Canadian Institute of Public Health Inspectors
Meeting Minutes March 13, 1999
Teleconference

Agenda item
Roll Call
R. Bradbury, C. Young, D. Semail, D. Richen, R. Bader, T. Ness, M. Minor, S. MacLean, G. Thibault

Approval of Agenda
Items to be added. National conference bid, Infonex conference

Motion to approve agenda as amended. Richen, Semail. Carried

Approval of Nov 98 Minutes
All executive have not received the minutes to date.
Approval to be made in Saskatoon

Motion to table. MacLean, Semail. Carried

Motion to deal with New Business. Semail, Richen. Carried

Ontario Branch Suspension
Mike Minor gave background on suspension and entertained questions. The letter from the ON Branch to R Bradbury was read. Discussion held. Changes were recommended to the constitution on suspensions and appeals of members

Motion that the National Executive Council request all Branches to amend the Branch constitutions requiring a vote of the membership on expulsions or suspensions of members. Richen, Semail. Bader and Minor Opposed. Motion Carried

Motion that National constitution be amended to provide a process on suspensions and appeals to provide another avenue. Richen, Bader. Carried

Committee to be asked to address changes to include Tim Roark as chair, Mike Bragg, Dean Sargent, Alan Ross. Constitutional change to be drafted to restructure Bylaw 4 section 14 and 15 as well as other constitutional matters identified.

Issue of second year suspension of Mr. Ried was discussed.

motion to refer the recommendation contained in the Jan 29th letter from the ON Branch regarding the 2nd year suspension to the AGM. Young, Ness. Richen opposed. Carried

Appointment of immediate past President
Motion
to appoint Charles Young as the Past President of the Canadian Institute of Public Health Inspectors. Richen, Semail. Carried.

Interim Restructuring
The contract with the executive directors has been terminated as of April 15/99 for financial reasons. The institute needs to increase revenues by leaving the position of Exec. Director vacant and utilizing executive support paid on an hourly basis with a cap on the amount to spend. Preliminary discussion has been held with Debra Losito on providing the support based on a suggested $15/hour. Activities will need to be prioritized.

Motion
For the President to offer Debra Losito a contract from April 16 to December 31/99 not to exceed twelve thousand dollars subject to billing hours. Young, MacLean. Carried.

Motion
Secretary to the Board of Certification will be appointed from the Board to provide continuity for President to be appointed as the Executive Secretary Treasurer. Semail, Young. Unanimous concern noted over President having both functions. Not felt to be a concern.

Interim Financing
Motion
Charles Young to be added on bank accounts as having signing authority. Richen, Minor. Carried
To be directed to Debra Losito

Toll Free Phone/fax
Interim Secretary to Board of Certification Communication Strategy
Board of Certification to appoint someone internally for continuity

Contract Obligations
President to include article in the next Environmental Health Review on changes with the Executive Director duties, suspension, and the past president appointment.
Money is present to pay the contracted services. Web, Environmental Health Review, Executive Director.

Conference registration and accommodations
Bader to deal with the accommodations and registrations packages. Meting room will also be arranged. Bader to contact Executive.

Pre and Post conference Meeting dates
Executive to fly in Friday night Preconference - Saturday 8:30am
AGM Tuesday afternoon. President Banquet Tuesday night.
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| Profit Projection 1999 AGM | *Awards lunch Wednesday.*  
*Post conference - Wednesday 8:30 am*  
*Executive to stay over Wednesday night if needed.*  
*10K to be split between Branch and National*  
*Tuesday afternoon 1 - 4 pm*  
*Reports to be sent in advance (by end of April 99) to R Bader to be included in the delegates package*  
*National Executive Council to be updated on portfolios*  
*July long weekend in Nashville. President has been invited with a free registration. Will have to pay air, accoms, and per diems. President feels our presence is needed with current issues on the table. Consideration to be given pending expenses ($2000)*  
*Reviewing the possibility of a contract with the retail council and Health Canada - Microbial Hazards to increase the institute's profile and increase outside revenues.* |
| Motion | *to pursue the contract and authorize the President to collaborate with the Environmental Health Foundation with the initiative on the Foodhandler education and to work out details of the contract. Ness, MacLean. Carried* |
| Infonex | *Offer was forwarded to Executive Director to talk at a conference on food safety in Ontario sponsored by infonex. Klaus Seeger and Janice Pronk have agreed to represent and promote the Institute at the Conference. Expenses are at the cost of the sponsor. Alberta Branch will bid on the 2003 Conference in Alberta. Bids for the 2002 will be from NB.* |
| National Conference Bid Agenda Addition | *Concern was expressed that the Board of Certification and the Environmental Health Foundation are self-sustaining but the National Executive Council is not. Felt the others should help out with the finances. Response stated that it was not the initial intent to have the Foundation or the Board support the institute but to give them separate functions and have them self-sustaining.* |
| Environmental Health Foundation appointments | *to approve the appointment to the Environmental Health Foundation appointments* |

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Bradbury  
Richen, MacLean
Health Foundation. List to be forwarded to the
Exec Director.

Business Arising:
Finance

Overview of finances given. Current membership
renewals are arriving which is providing cash flow.
Accounts payable are up to date. Accounts
receivable are at approximately 7K with branch
rebates at a similar amount.
All member claims have been paid. Rebates are
being paid as money comes in.

Rebates and
membership
payments.
Corporate and
affiliate
Membership
99 Budget

Mailout in December has received a few responses
only. President asked that all executive ask their
employers to join as affiliate members.
Semall having problems loading quickbooks files
from e-mail. Thus unable to prepare budget. Exec
Director to forward information on Disk.

Membership
Committee
Constitution
Committee

Branch numbers to be forwarded to Ness. Drives
have been initiated by all branches.
Reminders were Forwarded to Ross. Changes were
not made and sent to Exec Director for distribution
to members. No Constitution Changes to be made at
99 AGM

Awards and
Nominations
Conference
Guidelines

Richen to Chair Awards Committee. Nomination for
Life member has been received from Sask Branch.
Guidelines have been received from Mr. Kielcy.
Richen to bring to Saskatoon and forward a copy to
Ness. Discussion on changing the bid process.

Web Site

Getting many calls on conference. Disappointed the
information took so long to be forwarded for
posting. Have not received any corporate
advertising. NB has a scanner and is using it for the
web site. No Branches have contacted Mike LeBlanc
to set up Branch pages.

Environmental
Health Review
Sabbatical
Exchange

Articles are needed. Branches to forward any branch
pages or articles to D. Losito.
Underwriters Laboratories Inc. is interested in the
proposals. Need to get a contract with National
Environmental Health Association approved.

NSF
International

is still interested in the exchange and is also looking
at funding options for the one stop shopping.
Names for the committees were forwarded but the
candidates have not heard anything to date. C Young to check with NSF International.
The Federation will have allow the institute back as a member in good standing with a one time donation in lieu of back dues, Approx $1500 pending finances with the institute.
Comments on the changes to the certification process should be sent to Bernie Chrisp.

Teleconference has been canceled. Alternate date being looked at.

Requests have gone out to all the Branches about the appeal.

Correspondence to Branches - 36. Correspondence received - 25. Available from Bradbury on request.

T Roark has not contacted R Bader to date. No report available. Semail to check with Roark.

**Motion**

*To pay bills. Young, Semail. Carried*

Thanks forwarded to the Executive Directors for the work and support over the past three years.

**Motion**

*To Adjourn. Carried*