

MINUTES
National Executive Council
February 11, 2011

Teleconference

Attendees: Phi Phan (Chair and Recorder), Claudia Kurzac (National), Keir Cordner (BC), Debra Langier-Blythe (*AB for Anderson*), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Oumar Ba (QC), Renée Bourque (*NB for Allen*), Barry MacGregor (NS/PEI), Sara Timpa (NL)

Regrets: None.

Guests: Gary Tam

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting was called to order at 9:05am PT by Phan	
2. Approval of Agenda All	<p>Add to New Business:</p> <ul style="list-style-type: none"> • Mandatory Membership – Ontario Branch Discussion (Diplock, Weighill, Heywood) • Student Research Study Requests (Diplock, Phan) • Letter sent to Windsor-Essex County Health Unit (Diplock, Phan) <p>Motion to approve the agenda as amended. Timpa/MacGregor. Ayes unanimous. Carried.</p>	

Agenda Item	Notes	Action
3. Review and Approval of Previous Minutes <div style="text-align: right;">All</div>	January 15, 2010 – Teleconference Motion to approve the minutes from January 15, 2011 as circulated. Chrisp/Cordner. Ayes unanimous. Carried.	
4. Review and Approval of Electronic Motions <div style="text-align: right;">All</div>	None.	
5. Standing Items (Items Brought Forward)		
5.1. EHR Transition Options <div style="text-align: right;">Weighill</div>	Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication. Action Item (Jan 15/11): Weighill to circulate results of survey by February 11, 2011. COMPLETED. <ul style="list-style-type: none"> • RFP has been circulated via ListServ and online (Merx.com) 	Continues
5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents <div style="text-align: right;">Kurzac</div>	Action Item (Sep 18/10): Langier-Blythe to forward ToR documents for NEC once compiled. <ul style="list-style-type: none"> • NEC ToR for standing committees being developed. • Requests for further information and/or clarification of roles sent to committee Chairs • Plan to circulate the draft ToR by Feb 18/11 Action Item (Nov 13/10): All to review P&P listing and ensure assigned tasks are completed. <ul style="list-style-type: none"> • Updated listing will be circulated next week 	Langier-Blythe to circulate draft ToR by Feb 18/11 Kurzac to circulate updated P&P listing by Feb 18/11

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<p>5.3. Member Service Centre Diplock</p>	<ul style="list-style-type: none"> • There has been a drop-off in visits since the service launched, which was expected • Online renewal system has been working well except for some very minor issues that have already been dealt with • Small tweaks and bug fixes ongoing • Plan to develop additional communities to encourage increased usage • Admin training has been provided to reduce the reliance on cFactor for uploading and maintenance issues • Q: Are additional communication blitzes planned to increase traffic? <ul style="list-style-type: none"> ○ Yes, but waiting until more functionality is developed to ensure sustained traffic • Positive feedback received regarding the YouTube training video... could be a good avenue to demo the MSC and CPC 	<p>Continues</p>
<p>5.4. Strategic Plan 2010 to 2013 Phan</p>	<p>Action Item (Nov 13/10): Phan to ensure distribution of translated Strategic Plan. COMPLETED.</p> <p>Action Item (Nov 13/10): Phan to update action items including responsibility and timelines. COMPLETED.</p> <ul style="list-style-type: none"> • Updated and translated plans sent through the ListServ in early February • Strategic Plan will be reviewed to ensure ongoing relevancy at the March face-to-face meeting 	<p>Continues</p>

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5.5. Historian Report & EHFC Report <div style="text-align: right;">MacGregor</div>	Action Item (Sep 4/10): Awards Committee to follow-up on process for Life and Honourary Members (potential interaction with Membership Committee). <ul style="list-style-type: none"> • MacGregor circulated updated operational policies for Honorary and Life Members • Further investigation needed to assess what current Honorary and Life members receive and ensure that their benefits are explicitly stated in policy • There may be cost implications for EHR subscriptions, but that will need to be calculated 	Continues
5.6. Corporate Membership policy <div style="text-align: right;">Diplock</div>	Action Item (Oct 15/10): Diplock to recirculate for final comments. COMPLETED. <ul style="list-style-type: none"> • Draft document was circulated for additional comments • Question is regarding regionally-based benefits • Final comments to Diplock by February 25, 2011 	All to review and provide comments to Diplock with respect to the Corporate Membership policy by February 25, 2011
5.7. Nation of Members Initiative <div style="text-align: right;">Cordner, Phan</div>	Action Item (Dec 17/10): Phan to solicit interest and participation on committee. <ul style="list-style-type: none"> • Pending the outcome of the Centenary Planning teleconference to be scheduled (Item 5.21) 	Continues

