

**Canadian Institute of Public Health Inspectors**  
**NEC Post-Conference Minutes**  
**May 12, 1999 – 8:30 AM - Radisson Hotel, Saskatoon**

**Roll Call**

Alberta - Dan Richen

BC - Denis Semail

Saskatchewan - Rich Bader

Manitoba - Tim Ness

Ontario - Mike Minor

New Brunswick – Scott MacLean

National President - Rob Bradbury

Past President – Charlie Young – Regrets he can not attend

NFLD President – Pat Murray – Sends his regrets

Nova Scotia – PEI – Allan Ross – Sends his regrets

**1) Approval of Agenda**

Item k) added under new business – Newfoundland & Labrador Branch

***Motion*** Dan Richen, seconded by Scott MacLean; to approve the amended agenda.

Call the Question

\*All in Favour

**2) Business Arising**

***a) Conference Guidelines*** – Richen

Final statement of Revenue and Expenses must be submitted to National to conclude the matter for all Conferences. Some fine-tuning still remains. Need for revenue at day's end must be specified somewhere in the guidelines document. Seed money discussed. Some Branches request money, others do not. If this occurs, it must be remitted in its entirety prior to any 50/50 split with other Conference proceeds. Specifics must be laid out to eliminate confusion.

**ACTION ITEM:** Robert Bradbury - Guidelines to be reviewed by September 1999. This is a living and evolving document.

**ACTION ITEM:** Robert Bradbury - Letter must be sent to Toni d'Ettore requesting a financial statement to put closure on the Ottawa 1998 conference. Previous letter sent September 14, 1999. Carbon Copy to be sent to the Ontario Branch President.

***b) Environmental Health Review*** – report brought forth at the AGM by Nic Losito. Editorial costs including printing and distribution - each edition \$4200, four editions brings total to \$16,800 per year. Cost per issue is \$5.25 per issue approximately, based on 800 copies produced. \$21 of every member's \$65 membership goes directly to the Environmental Health Review.

**ACTION ITEM:** Robert Bradbury - A pie chart will be set up to show approximately how each member's dues are spent. Administrative support salary cost likely 28\$ per member, (\$14 BOC/\$14 NEC). \$22,500 will be the maximum spent for admin support in 1999 (current and past Contractors). Telephone, postage and supply costs are approximately \$3 per member. NEC meetings and AGM functions must be able to run below \$27 per membership dues. Teleconference costs likely around \$2 per member. \$25 per member remains. AGM expenses and associated costs should be around \$5. Miscellaneous costs could be around \$5. Balance is around \$15. Approximately \$12,500 in total remains in the budget when the 800 membership figure is used. This represents the cost savings from terminating the Executive Directors' contract. When the membership is lower, it costs more money per member to produce the Environmental Health Review, as the Editor's Contract is a fixed cost and is not dependant upon membership numbers.

**c) *Sabbatical Exchange Proposals***

Rob has spoken with Art Bloom, NEHA Past President. NEHA is very positive concerning this proposal. We must firm up our sponsor for this venture. In 1996, this same matter was discussed with UL, and it seemed that UL was identified as the sponsor. Both NSF and UL are interested in providing sponsorship. Nelson Fabian, Executive Director, NEHA will be touching base with CIPHI on this matter. Executive members and academic professionals will not be eligible. NEHA should be able to lead us through the process as they have experience with exchanges.

**d) *NEHA update.*** NEHA is very pleased that CIPHI is making inroads into getting the organization back on solid ground and has rebuilt the relationship, which seems to have deteriorated since Chicago. A joint conference may be possible in the future, possibly 2004. Mistakes identified in the past must be satisfactorily addressed prior to embracing such a venture. NEHA has contacted us regarding ventures we can participate in jointly.

International membership should be revisited. International membership rights have deteriorated to restrict them from having voting rights. This policy has caused some friction with NEHA. We enjoy voting privileges with NEHA. Constitutional changes will be required. There is no likelihood that NEHA will swallow up CIPHI as a result of this change.

***Motion:*** Mike Minor, seconded by Tim Ness; that the ad hoc committee revisit the Constitution to explore what changes can be made to allow International and Fraternal members voting privileges.

Call the Question

\*All in favour

**e) *NSF update.*** Harry Grenawitzke is non-committal concerning funding of vents at Conferences etc. We are having difficulty getting a read on what exactly NSF wants. International voting privileges may have annoyed Harry in the past. Link to our site to be worked out through Mike Leblanc.

*f) UL Update.* NEHA would be a good partner for an exchange. UL is very supportive. Third world environmental health support may work for them, and they could potentially fund it. National registry of food handlers may also be a sponsorship possibility. An Indoor Air Quality workshop in Vancouver will be funded by UL. Link to UL web site is very attractive for them. Mike Leblanc will network with Dean Sargeant. UL has agreed to sponsor the Awards Luncheon at CIPHI 2000, possibly doing this on an ongoing basis for future conferences.

**ACTION ITEM:** Scott MacLean - Mike Leblanc to be allowed to create web sites for Corporate and Affiliate members wishing to link with CIPHI. Mike would have to set up a contract with these parties, and will be allowed to keep the lions share of the profits. Scott MacLean will be discussing this with Mike to see what figures or percentages would be satisfactory to Mike. The CIPHI URL must not support advertising.

