

MINUTES

Approved November 18, 2011

National Executive Council Meeting  
Delta Lodge at Kananaskis  
1 Centennial Drive  
Kananaskis, AB  
May 1 & 2, 2009

ITEM	DETAILS	ACTION ITEM(S)
	Meeting called to order by A Grant at 08:35	
1.00	<b>Roll Call</b>	
	<p><u>May 1, 2009</u>  <b>Present:</b> Adam Grant (National President), Claudia Kurzac (Past President), Jasmina Egeler (BC Branch), Phi Phan (AB Branch), Ken Cross (SK President), Ken Diplock (ON Branch President-Elect for P. Heywood), Josee Theriault (NB Branch), Bruce Morrison (NS/PEI Branch Past President for B. MacGregor)  <b>Regrets:</b> Darryl Johnson (NL), Peter Heywood (ON), Barry MacGregor(NS/PEI)  <b>Guests:</b> Keir Cordner (BC Branch), Koreen Anderson (AB Branch), Paul Ross (SK Branch), Wanda Timmons (NS/PEI Branch), Darcy Chrisp (MB Branch), Cameron Weighill (ON Branch)</p> <p><u>May 2, 2009</u>  <b>Present:</b> Adam Grant (National President), Claudia Kurzac (Past President), Jasmina Egeler (BC Branch), Phi Phan (AB Branch), Ken Cross (SK President), Ken Diplock (ON Branch President-Elect for P. Heywood), Josee Theriault (NB Branch), Bruce Morrison (NS/PEI Branch Past President for B. MacGregor)  <b>Regrets:</b> Darryl Johnson (NL), Peter Heywood (ON), Barry MacGregor(NS/PEI)  <b>Guests:</b> Keir Cordner (BC Branch), Koreen Anderson (AB Branch), Paul Ross (SK Branch), Wanda Timmons (NS/PEI Branch), Darcy Chrisp (MB Branch), Cameron Weighill (ON Branch)</p>	
2.00	<b>Approval of Agenda</b>	
	Add CIPHI Organizational Chart (Kurzac) Add Updating Website (Kurzac)	

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	Add Swine flu (Kurzac) Add Communications with CIPHI Office (Kurzac) Add IFEH Council Meeting in Singapore (Grant) Add Mandatory Membership (Cross) Add CPHA Conference (Sokolowski) Add 2013 Conference (Sokolowski) Add Appointment of BOC representatives (Phan) Add Governor General of Canada (Phan) Add Conference Newsletter (Phan) <b>MOTION: Motion to approve agenda as amended.</b> <i>J. EGELER/K. CROSS. All in favour. Carried.</i>	
<b>3.00</b>	<b>Approval of Minutes</b>	
3.01	<b>NEC Meeting, Toronto, January 16<sup>th</sup> &amp; 17<sup>th</sup>, 2009</b> <b>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. P. Phan to make changes and circulate.</b> <i>B.MORRISON/J. EGELER. All in favour. Carried.</i>	
<b>4.00</b>	<b>E-mail Motions</b>	
<b>4.00</b>	<b>Business Arising</b>	
4.1	<b>Revised BOC Structure and Processes (A. Grant)</b> <ul style="list-style-type: none"> <li>R. Sokolowski has been leading this initiative and it has been completed</li> </ul>	
4.2	<b>CIPHI Wallet Cards (C. Kurzac)</b> <ul style="list-style-type: none"> <li>Need to make a decision around design of cards and bilingual printing (i.e. both English &amp; French on one side or..)</li> <li>Need to confirm design the wallet certificate</li> <li>Membership committee to explore need for a membership card</li> </ul>	<b>C. Kurzac to contact A. Thomas.</b> <b>J. Theriault &amp; K. Cross to review CIPHI membership cards by July 1, 2009.</b>
4.3	<b>CIPHI Card Stationary (A. Grant)</b> <ul style="list-style-type: none"> <li>Request CIPHI Office take care of sourcing and printing a supply of CIPHI card stock</li> </ul>	<b>J. Egeler to follow-up with CIPHI Office and complete by July 1, 2009.</b>
4.4	<b>Environmental Health Review Journal (A. Grant)</b> <ul style="list-style-type: none"> <li>Need to confirm publication of Winter 2010 issue.</li> </ul>	<b>A. Grant to follow-up with EHR editor.</b>
4.5	<b>Scope of Practice Document (D. Johnson)</b> <ul style="list-style-type: none"> <li>Concern expressed that document has been in essence completed for several years.</li> </ul>	<b>A. Grant to complete preamble by May 31, 2009 and forward to webmaster</b>

