchange. The National Environmental Health Association president will be changing to Gary Coleman. to accept as information. Moved by D Semail, second M Reid. Carried	
IFEH Motion	Letter sent to IFEH requesting membership but not paying the back dues. They will request our rejoining with no cost with a caveat of future draft if our finance improves. to accept as information. Moved R Bader, second T Ness. Carried	
Sewage Video Motion	Information package has not been sent out to the branches by the foundation. R Bader is not aware of what promotion has been done by the Environmental Health Foundation. R Bader to check on packages. Nothing further to report. to accept as information. Moved by R Bader, second D Semail. Carried	R Bader
Web Site Motion	G Thibault providing an update. No advertising on home page to date. Require National Executive Council to set an advertising cost. Extensive additions have been added to the site. Position Place is getting more active with restriction of ads on the discussion page. Provided as information that advertising on the home page be at the rate of	

CMHC	\$400. Moved by D Semail, second D Richen. Carried Communication with the organization is poor. Institute was recently contacted to sponsor a coffee break as that was the impression of our cosponsoring by the NB CMHC office. It was stated that the Institute forward a letter stating we do not wish to participate and request that our logo not be used with the IAQ seminars.	Exec Dir
NFLD status	No report.	
Membership Projections	All Branches are to forward membership projections to T Ness for 1999.	All
Corp/Affil membership	R Bradbury and D Losito have developed letters which outlines the benefits of membership. R Bradbury will forward a copy to the membership committee	R Bradbury
Motion	to approve in principle the package and send it out as soon as possible. Moved R Bader, second T Ness. Carried D Losito to be appointed as Corp/Affiliate coordinator.	R Bradbury
CRFA Partnership	R Bradbury has no documentation on the agreements. M Reid to forward documents.	M Reid
Motion	to table. Moved T Ness, second M Minor. carried	
Credit Cards	Until the institutes finances and credit history improve the Diners Club credit card will have to be utilized.	
Institute Courses	Committee has not met to date.	
Publications and resale	D Richen will chair the committee and report back on possible initiatives and constraints.	D Richen
Executive Limitations	Looking at streamlining the process to ensure various jobs are not missed.	
Liability Insurance	R Bradbury has contacted C Kurzac and is looking at having all branches carried under one policy.	
New Business		
Correspondence	All Correspondence from president has been discussed. A list will be prepared for future meetings of correspondence sent and received.	Bradbury
Tanzania Book Project	Money is being raised to get Environmental Health programs started in other countries. Funds will be to buy books for the program. Environmental Health Foundation will issue tax receipts for books donated. Institute will help by advertising and promoting the project through the Branches but is unable to donate funds.	
Motion	to advertise and promote the Tanzania Book Project. Moved by M Reid, second R Bader. Carried	

Past presidents Committee	to avoid revisiting old issues a committee of past presidents could be formed to review concepts and ideas of the executive.	
Motion	to form an adhoc committee of past presidents which reports to the President on ideas and concepts of the Institute. Moved R Bader, second Semail. Carried	Bradbury
Krever Inquiry	The institute has been invited to attend the Krever inquiry to look at CD transmission via blood products. Jan 21/22, 1999 in Vancouver. All costs will be sponsored by the Federal Government.	
Motion	that the President represent the Institute at the Krever Inquiry. Moved R Bader, second T Ness. Carried	Bradbury
Other		
Constitution	looking at terms of the chair for the Board of Certification. May want to look at an annual appointment. It was suggested that a policy be wrote as it is an administrative function rather that a constitutional function. R Bradbury will forward to the Constitutional Chair for comment.	Bradbury
Next meeting Motion	End of January/Beginning of February at call of President To adjourn.	