*g) Board Of Certification.* The BOC would like the NEC to give them all the money they raise to use, as they deem necessary. The NEC is not comfortable with this. The NEC agrees with the BOC that a budget for the BOC must delineate the funds. The NEC does however feel funds must go into a common pool. We have no idea how much of the funds they have raised in the past were used up. The past Executive Directors would not provide a breakdown of administrative costs. Meeting costs presented in Quick Books did not include airfare etc. CIPHI is currently not in a position to satisfy this request. The NEC acknowledges that likely a surplus is generated annually. We are however not privy at this point in time to the exact figure. The NEC feels the auditor selected must provide direction in writing on this issue.

*h) Interim Restructuring Proposal*

Verbal contract has assured funding to the administrative support Contractor until the end of 1999. A written contract will be offered to the Contractor should both parties desire to extend the term. The terms on the contract will reflect a two way, 30day termination notice. The contract will be reviewed annually by the membership of the NEC.

*i) Interim Secretary to the BOC*

The NEC will only arrange for administrative support. Appointment of the Chair must be by the NEC.

*j) CFIS Report – none*

*k) Conference 1999 Registration / Update and Profit Projection*

Books must be closed 90 days after the conclusion of the conference

**3) New Business**

*a) Email Addresses.* Branch Presidents without Email must find someone on their Executive who can receive information. This is the 1990's.

*b) Administrative Support Title.* Debra Losito shall now be called the Executive Assistant. Rob Bradbury is the National President / Executive Secretary Treasurer. Debra must track her hours, submit her bill monthly and advise us on time spent on task, so we can see how much work is related to both NEC and BOC duties. She can be reached at (604) 543-0935. Our fax is (604) 543-0936.

*c) Administrative Support Procedures.* As above. Debra Losito will not have signing authority to allow for arms-length operation.

*d) Executive limitations.* To be finished by Rob Bradbury and circulated to the NEC.

*e) Suspension Procedure.* Dan Richen has provided a submission to go before the Ad hoc committee so we can ensure it works within the Constitution and Bylaws.

*f) Manitoba Rebate.* Tim Ness to ask his Treasurer to submit a bill so the Branch can be forwarded any overdue funds.

*g) Payment Procedures.* The Chair of the Finance Committee prior to payment must authorize all bill payments.

**ACTION ITEM** – Branch Presidents are to forward any policies to do with Payment of Bills to Rob Bradbury for assembly into a package for National Executive Council's use.

*h) Accounts Receivable*

We must still go through our forwarded mail and Quick Books receivables

*i) Accounts Payable.*

**ACTION ITEM:** Rob Bradbury. Follow up with past Executive Directors to request an explanation for a recent \$650 cheque for BOC Preparation to Lissa Braseth over and above her normal \$1000 monthly salary.

**ACTION ITEM:** Dan Richen to forward a copy of Simply Accounting software to Robert Bradbury for use as Accounting Package for the NEC.

*j) Appointments.*

*Environmental Health Foundation of Canada* – Tim Roark, Charlie Young, Robert Bradbury, and Scott MacLean.

*Motion:* Dan Richen, seconded Tim Ness

Call the Question

\*All in favour

**Membership Committee** - Tim Ness, Manitoba Branch President; Mike Minor, Ontario Branch President; Richard Bader, Saskatchewan Branch President

**Motion:** Denis Semail, seconded by Rich Bader

Call the Question

\*All in favour

**ACTION ITEM:** Robert Bradbury. NEHA to be approached to provide a complimentary Registration Package for the CIPHI Silent Auction, we will return the offer at their auction

**Finance Committee** – BC Branch President shall assume the responsibility of Finance Chair, Manitoba Branch President, and an Alberta representative.

**Nominations and Awards Committee** – Dan Richen, Alberta Branch President to chair, Newfoundland & Labrador Branch President

**Public Policy Committee** – To be chaired by the Past President, Charlie Young, assistance from NFLD

**Constitution and Resolutions** – Chaired by Saskatchewan Branch President, and assisted by Nova Scotia – PEI Branch President

**Conference Guidelines** – Chaired by Alberta Branch President, assistance from Saskatchewan Branch President and Rob Bradbury

Environmental Health Liaison - BC Branch President

**Operational Review Committee** – Chaired by Ontario Branch President, assisted by Manitoba Branch President and British Columbia Branch President

**Advisory Boards** –  
BCIT – BC Branch President  
Concordia – Alberta Branch President  
UCCB – Nova Scotia / PEI Branch President  
Ryerson – Ontario Branch President  
NSF / UL / NEHA / IFEH / CPHA etc. – National President

**Environmental Health Review** – BC Branch President

**k) Newfoundland & Labrador Branch**

The Branch currently has ten members, and has been unable to enjoy representation at meetings. The NEC feels the branch must provide a proposal, which would see them enjoy the same degree of representation enjoyed by branches with a larger membership base.

**ACTION ITEM** – The National President to write the Newfoundland & Labrador Branch a letter.

***1) Student Membership***

The NEC is in agreement that all successful BOC candidates must be awarded a complimentary membership to the Canadian Institute of Public Health Inspectors. A welcome letter indicating this will be drafted by the national president and included in the package along with the certificate and membership pin.

**4) Payment of Bills**

***Motion:*** Tim Ness, seconded by Scott MacLean; to authorize payment of bills.

Called to Question

\*All in Favour

**ACTION ITEM:** The National President to write the Nova Scotia – PEI Branch expressing concern for the lack of representation over the last three meetings.

**5) Next Meeting Date**

At the call of the Chair, likely in September 1999.