

MINUTES
National Executive Council
February 11, 2012

Teleconference

APPROVED MARCH 16, 2012

Chair: Phi Phan (National)

Present: Gary Tam (BC), *Jon Elliott (for MacDonald – AB)*, *Ken Cross (for Philipation – SK)*, *Cameron Weighill (for Diplock – ON)*, DarrochVokey (NL)

Guest(s): Crystal Brown (BC)

Absent with regrets: Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Ken Diplock (ON), Oumar Ba (QC), Mark Allen (NB), Barry MacGregor (NS/PEI), Nina van der Pluijm (NB, Representative to the BoC); Andrew Papadopolous (EHR Editor)

Minutes prepared by: National

Agenda Item	Notes	Actions
1. Welcome and Introductions Phan	Meeting called to order at 9:13am PT by Phan.	
2. Approval of Agenda All	Add to New Business: <ul style="list-style-type: none"> • CPC Manuals • 2012 AEC Preparations <p>Motion to approve agenda as amended. Tam/Cross. Ayes unanimous. Carried.</p>	

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3. Review and Approval of Previous Minute <div style="text-align: right;">All</div>	January 13, 2011 – Teleconference Motion to approve minutes as circulated. Vokey/Tam. Ayes unanimous. Carried.	
4. Review & Approval of Electronic Motions		
N/A		
5. External Updates		
5.1. Environmental Health Review <div style="text-align: right;">Papadopoulos</div>	Action item (January 13, 2012): PHAN to provide update on when EHR to be released. COMPLETED. <ul style="list-style-type: none"> No update. 	
5.2. NEC Rep to BOC Report <div style="text-align: right;">van der Pluijm/Phan</div>	Action Item (Nov 18, 2011): Phan to draft & disseminate call for expressions of interest for the NEC Representative to the BoC. COMPLETED. <ul style="list-style-type: none"> Request for expressions of interest sent to members via ListServ. Several interested parties have replied. Phan will close call by next Thursday and will contact individuals who are interested. 	Phan to close call for expression of interest by Thursday February 16, 2012 and follow-up with interested individuals.
5.3. Joint Committee Update <div style="text-align: right;">Phan</div>	<ul style="list-style-type: none"> Discussion has been initiated to determine best way to share financial information between the components of CIPHI. Intention is to get a better understanding of the entire organization in financial terms and not an attempt to overtake autonomy. 	
5.4. Retiree Advisory Committee Update <div style="text-align: right;">Phan</div>	Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative. CONTINUES. <ul style="list-style-type: none"> No update. 	

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6. Conference Reports/Updates		
6.1. AEC 2011 Conference Close-out MacGregor	<ul style="list-style-type: none"> No update. 	
6.2. AEC 2012 Planning Update Diplock	<ul style="list-style-type: none"> Reported by Weighill on behalf of Diplock: <ul style="list-style-type: none"> Registration will not use the MSC 	
6.3. AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> No update. 	
6.4. AEC 2014 Planning Update Phan	Action Item (January 13, 2011): Remaining Branches to respond to survey. CONTINUES.	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Phan/Philipation	<p>Action Item (Nov 18/11): Phan to check status of NEC Rep to BoC terms of reference. COMPLETED.</p> <ul style="list-style-type: none"> Phan asked that all outstanding ToR be completed as soon as possible. 	

