

MINUTES
National Executive Council
September 18, 2010

Teleconference

Attendees: Phi Phan (Chair and Recorder), Claudia Kurzac (Past President), Keir Cordner (BC), Koreen Anderson (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Barry MacGregor (NS/PEI), Sara Timpa (NL)

Regrets: Oumar Ba (QC), Josée Thériault (NB)

Guests: Debra Langier-Blythe (AB)

Agenda Item	Notes	Action
1. Welcome and Introductions Chair	Meeting was called to order at 9:05am PT	
2. Approval of Agenda All	<p>Add to New Business:</p> <ul style="list-style-type: none"> • Definition of Public Health Inspector in Nova Scotia (MacGregor) • Corporate Membership (Diplock) <p>Motion to approve agenda as amended. Chrisp/Timpa. Ayes unanimous. Carried.</p>	
3. Review and Approval of Previous Minutes All	<p>September 04, 2010 – Vancouver</p> <p>Motion to table approval of September 4, 2010 minutes. MacGregor/Diplock. Ayes unanimous. Carried.</p>	
4. Review and Approval of	None.	

Agenda Item	Notes	Action
Electronic Motions All		
5. Standing Items (Items Brought Forward)		
5.1. Cost Sharing Policies for BoC and CoPE Phan	Action Item (June 17/10): Grant and Finance Committee to draft cost sharing policy <ul style="list-style-type: none"> No progress has been made. 	Phan to follow-up with the Chairs of CoPE and BoC
5.2. EHR Transition Options Weighill	Action Item (June 17/10): Weighill to investigate options for transitioning from current publication <ul style="list-style-type: none"> Update not available. 	Weighill to update progress at next NEC meeting.
5.3. Terms of Reference for NEC Reps to the BoC Phan	Action Item (August 19/10): Deferred discussion from previous meeting. <ul style="list-style-type: none"> No comments with respect to the submitted ToR from Eric Serwotka and Nina van der Pluijm. Motion to adopt the Terms of Reference for National Executive Council Representatives to the Board of Certification. Corder/Chrisp. Ayes unanimous. Carried. <ul style="list-style-type: none"> Langier-Blythe is compiling Terms of Reference documents for AB Branch and is doing similar for National. Once complete with the National documentation, she will forward to NEC 	Phan to inform current NEC Reps to the BoC and the Chair of the BoC of ToR approval Langier-Blythe to forward ToR documents once compiled All action items completed. Remove from Standing Items

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<p>5.4. Maintaining IFEH Membership Phan, Kurzac</p>	<p>Action Item (September 4/10): Phan and Kurzac to confirm with IFEH with respect to expectation of financial support</p> <ul style="list-style-type: none"> • Kurzac reported that she has had several discussions with respect to the financial requirements of supporting the IFEH President • Indication is that as a CIPHI Rep, the IFEH President is supported through his/her own organization, i.e. CIPHI. For all other IFEH activities, the IFEH will be providing the support (e.g. Board meetings) • A budget line for IFEH participation was approved via Resolution in Edmonton (AEC 2003). Total amount designated was to be \$6000. • Withdrawal from the IFEH is not an option • If participation in the IFEH is the direction CIPHI wants to move, budgeting is needed including exploration of alternative funding streams. • Current IFEH President needs to be informed of the current financial constraints of the organization. 	<p>Phan to contact IFEH President and confirm the current financial situation and capacity for financial support</p> <p>Cordner to confirm budget for IFEH activities and report back to the NEC.</p>
<p>5.5. 2013 AEC Bid Chrisp</p>	<p>Deferred Item (September 4/10): Chrisp requested deferral to the next NEC meeting</p> <ul style="list-style-type: none"> • Request to deferred to next meeting to allow presentation by AEC 2013 Conference Chairperson 	<p>Deferred to October 15, 2010.</p>
<p>5.6. Conference Scheduling Phan</p>	<p>Action Item (September 4/10): Phan to distribute discussion documents for further discussion</p> <ul style="list-style-type: none"> • Phan still working on discussion document and will forward before September 24, 2010 	<p>Phan to distribute documents for discussion before September 24, 2010</p>
<p>5.7. Finalizing Terms of</p>	<p>Action Item (September 4/10): Kurzac to send out list of draft, missing</p>	<p>Kurzac to distribute listing of</p>