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	<ul style="list-style-type: none"> <li>Difficult to explain to members involved in this project why there has been such a delay.</li> <li>Preamble to be completed and document to be posted on website.</li> </ul>	for posting.
4.6	<b>CIPHI AEC Hosting Agreement (R. Bradbury/D. MacKley)</b> <ul style="list-style-type: none"> <li>Deferred to post conference.</li> </ul>	
4.7	<b>CIPHI Terms of Reference for all Portfolios (Kurzac)</b> <ul style="list-style-type: none"> <li>There are still outstanding TOR. It was noted that policies &amp; procedures also need to be developed.</li> <li>It was suggested an inventory of existing TOR would be helpful.</li> <li>NEC to devote a meeting to completing the writing of all policies &amp; procedures as well as TOR.</li> </ul>	<p>A. Grant to complete an inventory of all TOR by June 30, 2009.</p> <p>A. Grant to make arrangements for a fall NEC meeting.</p>
4.8	<b>Review of Strategic Plan Goals (ALL)</b> <b>Mandatory Membership</b> <ul style="list-style-type: none"> <li>Concern that this goal is no longer being considered. It was noted that there are many ways to reach this goal. CIPHI NEC still has a vision of mandatory membership and continues to build the infrastructure to support this goal.</li> <li>Legal opinions are required following constitution changes as well as a concerted communications effort to reach all members of the profession regarding discipline competencies and professional development requirement.</li> </ul> <b>Engage the Membership</b> <ul style="list-style-type: none"> <li>The CPC project has helped to engage more members than ever.</li> <li>Need to implement communications plan to reach everyone.</li> <li>A bulletin after each NEC meeting is still in the works.</li> <li>Post items circulated by the listserv on the web.</li> </ul> <b>Institute a Program of Mandatory Professionalism</b> <ul style="list-style-type: none"> <li>In progress (professional development requirement)</li> </ul> <b>Increase Capacity of the National Office</b> <ul style="list-style-type: none"> <li>Transition to MPS Elite is nearing completion.</li> <li>It was suggested that an annual report from the CIPHI Office should be included in the AGM package.</li> </ul> <b>Prioritize Advocacy Activities for the Right Place &amp; Time</b> <ul style="list-style-type: none"> <li>Activities relating to the CPC project and CIPHI Office transition have taken priority over advocacy.</li> </ul>	<p>NEC to ensure members are aware this is still a goal but will take time to realize,</p> <p>K. Corder &amp; C. Weighill to assist C. Kurzac in preparing an information bulletin following NEC meetings.</p> <p>J. Egeler to talk to K. Mark-Eng about providing a report.</p> <p>A. Grant to explore dates for a strategic planning</p>

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	<ul style="list-style-type: none"> <li>It was noted that successes as well as challenges need to be recognized.</li> <li>Next strategic planning session tentatively scheduled for March 2010.</li> </ul>	<b>session in March 2010.</b>
4.9	<b>Policies &amp; Procedures (A. Grant)</b> <ul style="list-style-type: none"> <li>Meeting to be planned for October</li> <li>Meeting to include a “meet &amp; great” with Concordia University College Environmental Public Health students</li> </ul>	<b>AB Branch to make arrangements for an NEC meeting in October in Edmonton, AB.</b>
4.10	<b>CIPHI Sabbatical Exchange-New Orleans (Kurzac)</b> <ul style="list-style-type: none"> <li>No report received to date.</li> <li>It was noted that if there are any other future exchanges, we will need to have a formalized letter of agreement signed by the candidate.</li> </ul>	<b>C. Kurzac to follow-up with B. Johnston.</b>
4.11	<b>Parliamentarian for AGM (Egeler)</b> <ul style="list-style-type: none"> <li>Sourced a professional parliamentarian for the AGM. She has provided a lot of information for the AGM.</li> <li>The CIPHI constitution refers to following Robert’s Rules of Order however, some sections of the constitution and by-laws are not in line with Roberts Rules.</li> <li>The “Procedural Points” provided by the parliamentarian will be made available to all members attending the AGM.</li> </ul>	<b>Include parliamentarian’s recommendations on a future NEC meeting agenda.</b>
4.12	<b>Environmental Public Health Employer Consortium (A. Grant)</b> <ul style="list-style-type: none"> <li>A. Grant had been exploring the possibility of CIPHI facilitating a consortium of EPH employers with the assistance of a member.</li> <li>No progress to date.</li> <li>Discussion around the purpose of such a consortium and the benefits to CIPHI.</li> <li>It was noted that an Environmental Public Health Employers network currently exists under the umbrella of the Urban Public Health network.</li> <li>Not a priority for CIPHI at this time.</li> </ul>	<b>A. Grant to explore with CRAC.</b>
4.13	<b>EPH Ethics Workshop (P. Heywood)</b> <ul style="list-style-type: none"> <li><b>Deferred to next NEC meeting.</b></li> </ul>	
4.14	<b>Legal Review of National Operating Policy #4 (Use of Information) and Policy #5 (Administrative Use) (A. Grant)</b>	<b>C. Kurzac to lead data management sub-</b>