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<p>5.8. Plan Canada Sierra Leone Project Heywood</p>	<ul style="list-style-type: none"> • Heywood has circulated an email requesting the assistance of the NEC to increase the awareness of this initiative, to wit: <ul style="list-style-type: none"> ○ Insert the provided web banner on your Branch websites. I will contact Plan Canada to have the web banner translated into French. On your website include the link to the donation page. The donation page keeps people informed of the project and how much money has been raised thus far. Inform your members that receipts will be issued by Plan Canada for donations \$25 and greater. ○ Prepare a short article for your members outlining the scope of the project and why it's important to participate. Place this article on your website and newsletters. If you have a listserv, circulate it on the listserv. I have enclosed information on the project which you can use for your article. ○ Promote the fundraising campaign at your educational events and Branch conferences. Consider donating a portion of the registration fee to the project. Make announcements at the event encouraging people to make donations at the Branch booth. If people are donating cash I have attached the pledge form in case people want a tax receipt. This pledge form can then be forwarded to Plan Canada. Plan Canada is willing to provide us with materials which they can send to any event across Canada. Consider placing an ad in your conference program or event package. ○ Attached the banner and link to the donation page in your email communication ○ National Action Item: Place some the info on our National website. I believe the MSC already has the <sic> bannerlite posted. ○ National Action Item: Include this as fundraiser at the National conference (details to be discussed later) 	<p>Heywood to forward the web banner to the NEC before February 18, 2011.</p> <p>Branch Presidents to work with your respective webmasters to include the link to the donation page on Branch sites.</p> <p>Phan to work with National webmaster to ensure information added to National site.</p> <p>Phan/Heywood to develop a short article for the use of the Branch Presidents.</p> <p>MacGregor/Heywood to present fundraising ideas to 2011 Conference Committee.</p>

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5.9. Next NEC Face-to-Face Meeting Phan	Action Item (Dec 17/10): Phan to contact office to begin planning meeting. <ul style="list-style-type: none"> • Planning is underway <ul style="list-style-type: none"> ○ Discussions started with CBU for presentation • Phan reminded NEC members to confirm their travel arrangements as soon as possible and inform the National Office before February 14, 2011 	Continues
5.10. Federal Representation at the National Level of CIPHI Phan	Action Item (Nov 13/10): Phan to follow-up with Health Canada, Canadian Forces and other Federal organizations to get emailing list for distribution of engagement survey by December 17, 2010. <ul style="list-style-type: none"> • No update. 	Continues
5.11. Presence of CIPHI at CPHA Conferences Phan	Action Item (Nov 13/10): Phan to draft and distribute Memorandum of Understanding to the Branch Presidents by December 17, 2010. <ul style="list-style-type: none"> • In light of the financial outlook for CIPHI, Phan indicated that he cannot make any assurances with respect to providing any financial assistance and/or reimbursement to Branches representing CIPHI National at CPHA events. • Phan requested to remove this action item. All in agreement. 	Action item to be removed from Standing Items.
5.12. Environmental Public Health Week 2011 Anderson, Langier-Blythe	Action Item (Dec 17/10): Branch Presidents to provide updates from provincial EPH Week activities to Langier-Blythe as soon as possible. <ul style="list-style-type: none"> • Langier-Blythe is still compiling information • Reminder to Branch Presidents to provide updates of activities before February 28, 2011 	Continues

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5.13. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> Last meeting was cancelled. No update. 	Continues
5.14. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> Teleconference is being proposed for the end of February. No update. 	Continues
5.15. Pricing for Conference Registrations Conference Committee	<p>Action Item (Dec 17/10): Conference Committee to update conference planning guide.</p> <ul style="list-style-type: none"> No update. 	Continues
5.16. Finance Committee Update Cordner	<ul style="list-style-type: none"> Work has been completed to clean up the expense codes and ledger accounts to allow for better tracking of our finances Current projections suggest 2011 will have a year-end deficit <ul style="list-style-type: none"> Several models have been explored to address that shortfall including increased membership fees, 100% membership, etc. All NEC members should investigate how CIPHI can overcome the projected shortfall through external funding or novel revenue generation The work that the BOC has done with respect to their budget has paid off and they are looking to have a positive year-end position. 	Continues
5.17. Review and approval of Expense Policy Cordner	<ul style="list-style-type: none"> Previous comments have been incorporated and no further comments have been received. <p>Motion to approve the Expense Reimbursement and Cost Sharing Policy, as circulated, as National Operating Policy #8. Cordner/MacGregor. Ayes unanimous. Carried.</p>	All action items have been completed. Remove from Standing Items.

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5.18. Review and approval of Accounting Policy Chrisp	<ul style="list-style-type: none"> No further comments have been received. <p style="color: green;">Motion to approve the Accounting Policy, as circulated, as National Operating Policy #9. Chrisp/Cordner. Ayes unanimous. Carried.</p>	All action items have been completed. Remove from Standing Items.
5.19. Review and approval of Constitution & Bylaws Policy Philipation	<ul style="list-style-type: none"> No further comments have been received <p style="color: green;">Motion to approve the Constitution & Bylaws Policy, as circulated, as National Operating Policy #10. Philipation/Chrisp. Ayes unanimous. Carried.</p>	All action items have been completed. Remove from Standing Items.
5.20. National Directory for Environmental Health Phan	<p>Action Item (Jan 15/11): Phan to speak with NCCEH with respect to potential funding of this initiative. COMPLETED.</p> <ul style="list-style-type: none"> Funding is not available for this initiative. NCCEH will develop a contact listing and will interface with CIPHI to ensure accuracy. 	All action items have been completed. Remove Standing Items.
5.21. Centenary Celebrations Timpa, Phan	<p>Action Item (Feb 11/11): Phan, Centenary Committee to have a teleconference before February 11, 2011.</p> <ul style="list-style-type: none"> Teleconference is being planned to occur before the next NEC meeting. 	Continues
6. New Business		
6.1. NEC Rep to the BoC Phan	<ul style="list-style-type: none"> The requirement for two NEC reps to the BOC is written in the Regulations that Govern the BoC. Due to time commitments, one of the current NEC reps to the BoC has not been able to participate fully Phan will contact the NEC Rep to the BoC to discuss future steps 	Phan to contact NEC Rep to the BoC before March 11, 2011.
6.2. Request to change the	<ul style="list-style-type: none"> Stemming from the ON Branch Strategic Planning meeting, 	Phan to identify and appoint