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References, Policies, Procedures and Other Administrative Documents Kurzac	and finalized policies. Kurzac to take lead and follow-up to ensure completion of current outstanding policies. <ul style="list-style-type: none"> • Kurzac will compile listing and distribute to NEC 	outstanding policies before October 15, 2010
5.8. Meeting Schedule for NEC, 2010 to 2011	Action Item (September 4/10): Phan to send out a schedule of meetings for the next 12 months. <ul style="list-style-type: none"> • Schedule will alternate between Fridays and Saturdays to accommodate varying levels of employer support • Meetings can be cancelled or varied depending on circumstances (e.g. Annual Education Conference, other face-to-face NEC meetings) • Regular meetings provide opportunity for more frequent updates and to break down large tasks into manageable chunks • All meetings to begin at 9:00am PT and will be held on: <ul style="list-style-type: none"> ○ Friday October 15, 2010 ○ Saturday November 13, 2010 ○ Friday December 17, 2010 ○ Saturday January 15, 2011 ○ Friday February 11, 2011 ○ Saturday March 12, 2011 ○ Friday April 15, 2011 ○ Saturday May 14, 2011 ○ Friday June 17, 2011 ○ Saturday July 16, 2011 ○ Friday August 19, 2011 ○ Saturday September 17, 2011 	All action items completed. Remove from Standing Items
5.9. Member Service Centre Diplock	Action Item (September 4/10): Diplock to report at next meeting. <ul style="list-style-type: none"> • Diplock reports that test site has been made available to the 	Diplock to provide demonstration of MSC at October 15, 2010 NEC meeting

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	<p>Data Management Committee</p> <ul style="list-style-type: none"> Looking to identify testers who will be tasked with testing the system Online demonstration to provided to NEC at next meeting October/November launch still on target 	
<p>5.10. Strategic Plan 2010 to 2013 All</p>	<p>Standing Item</p> <ul style="list-style-type: none"> Assigned tasks need to be updated to reflect changes in NEC representation Phan asked that all members ensure they review their assigned tasks and the timelines for deliverables and timelines This item will be reviewed at next NEC meeting 	<p>All to review Strategic Plan and ensure timelines and deliverables are on target.</p>
<p>5.11. Historian Report & EHFC Report MacGregor</p>	<p>Action Item (September 4/10): Awards Committee to follow-up on process for Life and Honourary Members (potential interaction with Membership Committee)</p> <ul style="list-style-type: none"> In progress. <p>Action Item (September 4/10): Roark to forward information to NEC with respect to Major O'Hara Award</p> <ul style="list-style-type: none"> No update. 	<p>Ongoing.</p>
<p>5.12. Bill C-36 Anderson</p>	<p>Action Item (September 4/10): Anderson to forward letter to NEC</p> <ul style="list-style-type: none"> Completed. 	<p>All action items completed. Remove from Standing Items.</p>
<p>5.13. Committees/Portfolios Phan</p>	<p>Action Item (September 4/10): Phan to complete committee sheet and send out to NEC</p>	<p>Phan to follow-up with non-NEC members currently associated with committees</p>

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	<ul style="list-style-type: none"> Jeremy Kelly (ON) can be removed from the Conference Committee. Complete. 	to confirm continuation of participation.
6. New Business		
6.1. Associate Member Revisited Chrisp	<ul style="list-style-type: none"> Concern expressed from current Associate Members with respect to removal of Associate category as they would not fit any other category Several options are available as we do not lose these members Favoured option is to provide for option to extend Associate membership to current members within that category until non-renewal or retirement <p>Motion to develop a policy and associated procedures to allow all Associate Members who are members in 2010 to continue as Associate Members until non-renewal of membership or retirement. Chrisp/Diplock. Ayes unanimous. Carried.</p>	Membership committee to develop policy and procedures in cooperation with National Office to administer Associate Membership.
6.2. Definition of Public Health Inspector in Nova Scotia MacGregor	<ul style="list-style-type: none"> Cards have been issued by the Government of Nova Scotia to all staff including non-CPHI(C) holders (e.g. Environmental Techs) designating them “public health inspectors” There is no definition of Public Health Inspector in Nova Scotia that requires CPHI(C) credential A letter is requested to be signed by the President that will be sent to the Deputy Minister of the department issuing the cards. Contents to extol the training, specialist knowledge and continuing education requirements of CPHI(C) holders As the definition of Public Health Inspector is variable, the final letter may be beneficial for use in other Branches 	MacGregor to develop a letter for Phan who will distribute to NEC prior to finalization and signature.
6.3. Corporate Membership policy	<ul style="list-style-type: none"> Review of corporate membership found that information is lacking about benefits of membership for corporations 	All to review circulated Corporate Membership

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Diplock	<ul style="list-style-type: none"> • This category of membership has been neglected and could provide a new avenue for revenue and as well as development of partnerships • Need to frame membership for corporations as a “return on investment” • Diplock has circulated a policy outlining membership procedures, but also mechanisms for providing endorsements to certain products/services that meet our organizational objectives 	policy and provide comments to Diplock before October 1, 2010.
7. Date of Next Meeting	Date: October 15, 2010 Time: 0900 to 1000 PT Location: Teleconference	
8. Adjournment Phan	Meeting was adjourned at 10:05am PT Motion to adjourn. Corder/Anderson. Ayes unanimous. Carried.	

Approved October 15, 2010