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	<ul style="list-style-type: none"> <li>• Incomplete, relate to the data base.</li> <li>• It was noted that additional assistance is needed for the data management project.</li> <li>• A working group to take on the role of data base implementation.</li> </ul>	<p><b>committee to finalize draft policies and circulate prior to submitting for legal review by July 1, 2009.</b></p>
4.16	<p><b>CIPHI e-mail addresses/web host (A. Grant)</b></p> <ul style="list-style-type: none"> <li>• M. Leblanc, CIPHI webmaster joined the meeting via conference call at 16:00 on May 2, 2009</li> <li>• Current web host although low cost has become very unreliable. CIPHI Office not receiving e-mails.</li> <li>• Exploring options to move to a more reliable host/server.</li> <li>• Website was down for a total of 26 hours in March alone.</li> <li>• Need to be able to move entire site (10 addresses with Branches and EHF(C))</li> </ul>	<p><b>M. LeBlanc to explore options for other web hosts including MPS web host/server.</b></p>
5.00	<p><b>New Business</b></p>	
5.1	<p><b>National President's Report (A. Grant)</b></p> <ul style="list-style-type: none"> <li>• The recommendations from the parliamentarian will be adopted in regard to the moving of reports. Parliamentarian has advised reports only need to be moved if there is a recommendation made in the report.</li> <li>• Report highlights the positive direction CIPHI has taken.</li> </ul>	
5.2	<p><b>Immediate Past Presidents Report (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• Lack of executive leadership a major barrier to CIPHI moving forward. This needs to become a priority of the NEC in the near future.</li> </ul>	
5.3	<p><b>BC Branch Report (J. Egeler)</b></p> <ul style="list-style-type: none"> <li>• Have been processing food safe certificates for the online course-this has brought in revenue for the Branch</li> <li>• No educational conference planned for 2009 as the focus of Branch members is on preparing for the 2010 Olympics and the 2010 IFEH World Congress/CIPHI AEC.</li> <li>• Updating Branch constitution to allow for proxy voting for Branch President elections</li> </ul>	
5.4	<p><b>AB Branch Report (P. Phan)</b></p> <ul style="list-style-type: none"> <li>• Branch activities focused on planning for this CIPHI AEC</li> <li>• Branch Executive elections to be held in the coming months</li> </ul>	

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5.5	<p><b>SK Branch Report (K. Cross)</b></p> <ul style="list-style-type: none"> <li>10/11 health regions pay for CIPHI membership and this has resulted in close to 100% membership.</li> <li>Re-designed website</li> <li>Have been using the profits generated from the sale of health resources to fund educational seminars at no cost to members</li> <li>Held a hockey game against AB Branch members.</li> </ul> <p><b>Meeting adjourned at 12:10 by A. Grant</b> <b>Reconvened at 13:15</b></p>	
5.6	<p><b>MB Branch Report (R. Sokolowski)</b></p> <ul style="list-style-type: none"> <li>Set up booths in malls in Winnipeg to promote Environmental Public Health Week for the first time.</li> </ul>	
5.7	<p><b>ON Branch Report (K. Diplock)</b></p> <ul style="list-style-type: none"> <li>Are hosting a continuing education series. Identified partners to deliver the sessions on a variety of topics.</li> <li>Topic areas were identified by surveying members.</li> <li>Have been lobbying the Health Minister to open up the food premises regulations for review and updating and to include the ON Branch as a stakeholder in any working group.</li> <li>Website is undergoing a re-design.</li> </ul>	
5.8	<p><b>NB Branch Report (J. Theriault)</b></p> <ul style="list-style-type: none"> <li>Looking for a new newsletter editor.</li> <li>J. Theriault to write all bilingual articles/reports for CIPHI thus helping to raise the profile of CIPHI with Francophone members.</li> </ul>	
5.9	<p><b>NS/PEI Branch Report (B. Morrison)</b></p> <ul style="list-style-type: none"> <li>Active members of the College of Cape Breton's Environmental Health program advisory committee.</li> <li>Practicum students in NS have to cycle through 3 departments to complete all aspects of the practicum. A tool has been developed to track practicums to ensure a well-rounded practicum experience.</li> <li>Submitting a bid to host the 2011 AEC in Halifax, NS.</li> </ul>	
5.10	<p><b>NL Branch Report (D. Johnson)</b></p> <ul style="list-style-type: none"> <li>No report received.</li> </ul>	

