

## MINUTES

National Executive Council  
April 15, 2011

Teleconference

**Attendees:** Phi Phan (Chair and Recorder), Keir Cordner (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Mark Allen (NB), Wanda Timmons (*NS for MacGregor*)

**Regrets:** Claudia Kurzac (National), Oumar Ba (QC), Barry MacGregor (NS), Sara Timpa (NL)

**Guests:** Nina van der Pluijm (NB), Cameron Weighill (ON)

Agenda Item	Notes	Actions
1. Welcome and Introductions Phan	Meeting called to order at 09:05am PT.  Phan welcomed everyone and introduced Jason MacDonald as the new Alberta Branch president.	
2. Approval of Agenda All	No additions.  Motion to approve the agenda as circulated. Cordner/Philipation. Ayes unanimous. Carried.	
3. Review and Approval of Previous Minutes All	March 11 and 12, 2011 – Sydney, NS  Motion to approve the Minutes of March 11 and 12, 2011 as circulated. Chrisp/Diplock. Ayes unanimous. Carried.	
4. Review and Approval of Electronic Motions All	None.	

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5. Standing Items (Items Brought Forward)		
5.1. EHR Transition Options Weighill	<p>Action Item (Jun 17/10): Weighill to investigate options for transitioning from current publication.</p> <ul style="list-style-type: none"> <li>• Job description for Editor-in-Chief has been developed and was circulated to the MSC and National ListServ</li> <li>• Some responses to the posting have been received</li> <li>• Timelines have been roughed out for transition with targeted ETA for relaunch to be September/October</li> <li>• Concern with the lack of information during transition</li> <li>• Committee indicated that work to advertise the change to the membership will be a priority of the new Editor</li> <li>• Anticipate advertising to commence mid-May</li> </ul>	Continues.
5.2. Finalizing Terms of References, Policies, Procedures and Other Administrative Documents Kurzac	<p>Action Item (Nov 13/10): All to review P&amp;P listing and ensure assigned tasks are completed.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p>Action Item (Mar 11/11): All to review and provide comments and/or identify missing ToR by April 8, 2011.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	Phan to contact Langier-Blythe as to the current status of ToR.
5.3. Member Service Centre Diplock	<ul style="list-style-type: none"> <li>• Initiatives are still ongoing.</li> </ul>	Continues.
5.4. Strategic Plan 2010 to 2013 Phan	<p>Action Item (Mar 11/11): Phan to recirculate New Member Kit to NEC by April 15, 2011</p> <ul style="list-style-type: none"> <li>• Not completed</li> </ul>	Phan to confirm with QC Branch as to the translation of the updated Strategic Plan.

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	<p>Action Item (Mar 11/11): Phan to develop and circulate updated member survey for NEC review by April 8, 2011</p> <ul style="list-style-type: none"> <li>• Not completed</li> </ul> <p>Action Item (Mar 11/11): All committee chairs to post updates to the MSC in the NEC Community at least quarterly.</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul> <p>Action Item (Mar 11/11): Phan to update the Strategic Plan to reflect the discussion points. All modifications to the content, excluding timelines, will be marked and described as to the rationale for the deviation from the original plan to show transparency in the modifications. To be sent to the NEC by April 15, 2011</p> <ul style="list-style-type: none"> <li>• No comments received with respect to updated Strategic Plan. Translation of updated text still needs to be confirmed by the QC Branch</li> </ul>	
<p>5.5. Historian Report &amp; EHFC Report MacGregor</p>	<p>Action Item (Sep 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"> <li>• No update.</li> </ul>	<p>Continues.</p>
<p>5.6. Corporate Membership policy Diplock</p>	<p>Action Item (Feb 11/11): All to review and provide comments to Diplock with respect to the Corporate Membership policy by February 25, 2011</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	<p>Continues.</p>

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<p>5.7. Plan Canada Sierra Leone Project Heywood</p>	<p>Action Item (Feb 11/11): Branch Presidents to work with your respective webmasters to include the link to the donation page on Branch sites.</p> <ul style="list-style-type: none"> <li>• Phan reminded Branch Presidents to include the banner/link included on Branch websites</li> </ul> <p>Action Item (Feb 11/11): Phan to work with National webmaster to ensure information added to National site.</p> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <p>Action Item (Feb 11/11): Phan/Heywood to develop a short article for the use of the Branch Presidents. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Phan reminded NEC to use the short descriptor on the Plan Canada donation page. The link is included in the previous meeting's minutes.</li> </ul> <p>Action Item (Feb 11/11): MacGregor/Heywood to present fundraising ideas to 2011 Conference Committee.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	<p>Continues.</p>
<p>5.8. Federal Representation at the National Level of CIPHI Phan</p>	<p>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.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	<p>Continues</p>