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<p>date of EPH Week Heywood, Diplock</p>	<p>there is a suggestion that EPH Week should be moved to:</p> <ul style="list-style-type: none"> ○ To enhance the profile of environmental public health professionals by participating in Earth Day activities ○ Warmer weather would allow for outdoor community events (i.e. BBQ's, Pancake breakfast, tree planting, community clean up) ○ To support Earth Day activities ○ Become a official partner of Earth Day™ (needs to be explored) ○ Warmer weather allows for some of the outdoor activities we do to be showcased (inspections of wells, recreational water etc) ○ Promote a bike-a-thon or walk-a-thon ○ In the end it provides us with greater flexibility to hold events in the great outdoors, it's a better time of year and not the most depressing day of the year "Blue Monday", it's spring vibrant and people are happy. <p>Motion to move EPHW to the fourth week in April so that it coincides with Earth Day (April 22). Diplock/Kurzac.</p> <ul style="list-style-type: none"> • Agreement that January is a difficult time host EPH Week due to holidays. Most planning needs to be done in November if timelines are to be met. • Original rationale for January was to reflect the date of incorporation of CIPHI (January 3), although the choice is purely an administrative one, so it can be moved at the discretion of the NEC • By moving to April, there could be less involvement by students as their school semester ends in March/April typically. • Some Branches use the timing to tout membership and participation for the year • Although the idea warrants further discussion, there is no clear 	<p>individuals to a committee to investigate potential options for moving EPH Week</p>

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	<p>consensus on what week to move it to.</p> <ul style="list-style-type: none"> • Suggestion to withdraw the motion to allow for further discussion about moving the observance date of EPH Week <p>Diplock withdrew the motion. Kurzac agreed. Motion withdrawn.</p> <ul style="list-style-type: none"> • Phan to identify and appoint individuals to a committee to investigate potential options for moving EPH Week 	
<p>6.3. Mandatory Membership – Ontario Branch Discussion Diplock, Weighill, Heywood</p>	<ul style="list-style-type: none"> • Topic arose from the Ontario Branch Strategic Plan session, with a suggestion that a resolution be presented to impose mandatory membership • Question regarding what interim steps can be done to address the concerns of members • There is a great amount of preliminary work that needs to be done before mandatory membership is in place • In order to fulfill the potential of CPC, mandatory membership is a key piece of the plan • The concept is still part of the CIPHI Strategic Plan • Better communication is needed to show members what is going on with respect to this • Ba suggested that focus should be making the organization stronger so that we can show members the merit of being a part of CIPHI, not simply that they are forced to be members, instead they want to be members of their own free will • A working group or committee is needed to clearly map out the path to this goal if it is to remain part of CIPHI's Strategic vision. 	<p>Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership</p>

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6.4. Student Research Requests Diplock	<ul style="list-style-type: none"> • Requests to use the ListServ as a distribution method of student research projects have been received • The NEC does not want to see the ListServ become overused and cause people to tune out from our messaging • Recommendation is to direct students to use the MSC for survey distribution • A policy is needed with respect to how we deal with these requests 	Phan/Diplock to develop policy to address the issue of ListServ uses for student research.
6.5. Letter sent to Windsor Essex County Health Unit Diplock, Phan	<ul style="list-style-type: none"> • A letter was sent to the CEO and MHO of the Windsor Essex County Health Unit in response to the incident involving PHIs • CC was sent to the Chair of ASPHIO as well • Focus of letter was not on the negative actions of the PHIs in question, but instead highlight the positive steps that CIPHI and EPHPs have taken in advancing our profession • This type of advocacy is needed to ensure that we demonstrate to the members that we are on their side 	No action items associated with this topic. Do not move to Standing Items.
7. Date of Next Meeting	<p>Date: Friday March 11 and Saturday March 12, 2011</p> <p>Time: 4:30am to 1:00pm, Pacific (8:30am to 5:00pm, Atlantic)</p> <p>Location: Sydney, NS</p>	
8. Adjournment	<ul style="list-style-type: none"> • Phan apologized for the extended meeting time. He committed to ensuring that subsequent NEC teleconferences are 1 hour or less. <p>Motion to adjourn Bourque/Ba.</p> <p>Meeting was adjourned at 10:45am PT.</p>	

Approved March 11, 2011