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5.11	<p><b>Chair, Board of Certification Report (A. Thomas)</b></p> <ul style="list-style-type: none"> <li>New board structure is in place but there are still a few vacant positions. New appointees include a new MHO and a non-CPHI(C) representative from Quebec.</li> <li>Canadian Forces position vacant.</li> <li>Finalizing appeal process with NEC.</li> <li>Exam results reported.</li> </ul>	
5.12	<p><b>Awards Committee Report (P. Phan)</b></p> <ul style="list-style-type: none"> <li>Nominations have been received in all award categories.</li> </ul> <p><b>Alex Cross Award:</b> two nominations received &amp; both meet the criteria</p> <ul style="list-style-type: none"> <li><b>Ryan Philipation</b>, SK Branch <b>MOTION: To accept the nomination for Ryan Philipation for the Alex Cross Award.</b> <i>P. PHAN/J. EGELER. All in favour. Carried</i></li> <li><b>Marilyn Lee</b>, ON Branch <b>MOTION: To accept the nomination for Marilyn Lee for the Alex Cross Award.</b> <i>P. PHAN/K. CROSS. All in favour. Carried</i></li> </ul> <p><b>Alexander Officer Award:</b> two nominations received and both meet the criteria</p> <ul style="list-style-type: none"> <li><b>Guelph Food Technology Center</b> <b>MOTION: To accept the nomination of the Guelph Food Technology Center for the Alexander Officer Award.</b> <i>P. PHAN/J. THERIAULT. All in favour. Carried</i></li> <li><b>College of the North Atlantic, Qatar</b> <b>MOTION: To accept the nomination of the College of the North Atlantic, Qatar for the Alexander Officer Award.</b> <i>P. PHAN/J. EGELER. All in favour. Carried</i></li> </ul> <p><b>Environmental Health Review Award:</b> one nomination received and it meets the criteria.</p> <ul style="list-style-type: none"> <li><b>Calgary Health Region, Trans Fat Initiative</b> <b>MOTION: To accept the nomination of the Calgary Health Region, Trans Fat Initiative for the Environmental Health Review Award.</b> <i>P. PHAN/K. CROSS. All in favour. Carried</i></li> </ul> <p><b>President's Award:</b> one nomination received and it meets the criteria</p> <ul style="list-style-type: none"> <li><b>Paul Noseworthy</b></li> </ul>	

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	<p><b>MOTION: To accept the nomination of Paul Noseworthy for the President's Award.</b> <i>P. PHAN/B. MORRISON. All in favour. Carried</i></p> <p><b>Honourary Membership:</b> three nominations received to be voted on at the AGM <b>George K. Brice, Robert T. O'Neill, James Murphy</b></p> <p><b>Life Membership:</b> to be voted on at the AGM <b>Bill Charpko</b></p>	
5.13	<p><b>Finance Report (J. Egeler)</b></p> <ul style="list-style-type: none"> <li>The draft financial review statements for 2008 will be presented at the AGM as there was not enough time for the accountant to complete the review.</li> <li>Financial reviews have been completed by the accountants for 2006 &amp; 2007. Copies will be available to members wanting them through their Branch Presidents.</li> <li>J. Egeler to work with the bookkeeper at the CIPHI office to implement recommendations made to streamline the bookkeeping process. Also need to review cost-share allocations.</li> </ul>	
5.14	<p><b>Budget for 2009 (J. Egeler)</b></p> <ul style="list-style-type: none"> <li>Finance committee to meet following this meeting to finalize budget for the AGM.</li> </ul>	
5.15	<p><b>Membership report (J. Theriault)</b></p> <ul style="list-style-type: none"> <li>Membership report compares 2008 figures with 2007. Comparing mid-year numbers is not an accurate method.</li> <li>Membership numbers for 2009 are down so far as compared with this time in 2008. Delay in sending out the membership renewal package and implementing the Member Service Center likely the main causes.</li> <li>Discussion around Members Service Center problems and the workload of the National President. Decision to create a new committee to work through any remaining implementation issues.</li> <li>V. Davidson did a lot of work on the event management module and is willing to assist.</li> </ul>	<p><b>New data management implementation sub committee created. Ken Diplock (Chair), Peter Heywood, Cameron Weighill, Keir Cordner and Valere Davidson</b></p>
5.16	<p><b>Constitution &amp; By-laws report (D. Johnson)</b></p>	