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5.9. Environmental Public Health Week 2011 Anderson, Langier-Blythe	Action Item (Mar 11/11): Langier-Blythe/Anderson to collate and distribute summary report by April 15, 2011.  <ul style="list-style-type: none"> <li>• No update.</li> </ul>	MacDonald to follow-up with Anderson and Langier-Blythe to determine progress of report.
5.10. Tripartite Committee Update (BoC-CoPE-NEC) Phan	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	Continues.
5.11. Retiree Advisory Committee Update Phan	<ul style="list-style-type: none"> <li>• Terms of Reference have been update</li> <li>• Concern/questions remain as to the relationship between appointees to the Committee and Branches</li> </ul>	Phan to forward updated Terms of Reference and minutes from the last RAC meeting.
5.12. Pricing for Conference Registrations Diplock, Cordner, MacGregor	Action Item (Dec 17/10): Conference Committee to update conference planning guide.  <ul style="list-style-type: none"> <li>• No update.</li> </ul>	Continues.
5.13. Finance Committee Update Cordner	Action Item (Mar 11/11): Committee to review and send a preferred budget model to the NEC by March 18, 2011. COMPLETED.  <ul style="list-style-type: none"> <li>• Budget model submitted to National Office prior to 90-day deadline as per the Constitution</li> <li>• Final draft of 2012 operating budget and accompanying fee increase will be sent out to the membership prior to the 60-day deadline as per the Constitution</li> </ul>	Phan to coordinate the formatting and dissemination of the proposed budget and associated fee increase.
5.14. Centenary Celebrations Timpa	Action Item (Feb 11/11): Phan, Centenary Committee to have a teleconference before February 11, 2011  <ul style="list-style-type: none"> <li>• Initial teleconference was held and minutes were developed.</li> <li>• Follow-up meeting scheduled for April 29, 2011</li> </ul>	Timpa to forward minutes of previous Centenary Committee meeting to NEC.

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<p>5.15. Request to change the date of EPH Week Diplock, Heywood</p>	<p>Action Item (Feb 11/11): Phan to identify and appoint individuals to a committee to investigate potential options for moving EPH Week.</p> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <p>Action Item (Mar 11/11): Phan to include options for EPH Week in upcoming member survey.</p> <ul style="list-style-type: none"> <li>• Ongoing.</li> </ul> <p>Action Item (Mar 11/11): Anderson to check with EPH Week Committee and report back to the NEC by April 15, 2011. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Choices have been shortlisted for inclusion with the member survey.</li> </ul>	<p>Continues.</p>
<p>5.16. Mandatory Membership – Ontario Branch Discussion Diplock, Weighill, Heywood</p>	<p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership</p> <ul style="list-style-type: none"> <li>• Initial contact made with interested parties</li> </ul> <p>Action Item (Mar 11/11): Phan to initiate discussions at the BoC about changes to granting the Certificate. COMPLETED.</p>	<p>Continues.</p>
<p>5.17. Student Research Requests Diplock, Phan</p>	<p>Action Item (Feb 11/11): Phan/Diplock to develop policy to address the issue of ListServ uses for student research.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	<p>Continues.</p>
<p>5.18. Clarifying Intent and Focus of EPH Week Anderson</p>	<ul style="list-style-type: none"> <li>• No update.</li> </ul>	<p>MacDonald to follow-up with Anderson to determine current status.</p>

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5.19. Disaster Relief and CIPHI Anderson	<p>Action Item (Mar 11/11): Timpa and Anderson to lead the identification and collation of resources for CIPHI members to assist and/or participate in domestic and international EH disaster responses.</p> <ul style="list-style-type: none"> <li>• No update.</li> </ul>	Continues.
5.20. Board of Certification Standards for Approved Instructional Programs Diplock	<p>Action Item (Mar 11/11): Phan to contact BoC to ask for further investigation of potential flexibility of proportion of CPHI(C) holders on faculty for approved schools. COMPLETED.</p> <ul style="list-style-type: none"> <li>• van der Pluijm indicated that BoC is reviewing the issue related to instructor qualifications in approved schools</li> <li>• Modification of proportion of CPHI(C) faculty will be discussed at the upcoming BoC meeting in June.</li> </ul>	Continues.
5.21. Practicums and CIPHI Diplock	<p>Action Item (Mar 11/11): Phan to contact BoC to ask for further investigation of posting a notification on the website that clarifies CIPHI's roles in practicums. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Clarification is needed to clearly define the role of CIPHI in practicums.</li> <li>• van der Pluijm indicated that this issue has also been identified by the BoC</li> <li>• the issue will be taken back to the BoC for further discussion</li> </ul>	Continues
5.22. AEC 2011 Preparations Phan	<p>Action Item (Mar 11/11): Phan to contact the National Office to coordinate registration and travel arrangements.</p> <ul style="list-style-type: none"> <li>• Phan reminded NEC members to forward travel requirements to Kurzac to facilitate planning of travel and accommodations.</li> </ul>	Phan