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<p>7.2. Member Service Center</p> <p style="text-align: right;">Weighill / Diplock</p>	<p>Action Item (Jan 13/12): K. Diplock to circulate final draft. CONTINUES.</p> <p>Action Item (Dec 14/11): Weighill to develop a roadmap for the NEC to review in regards to timelines and future direction of the MSC. CONTINUES.</p> <ul style="list-style-type: none"> • Membership report has been completed. Work needs to be completed in rectifying discrepancies between MSC and current lists. Approximately 5% difference. <ul style="list-style-type: none"> ○ Gap identified for recent grads that were not automatically added to the MSC after successful certification. ○ Need to get an estimate from the National Office concerning the cost to fully address the discrepancy. Weighill estimates approximately 20-30 hours of work are involved. • Events module (minus the reporting function) is now operational. • Review of the usefulness of communities needs to be explored. <ul style="list-style-type: none"> ○ The trial period for the communities has shown a lack of adoption and therefore the money is better spent elsewhere, e.g. enhancements 	<p>Weighill to ask National Office for cost estimate to correct discrepancies between current membership lists and the MSC.</p> <p>Weighill to inquire with cFactor as to the requirements for shutting down the communities functionality of MSC.</p>
<p>7.3. Strategic Plan 2010 to 2013</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Jun 24/11): All committee chairs to post quarterly in communities. COMPLETED.</p> <p>Action Item (Jun 24/11): All to review strategic plan regularly.</p> <ul style="list-style-type: none"> • Strategic plan targets need revision to address missed deadlines. 	

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<p>7.4. Life & Honourary Member Award Policy Updates</p> <p style="text-align: right;">MacGregor</p>	<p>Action Item (January 13/12): All to send remaining comments to MacGregor by January 20, 2012</p> <ul style="list-style-type: none"> • No update. 	
<p>7.5. Federal Representation in CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. CONTINUES.</p> <p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list. CONTINUES.</p> <ul style="list-style-type: none"> • Suggestion by Cross to link membership to conference registration to encourage membership • Another suggestion by Elliott is to position CIPHI branded events as education courses of choice 	
<p>7.6. Pricing for Conference Registrations</p> <p style="text-align: right;">Diplock/MacGregor</p>	<p>Action Item (Jan 13/12): Diplock to send second revised draft with appendices by February 2012. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	
<p>7.7. Finance Committee Update</p> <p style="text-align: right;">Tam</p>	<ul style="list-style-type: none"> • Finance committee has forwarded several models for the 2012 budget and is recommending a more conservative model be adopted for the fiscal year. • Uncertainties still exist for certain items including operation of the EHR as there is no baseline. • Final approval will be conducted via email to ensure all Branch presidents have an opportunity to review the proposed budget. 	<p>Phan to conduct email approval for preferred budget model of the Finance committee.</p>

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7.8. Centenary Celebrations Update <div style="text-align: right;">Phan</div>	Action Item (Dec 14/11): Finance Committee to review request and confirm final amount that can be budgeted for Centenary activities by December 16, 2011. CONTINUES. <ul style="list-style-type: none"> • Once the budget is approved, the funds allotted to the Centenary Committee can be forwarded. 	
7.9. EPH Week <div style="text-align: right;">MacDonald</div>	<ul style="list-style-type: none"> • No update. 	
7.10. Mandatory Membership- & MPH Student Project <div style="text-align: right;">Diplock</div>	Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. CONTINUES. Action Item (Sep 17/11): All Branch Presidents to forward names of potential committee members to K. Diplock ASAP. CONTINUES. <ul style="list-style-type: none"> • Vokey indicated his interest in exploring this idea. In discussions with ADM in NL, point was made about continuing down the path to mandatory membership is linked to becoming a self-governing professional body. • The results of this project will provide the road map with which CIPHI can determine next steps and required initiatives. 	

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<p>7.11. Disaster Relief and CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Mar 11/11): Timpa and Anderson MacDonald to lead the identification and collation of resources for CIPHI members to assist and/or participate in domestic and international EH disaster responses. CONTINUES.</p> <p>Action Item (Sep 17/11): MSC committee to consider establishing a Disaster Relief/Exchange community. COMPLETED.</p> <p>Action Item (Sep 17/11): P. Phan to assign an NEC member to lead the development of a role description for the exchange coordinator. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	
<p>7.12. Long Term Planning for Annual Education Conferences</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Dec 14/11): Phan to forward a poll to the NEC for AEC date selection. The 2014 AEC commitment is needed. CONTINUES.</p> <ul style="list-style-type: none"> • Vokey agreed to take back the potential to host 2014 to the NL executive with no implied promises or commitment to actually hosting. 	
<p>7.13. Review of Committee and Representative Appointments</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Dec 14/11): Phan to update list and forward to the NEC. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	
<p>7.14. Membership Renewal Process</p> <p style="text-align: right;">Phan</p>	<p>Action Item (Dec 14/11): Phan to develop a policy re: membership renewal. CONTINUES.</p> <ul style="list-style-type: none"> • No update. 	