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	<ul style="list-style-type: none"> <li>No report received.</li> <li>Other committee members to present-Bruce Morrison, Ken Cross and Rick Sokolowski.</li> </ul>	
5.17	<p><b>Website report (M. Le Blanc)</b></p> <ul style="list-style-type: none"> <li>M. Le Blanc joined the meeting via conference call.</li> <li>Ongoing problems with the current server. The site was down for 26 hours in March alone. Although inexpensive, this unreliable service is impacting CIPHI business as e-mails are not being received.</li> <li>Exploring other options for more reliable sites including the server used by MPS (CIPHI office)</li> <li>The site needs updating and a refreshing of the visual brand. Suggestion to consider brand used for CPC project documents.</li> </ul>	<p><b>M. Le Blanc to research more reliable website servers and make recommendation back to the NEC ASAP.</b></p>
5.18	<p><b>Environmental Health Review (D. Losito)</b></p> <ul style="list-style-type: none"> <li>Ongoing problems with a lack of articles being submitted.</li> <li>Would like to encourage the training centers and the BOC to submit regular reports.</li> <li>Some instances where CIPHI members have submitted articles for publication to NEHA first. Should encourage submission to EHR first.</li> <li>Notification of address changes still a problem; can be up to 20 journals.</li> <li>Committed to publishing the last journal in January of 2010.</li> </ul>	
5.19	<p><b>Historian report (T. Roark)</b></p> <ul style="list-style-type: none"> <li>Document management/retention still an issue.</li> <li>Branches are encouraged to identify a Branch historian if they don't have one.</li> <li>History project is proceeding.</li> <li>Started collecting bios. on important individuals in Environmental Health. Branches should notify T. Roark of individuals who's bios he should collect.</li> <li>Still missing citations for two honorary members. Kurzac and Cross to assist with locating the citations.</li> <li>Need to have space at the 2010 conference for some historical displays.</li> <li>Continuing to scan in documents; working on the minutes from 1973 to present. T. Roark advised budget for historical committee remains at \$2,500.00</li> </ul>	<p><b>Branch Presidents to notify T. Roark of the names of individuals who should have bios on file.</b></p>

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5.20	<p><b>Environmental Health Foundation report (M. Florian)</b></p> <ul style="list-style-type: none"> <li>• T. Roark presented the report on behalf of M. Florian.</li> <li>• Appreciate the support of the branches and National. Still looking for one representative from each Branch on the EHFC board of trustees. Suggested Branches should appoint Past Presidents.</li> <li>• Have created a committee to work water issues.</li> <li>• A. Grant suggested the EHFC broaden their scope for fundraising as there is an over-reliance on CIPHI members.</li> <li>• The NEC not in favour of the EHFC targeting corporate sponsors.</li> <li>• Discussion regarding CIPHI National's commitment to donate 10% of conference profits to the EHFC towards a continuing education bursary.</li> </ul> <p><b>MOTION: To discontinue the donation of 10% of conference profits to the EHFC effective immediately with retroactive payments for 2006, 2007 &amp; 2008.</b></p> <p><i>P. PHAN/J. THERIAULT. 7 in favour; 1 abstained (K. Cross) <b>Carried</b></i></p>	<p><b>A. Grant to advise the chair of the EHFC in writing that the National donation is to be discontinued.</b></p>
5.21	<p><b>CIPHI Retirees Advisory Committee report (L. Gallant)</b></p> <ul style="list-style-type: none"> <li>• Completed a survey of Environmental Public Health employers regarding the role of retirees.</li> <li>• Drafted a letter to submit to Canada Post for a commemorative stamp to mark CIPHI's 100<sup>th</sup> anniversary in 2013.</li> <li>• Have conducted surveys and research into the role of retirees in the workforce and found that 65 is no longer the standard retirement age; retirees need to be engaged within the first 5 years of retirement.</li> <li>• Requested the NEC attend the retirees meeting on Monday to discuss the role of retirees in public health emergencies and the proposal put forward by this committee to the NEC.</li> </ul>	
5.22	<p><b>IFEH 2010 World Congress/CIPHI AEC report (D. Losito)</b></p> <ul style="list-style-type: none"> <li>• The planning committee is concerned about hosting this conference during a recession. The budget has been revised with more conservative projections.</li> <li>• Conference registration fee to be in the \$750-799 range with an "all inclusive" program.</li> <li>• Still need to connect with the Lithuanian contingent.</li> <li>• Will be promoting this event with NEHA, west coast US states and Alaska.</li> <li>• Looking to other IFEH partners to promote this event.</li> </ul>	

