

**CIPHI National Executive Council
Tele Conference Meeting
January 23, 2004, 9:00 am PST**

Present: Scott MacLean, (President), Rob Bradbury (Past-President), Claudia Kurzac, BC Branch, Victor Mah, AB Branch, Ken Cross, SK Branch, Stefane Gravelle, MB Branch, Mike Duncan, ON Branch, Len Gallant, NS/PEI Branch, Paul Noseworthy, NF Branch

Regrets: Tammy Carroll, NB Branch

Guest: Shauna Dimmock, CIPHI AEC 2003 Conference Co-Chair

Conference Registration Services-Outstanding Payment:

Scott and Rob have had discussions with Debra and have offered payment for conference registration services as follows: \$12/delegate for MB & \$10/delegate NB. The rationale being a per-delegate fee seems to be the industry standard (based on the two quotes from professional conference organizers circulated by Claudia). The delegate rate for the MB conference is higher in recognition of the additional work in stepping in to help out the conference when they were having difficulties and the original set-up. There was some discussion around a “floor” of \$2500.00 and a “ceiling” of \$3000.00.

Debra provided the following numbers for delegates-260 delegates for Manitoba, 308 delegates for NB & 374 delegates for AB. Debra includes all conference registrants, speakers, exhibitors, NEC members etc. in her delegate count, the rationale being all have registrations of some type associated with the conference requiring processing. There was some discussion around the definition of a delegate and the NEC will have to clarify this for future conferences. (i.e.-there will have to be an agreement on the definition of a delegate)

It is evident the NEC has not been very good at keeping a record of our in-camera meetings and we need to do a better job of minute-taking during these meetings. Different NEC members have different recollections of the discussions that took place in Vancouver in April 2001 with regard to Debra’s contract and whether or not the conference work is included or not. Both the MB and NB Branches indicated that they are willing to cost-share at the agreed upon NEC/Branch cost-share agreement which would see these Branches paying \$1,500.00 for their respective conferences. General consensus that this issue needs to be settled so we can move on and that the NEC include a payment to Debra for the 2003 conference. There appears to be an opportunity to resolve the payment to Debra at this time. The NS/PEI Branch feels this issue needs to be resolved ASAP. A concern was raised regarding the overall CIPHI conferencing direction however it was agreed we would leave this discussion for a later date as the purpose of the conference call is to resolve the outstanding payment issue. We need to have a contract/agreement in place with Debra for the 2004 AEC.

Motion: Move the NEC pay Debra \$3000 for the MB Conference and \$3000 for the NB Conference with a 50/50 NEC/ Branch split and that for Edmonton we go with a payment of \$3740.

moved by Rob, seconded by Len.

Discussion: A question was raised as to why the figures were rounded off for MB & NB. If we are going to use the delegate numbers, we should pay Debra the full amount. The agreements in place with the MB & NB Branches are for a \$1,500.00 Branch share. As this amount has already been agreed upon, the NEC should make up the difference. Scott should be the one to contact Debra and clarify the remuneration and this should be done today. Scott, Victor, Claudia and Rob to work up a template for a contract with Debra within 10 working days. To be circulated to NEC for review.

Amendment: That the amount for the MB conference be amended to \$3,120.00 and the amount for the NB conference be amended to \$3,080.00 in keeping with the formula for payment per delegate.

All in favour, motion carried.

Conferencing: Some discussion around the fact that we need agreements in place with all of the Branches who are hosting a CIPHI conference. The Chair of the Conference Committee to coordinate this. (Victor)

Environmental Health Week:

BC Branch-Rob interviewed by Stirling Faux, Western Broadcasting Network, Ads in Yukon paper, radio spots. Have created a committee to organize EHW 2005 and expand activities. Well received by members but time frame was tight.

AB Branch-Need to include a couple of other categories. Other promotional materials to be developed. Appears to have been well received.

SK Branch –Went well. SK PHI's wondering why plumbing inspection wasn't on the poster. Weyburn Mayor proclaimed Environmental Health Week.

MB Branch-Well received, timing a problem. Trying to get recognition from MB gov't. by proclaiming the week. Some communities did publicize event. Home Economists throughout MB helped distribute the promotional materials.

ON Branch-Well received. Short planning period however many health units were still able to promote. Suggestion to create a National Working Group to coordinate this

health promotional activity. Each Branch to forward the name of a rep. to Scott by Feb. 15/03. Committee should be co-chaired by Membership and Advocacy Committee.
EHW 2005 Working Group

NS/PEI-Branch Newsletter went out with poster. Minister of Health declared EHW. Overall some media coverage. Difficulty when dealing with 3 different Departments. (Health, Agriculture, Environment)

NB Branch-Received a letter from Soby's recognizing PHI's efforts.

NF-Timing a problem but poster and letters did go out. Displays set up in office lobbies. Letter from Soby's as well.

A reminder to everyone to follow the prescribed press release format in future.

CWWA Conference April 2-5/04: NEC's participation needs to be clarified. CIPHI to sponsor a coffee break at CWWA conference. CIPHI can set up a booth beside the CWWA booth to promote CIPHI. Cost-share with AB Branch for booth if there are any expenses associated with this. Still need an NEC rep. to attend this conference.

Motion: To approve the expense of a sponsored coffee break at the CWWA Conference from CIPHI not to exceed \$400.00.

**Moved by Rob, seconded by Ken
All in favour, motion carried**

Reminder from Len to book hotel rooms for Charlottetown. Claudia to ask Debra to contact NEC for travel arrangements and book rooms.

Next NEC meeting April 16 & 17/04 in Vancouver: Claudia to ask Debra to book the Blue Horizon Hotel, 1225 Robson St. in downtown Vancouver. (they give us a good rate)

CIPHI President: Victor asked if any CIPHI member could run for CIPHI President or was it restricted to NEC members only? Rob advised that the constitution does not specify but that the preferred candidates are NEC members due to their familiarity with issues. Victor will re-draft the CIPHI president nomination form and circulate to the NEC.

CIPHI Translator: Stefane advised there has been one applicant to date in response to the ad. Need to have an agreement in place with translators outlining expectations. Stefane to contact translator.

Health Canada Skills: Mike was concerned that he missed some communication regarding the latest module review. This would have been distributed directly to the Branch reps. by Debra. for review.

CNA Qatar: Rob working on a mentorship opportunity with Qatar. Some discussion around a minimum of 10 years experience in the field. Rob to draft a framework proposal for review.

Stanier Society: Morris Goldner, Stanier Society, contacted Scott regarding the workshop at UBC. (Letter Jan. 9/04) Workshop is exploring the issue of Masters in Hygiene and Dr. Goldner was requesting a donation for the event.

Motion: To donate \$500.00 to the Stanier Society to help fund the UBC Workshop on the status of Hygiene in Canada.

Moved by Ken, seconded by Mike

Discussion: Mike mentioned the Stanier Society is again sponsoring the opinion paper contest and that the Strategic Marketing Plan suggests CIPHI build relationships with other organizations.

All in favour, motion carried

Motion to adjourn Rob/Ken

Recorded by C. Kurzac