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5.23. 2010 IFEH World Congress Final Report Kurzac	<ul style="list-style-type: none"> <li>No update.</li> </ul>	Continues
5.24. ACN Business Proposal Phan	<p>Action Item (Mar 11/11): Phan to contact Archambault to convey the decision of the NEC. COMPLETED.</p> <ul style="list-style-type: none"> <li>Phan spoke with Archambault and informed him of the NEC's decision not to proceed with the business proposal.</li> <li>Archambault thanked the NEC for the consideration.</li> </ul>	Action item completed. Remove from Standing Items.
5.25. Re-evaluation of the Number of NEC Representatives to the BOC Phan	<p>Action Item (Mar 11/11): Phan to contact the BoC to request further investigation into the amendment of the Regulations that govern the BoC to potentially reduce the number of NEC Reps to 1 from 2.</p> <ul style="list-style-type: none"> <li>Ongoing discussion of reducing the NEC Reps in recognition of funding issues</li> </ul>	Continues.
5.26. AEC 2011 Merchandising Philipation	<ul style="list-style-type: none"> <li>Philipation will sent an update via email after the meeting in the interest of time, to wit:   <i>"The committee investigated many suppliers of running shirts (as discussed in Sydney). The group decided to have a company in Sydney fill the order of 50 running shirts (cost 17.88). The group is waiting for the final invoice, but selling price is projected to be \$20.</i>   <i>The committee is also looking an additional small item (\$5) that will be available for sale at our booth in Halifax."</i> </li> </ul>	Continues.



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5.27. AEC 2011 Planning Update MacGregor	<p>Action Item (Mar 11/11): Branch Presidents to encourage attendance from their respective jurisdictions as well as encourage use of reserved room block. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Another reminder was sent to the NEC to request assistance in advertising the 2011 AEC in Halifax.</li> </ul>	Continues.
6. New Business		
6.1. NEC Representative to the BOC Report van der Pluijm	<ul style="list-style-type: none"> <li>• The NEC Rep to the BoC will become a Standing Item to reflect the use of this individual(s) as the conduit between the NEC and the BoC</li> <li>• An update was provided by van der Pluijm including: <ul style="list-style-type: none"> <li>○ BoC met in QC City in November 2010 to conduct business and to meet with the QC Branch</li> <li>○ First examination will be held in QC in April 2011 with costs being shared by the BoC and the NEC to fund a bilingual examiner coming from NB to facilitate</li> <li>○ School reviews are ongoing with BCIT and Ryerson already completed and CBU and Concordia upcoming</li> <li>○ The international candidate process has been reviewed and has been modified so that schools are doing the work of assessing equivalencies.</li> </ul> </li> </ul>	Continues.
6.2. Copyright protection of CIPHI/ICISP Phan	<ul style="list-style-type: none"> <li>• Overall consensus on the teleconference is that the proposed trademark that was circulated is sufficiently different that CIPHI</li> <li>• There was no desire to file an objection with Industry Canada</li> <li>• Consensus will be confirmed via email after the meeting to ensure a proper record of the desire of the NEC.</li> </ul>	Phan to send out a confirmatory email with respect to this issue.

Agenda Item	Notes	Actions
7. Date of Next Meeting  <div style="text-align: right; padding-right: 20px;">All</div>	Date: Saturday May 14, 2011  Time: 09:00am to 10:00am Pacific 10:00am to 11:00am Mountain 11:00am to 12:00pm Central 12:00pm to 01:00pm Eastern 01:00pm to 02:00pm Atlantic 01:30pm to 02:30pm Newfoundland  Location: Teleconference	
8. Adjournment  <div style="text-align: right; padding-right: 20px;">Phan</div>	<p style="color: green;">Motion to adjourn. Corder/MacDonald. Ayes unanimous. Carried.</p> Meeting was adjourned at 10:07am PT.	

Approved May 14, 2011