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5.23	<b>CIPHI AEC 2008 (D. Johnson)</b> <ul style="list-style-type: none"> <li>No report received.</li> </ul>	
5.24	<b>CIPH AEC 2009 (R. Bradbury/P. Mikkleson)</b> <ul style="list-style-type: none"> <li>All exhibit spots have been sold. Three free booths. (CIPHI, AEC 2010 &amp; EHFC)</li> <li>Many challenges with hosting this conference-recession, re-organization of AB health regions, changes to professional development fund for AB employees and H1N1 outbreak.</li> <li>Approx. 300 delegates.</li> </ul>	
5.25	<b>Resolutions (D. Johnson)</b> <ul style="list-style-type: none"> <li>In D. Johnson's absence, B. Morrison, R. Sokolowski &amp; K. Cross will be responsible for resolutions.</li> <li>A. Grant to make an announcement during his opening remarks regarding resolutions.</li> </ul>	
5.26	<b>Advocacy (J. Egeler)</b> <ul style="list-style-type: none"> <li>Report reviewed.</li> <li>J. Egeler to convene a conference call of the Environmental Public Health Week committee shortly after this conference. Plan to get promotional materials out in the fall this year.</li> </ul>	<b>J. Egeler to arrange a tele-conference for the EPH Week committee.</b>
5.27	<b>Data Management Project (A. Grant)</b> <ul style="list-style-type: none"> <li>Some issues around access for Branch Presidents and some implementation concerns.</li> <li>Data management sub-committee to take on implementation.</li> <li>Need to post FAQ on the Member Services Center and the CIPHI website.</li> <li>Need to finalize policies related to data management.</li> <li>Need a change management process &amp; TOR for website and communications portfolio.</li> </ul>	<b>Data management sub-committee; K. Diplock (Chair), P. Heywood, Cameron Weighill, Keir Cordner and Valerey Davidson.</b>
5.28	<b>CIPHI CPC Project (P. Phan)</b> <ul style="list-style-type: none"> <li>A workplan has been submitted to the Public Health Agency of Canada and the focus of the 1<sup>st</sup> quarter activities will be to finalize the discipline competencies and professional development model.</li> <li>Need to have the interim board of the Council of Professional Experience formed by November.</li> <li>Lead project manager is leaving MNP. A replacement has been appointed and the rest of the project management team remains the same.</li> <li>Will be adding an additional member to the working group.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Implementation of the communications plan later this year.</li> </ul>	
5.29	<p><b>CIPHI AEC Bids (A. Grant)</b></p> <ul style="list-style-type: none"> <li>Formal bid received from the NS/PEI Branch to host the 2011 AEC in Halifax, NS.</li> <li>Hotel will be the Halifax Marriott in downtown Halifax on June 26-29.</li> <li>Theme: Collaboration &amp; Capacity Building for Environmental Public Health Professionals.</li> </ul> <p><b>MOTION: To accept the bid submitted by the NS/PEI Branch to host the 2011 CIPHI AEC in Halifax, NS.</b></p> <p><i>P. PHAN/K. DIPLOCK. All in favour. Carried</i></p> <p><b>Meeting adjourned at 16:20 by A. Grant. Reconvened at 13:00, May 2, 2009</b></p>	
5.30	<p><b>AGM Preparation (All)</b></p> <ul style="list-style-type: none"> <li>Parliamentarian-Hired a professional, Margaret Either</li> <li>Scrutineers, Sergeant-at-Arms and minute taker to be appointed by AB Branch.</li> <li>R. Sokolowski, B. Morrison &amp; K. Cross to validate and count proxy votes.</li> </ul>	
5.31	<p><b>CIPHI Booth (R. Sokolowski)</b></p> <ul style="list-style-type: none"> <li>Purchased new merchandise this year.</li> <li>CIPHI shirts, passport holders, key chains and pens.</li> <li>Booth to be shared with project managers to promote discipline competencies and professional development model.</li> <li>NEC members to take turns staffing booth.</li> </ul>	
5.32	<p><b>Recognition (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>Need to have a standardized process for recognition.</li> <li>It was noted that the ON Branch has a process and that P. Heywood could lead the organization of a process for National.</li> <li>Noted that recognition should include recognition of retirements signed by both National President and Branch President.</li> </ul>	
5.33	<p><b>Conferences (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>Conference planning manual has not been updated in some time.</li> <li>Jeremy Kelly, ON Branch volunteered to assist on this committee.</li> <li>CIPHI Office to be asked to keep an up-to-date version of the manual.</li> </ul>	