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7.15. Reassessment of CIPHI priorities Phan	Action Item (Dec 14/11): All to come up with ideas for reprioritization and forward to Phan. CONTINUES. • No update	
7.16. Splitting MSC roles from data management committees. Weighill	Action Item (Jan 13/11): Weighill to send Phan an indication of how these responsibilities should be split. CONTINUES. • No update.	
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
N/A		
9. New Business		
9.1. CPC Reference Guide Tam	<ul style="list-style-type: none"> • National office is running out of printed CPC manuals and has requested direction as to whether print additional books or move to a paperless system. • Agreement to provide newly certified individuals with an introduction letter and link to the CPC manual. • Any current printed booklets will be held for use in stakeholder consultations and the like. 	Tam to inform the National Office as to the decision made by the NEC.
9.2. AEC 2012 Preparations Phan	<ul style="list-style-type: none"> • Preparations for the 2012 AEC must start soon. • Request for award nominations should be sent to the membership via the ListServ as well as the EHR • Notices of motion (NoM) must be into the office 90 days before the AGM, with NoM being sent to the membership 60 days before the AGM. • Nomination/application form for President-Elect will be sent out shortly. Any Branch President is eligible. However, a member who is not a Branch President, but has three or more 	

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	<p>signatures in support of their nomination from their Branch executive is also eligible. Phan requested that all Branch Presidents to canvass their executives and/or membership to identify someone who may be interested.</p> <ul style="list-style-type: none"> • As there currently is no President-Elect, when the current President's term runs out, a person must be appointed to take over on January 1, 2012. • Phan cannot commit to his attendance in person at the 2012 AEC as the date conflicts with the due date of his and his wife's first baby. As such, in the event that he cannot attend, Phan will need to appoint someone to be official representative of CIPHI for the AEC and the AGM in his stead. That responsibility will likely have to fall to the Branch President of the hosting Branch. Phan has committed to recording video addresses for the opening ceremonies and the President's Banquet if he does not attend. 	
10. Next Meeting		
10.1. Meeting Schedule	<p>All meetings start at <u>9:00am Pacific Time</u> and are scheduled for <u>90 minutes</u> unless otherwise indicated.</p> <p>Next Meeting: Friday, March 16, 2012 (Teleconference) Responsibility for Minutes: New Brunswick</p> <p>Upcoming: Saturday, April 14, 2012 (Teleconference) <i>Responsibility for Minutes: Newfoundland/Labrador</i></p> <p>Friday, May 18, 2012 (Teleconference) <i>Responsibility for Minutes: British Columbia</i></p> <p>Saturday, June 16, 2012 (Teleconference) <i>Responsibility for Minutes: Quebec</i></p>	All

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	<p>Friday, July 13, 2012 (Teleconference) <i>Responsibility for Minutes: Manitoba</i></p> <p>Saturday, August 18, 2012 (Teleconference) <i>Responsibility for Minutes: Nova Scotia/PEI</i></p> <p>Friday & Saturday, September 14 & 15, 2012 09:00am to 4:30pm Eastern Time Blue Mountain, ON <i>Responsibility for Minutes: National</i></p> <p>Saturday, October 20, 2012 (Teleconference) <i>Responsibility for Minutes: Ontario</i></p> <p>Friday, November 16, 2012 (Teleconference) <i>Responsibility for Minutes: Saskatchewan</i></p> <p>Saturday, December 15, 2012 (Teleconference) <i>Responsibility for Minutes: New Brunswick</i></p>	
11. Adjournment	<p>Motion to adjourn. Vokey/Cross. Ayes unanimous. Carried.</p> <p>Phan Meeting adjourned at 10:30am PT.</p>	

Approved