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5.34	<p><b>International Disaster Relief Activities (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>A member in BC is interested in pursuing international disaster relief requirements for EPH's.</li> <li>He will lead this subcommittee and has done some preliminary work already.</li> <li>To be contacted to submit a proposal outlining scope of sub-committee.</li> </ul>	<p><b>C. Kurzac to follow-up with BC Branch member and request a proposal.</b></p>
5.35	<p><b>CIPHI Meeting Minutes (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>Need to have a process to ensure CIPHI Office and webmaster receive copies of minutes.</li> </ul>	<p><b>National President to forward copies of minutes following each meeting.</b></p>
5.36	<p><b>Recognizing Retired Members (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>A member expressed concern that members who are retiring are not recognized by CIPHI.</li> <li>It was noted that some Branches do this currently.</li> <li>Request this become a function of the CIPHI Office utilizing the new CIPHI card stock. Branches need to notify National.</li> </ul>	
5.37	<p><b>Free First Year Membership (P. Phan)</b></p> <ul style="list-style-type: none"> <li>Need to follow-up with newly certified members to offer first year membership free.</li> <li>Suggested to auto-enter newly certified members into CIPHI data base and send out a letter/e-mail advising of the first year free, user name &amp; password.</li> </ul>	<p><b>C. Kurzac to follow-up with CIPHI Office.</b></p>
5.38	<p><b>Professional Regulation &amp; Discipline Conference (P. Phan)</b></p> <ul style="list-style-type: none"> <li>P. Phan attended a conference of regulating professions in Moncton, NB.</li> <li>A lot of information on quality control, competencies.</li> <li>Many of the associations were very small in size but still able to sustain a self-regulating model and the infrastructure needed.</li> <li>This is an attainable goal for CIPHI but it won't happen overnight.</li> </ul>	
5.39	<p><b>Resolutions (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>Circulated two resolutions to be presented at the AGM. One recognizing Skills Online and the other for <i>Core Competencies for Public Health in Canada: Release 1.0.</i></li> </ul> <p><b>MOTION: For the NEC to support the two resolutions as circulated at the AGM.</b></p> <p><i>C.KURZAC/B.MORRISON. All in favour. Carried</i></p>	

ITEM	DETAILS	ACTION ITEM(S)
5.40	<p><b>International Exchange Proposal (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• Circulated an international exchange proposal.</li> <li>• Purpose of the exchange to raise the profile of the challenges faced by Environmental Public Health programs in other countries.</li> <li>• Proposal to undertake a two-week exchange with an EHO in Tanzania.</li> </ul> <p>Deferred to post conference.</p>	
5.41	<p><b>Outstanding 2007 NEC Invoices (J. Egeler)</b></p> <ul style="list-style-type: none"> <li>• Several invoices sent to Branches for cost-share are outstanding.</li> <li>• Branches did not receive original invoices. Invoices have been re-sent.</li> </ul>	
5.42	<p><b>CIPHI Organizational Chart (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• Needs updating to reflect organizational changes.</li> </ul>	<p>P. Phan to update organizational chart and circulate.</p>
5.43	<p><b>Updating Website (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• Noticed a number of stale items on the website.</li> <li>• The website content needs to be regularly reviewed and updated.</li> <li>• Items in the “what’s new” section need to be dated.</li> </ul>	<p>Website committee to conduct regular reviews of website content.</p>
5.44	<p><b>H1N1 Outbreak (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• The Public Health Agency of Canada is taking the lead to keep everyone informed of the outbreak.</li> <li>• National professional associations will be kept in the information flow via e-mail and regular conference calls.</li> <li>• A. Grant requested someone else be the contact for CIPHI. K. Anderson and K. Corder to be the CIPHI contacts.</li> <li>• E-mail updates to be circulated via listserv.</li> <li>• Information link to be posted on CIPHI site. <a href="http://www.fightflu.ca">www.fightflu.ca</a></li> </ul>	<p>C. Kurzac to notify PHAC contact of CIPHI representatives.</p> <p>C. Kurzac to contact webmaster to post flu info. link.</p>
5.45	<p><b>Communications with CIPHI Office (C. Kurzac)</b></p> <ul style="list-style-type: none"> <li>• It was noted that it is important to keep the CIPHI Office “in the loop” of our e-mail communications.</li> </ul>	
5.46	<p><b>IFEH Council Meeting-Singapore, July 18 &amp; 19, 2009 (A. Grant)</b></p> <ul style="list-style-type: none"> <li>• A. Grant turned the chair over to C. Kurzac and left the room.</li> <li>• C. Kurzac advised that the general practice was to send one of the three CIPHI IFEH representatives to council meetings in non-congress years. R. Bradbury is the president-elect to the IFEH and the IFEH does not have funding to support his travel expenses.</li> <li>• It was noted that next year’s council meetings will be held in conjunction</li> </ul>	

ITEM	DETAILS	ACTION ITEM(S)
	<p>with the world congress in Vancouver and therefore will not require additional travel expenses. Sharing a hotel room will reduce expenses.</p> <p><b>MOTION: To pay the travel and accommodation expenses for A. Grant and R. Bradbury at the most economical rate to attend the IFEH Council meeting in Singapore on July 18 &amp; 19.</b></p> <p><i>J. THERIAULT/R. SOKOLOWSKI. All in favour. Carried</i></p>	
5.47	<p><b>Mandatory Membership (K. Cross)</b></p> <ul style="list-style-type: none"> <li>Covered under strategic plan discussion. See 4.8</li> </ul>	
5.48	<p><b>CPHA Conference in Winnipeg (R. Sokolowski)</b></p> <ul style="list-style-type: none"> <li>The MB Branch is sending a representative. Is National sending anyone?</li> <li>C. Kurzac advised no abstract was submitted on behalf of CIPHI last fall.</li> <li>There are sessions related to discipline competencies and P. Phan will make arrangements for a member of the CPC working group to attend.</li> </ul>	<p>P. Phan to contact S. Gravelle to attend the CPHA conference on behalf of CIPHI.</p>
5.49	<p><b>Appointment of New BOC Members (P. Phan)</b></p> <ul style="list-style-type: none"> <li>The NEC has to approve the appointments to the BOC and appoint the NEC representatives to the BOC each year.</li> </ul> <p><b>MOTION: To approve the appointment of Jean Luc Archembault and Dr. Michael Rutledge to the BOC.</b></p> <p><i>B. MORRISON/K. CROSS. All in favour. Carried</i></p> <p><b>MOTION: To appoint Nina van der Plumjim and Eric Serwotka as the NEC representatives to the BOC.</b></p> <p><i>J. EGELER/P. PHAN. All in favour. Carried</i></p>	<p>A. Grant to contact A. Thomas to advise appointments to the BOC have been ratified.</p>
5.50	<p><b>Governor General of Canada (P. Phan)</b></p> <ul style="list-style-type: none"> <li>Organizations can apply to the Governor General of Canada which allows for the use of the Governor General seal.</li> <li>A. Grant suggested the CIPHI Retirees Advisory Committee may be able to follow-up on this.</li> </ul>	<p>A. Grant to contact the chair of the CIPHI retirees committee to request follow-up of this suggestion.</p>
5.51	<p><b>Conference Newsletter (P. Phan)</b></p> <ul style="list-style-type: none"> <li>Published the first conference newsletter in 2008 highlighting the various activities taking place in conjunction with the AEC.</li> </ul> <p>A committee to work on this year's newsletter.</p>	<p>K. Cross, K. Diplock, P. Ross &amp; C. Weighill to format a conference newsletter.</p>
6.00	<p><b>Other</b></p>	

ITEM	DETAILS	ACTION ITEM(S)
	None.	
7.00	<b>Adjournment</b> <b>MOTION: Motion to adjourn on May 2, 2009.</b> <i>J. EGELER/K. CROSS. All in favour. Carried.</i> Meeting adjourned at 17:05	
8.00	<b>Next Meeting-Post Conference at the call of the Chair.</b>	