

APPROVED MAY 18, 2012

**Chair:** Phi Phan (National)

**In Attendance:** Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Barry MacGregor (NS/PEI), Darroch Vokey (NL), Cameron Weighill (ON *for Diplock*)

**Regrets:** Ken Diplock (ON), Oumar Ba (QC), Mark Allen (NB), Nina van der Pluijm (NB, Representative to the BoC)

**Minutes by:** Phi Phan

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order at 9:02am PT by Phan	
2. Approval of Agenda All	Add to New items: <ul style="list-style-type: none"> <li>• Climate Change Advocacy (Chrisp)</li> <li>• Salary Survey (Tam)</li> <li>• Partnerships (Vokey)</li> <li>• Status of Francophone Website (Chrisp)</li> </ul> Agenda adopted by consent.	
3. Review and Approval of Previous Minutes All	February 11, 2011 – Teleconference  Motion to adopt the minutes as circulated. Chrisp/Philipation. Ayes unanimous. Carried.	

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4. Review & Approval of Electronic Motions		
4.1 Adoption of the 2012 Budget All	<p>On February 22, 2012, Chrisp motioned the following:</p> <div data-bbox="646 391 1549 459" style="border: 1px solid black; padding: 5px;"> <p><i>Motion to adopt the 2012 Budget as circulated by the Finance Committee.</i></p> </div> <p>On February 23, 2012, Allen seconded the motion.</p> <p>On February 23, 2012, Phan sent the following message:</p> <div data-bbox="646 639 1549 1057" style="border: 1px solid black; padding: 5px;"> <p><i>The motion has been made by Darcy and seconded by Mark. As such, the timeline for this will be:</i></p> <ul style="list-style-type: none"> <li><i>- Discussion will from 8:00am on February 23 to 7:59am PT on February 27, 2012</i></li> <li><i>- Voting will be from 8:00 am on February 27, 2012 to 7:59 am on February 29, 2012</i></li> <li><i>- Voting will be declared after 8:00 am on February 29, 2012</i></li> </ul> <p><i>Thanks.</i></p> </div> <p>On February 29, 2012, Phan sent the following message:</p> <div data-bbox="646 1166 1549 1412" style="border: 1px solid black; padding: 5px;"> <p><i>Hi all:</i></p> <p><i>Voting will now take place from 1400 PT, February 29, 2012 and will close 1359 PT on March 2. As such...</i></p> <p><i>VOTE either:</i></p> </div>	

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	<p>- <i>FOR</i> the motion to adopt the 2012 budget as circulated or</p> <p>- <i>AGAINST</i> the motion to adopt the 2012 budget as circulated.</p> <p><i>Sorry for the delay.</i></p> <p>On March 5, 2012, Phan sent the following message:</p> <p><i>Hello all:</i></p> <p><i>The voting has now been called for adoption of the proposed 2012 budget. The results are:</i></p> <p>- <i>Unanimous FOR</i> the motion to adopt the 2012 budget as circulated.</p> <p><i>Thanks to all for your participation.</i></p> <p>No objections were noted as to the process for adopting the motion.</p>	
5. External Updates		
5.1. Environmental Health Review Papadopoulos	<ul style="list-style-type: none"> <li>• Positive reviews received from younger members. Work still continues to win over some older members.</li> <li>• Link now works to the EHR via the MSC</li> </ul>	
5.2. NEC Rep to BOC Report van der Pluijm/Phan	<p>Phan to close call for expression of interest by Thursday February 16, 2012 and follow-up with interested individuals.</p> <ul style="list-style-type: none"> <li>• Two expressions of interest received. Phan to follow-up.</li> </ul>	<p>Phan to follow-up with candidates and forward to the NEC for appointment.</p>
5.3. Joint Committee Update Phan	<ul style="list-style-type: none"> <li>• Teleconference to be held on March 16, 2012</li> </ul>	

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5.4. Retiree Advisory Committee Update Phan	Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative.  <ul style="list-style-type: none"> <li>No update</li> </ul>	
6. Conference Reports/Updates		
6.1. AEC 2011 Conference Close-out MacGregor	<ul style="list-style-type: none"> <li>Two outstanding items still need to be resolved. Hopeful to close-out the financial books by the end of March.</li> </ul>	
6.2. AEC 2012 Planning Update Weighill for Diplock	<ul style="list-style-type: none"> <li>Preparations on track</li> </ul>	
6.3. AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> <li>One key note speaker has been secured and work continues to secure others.</li> <li>Request for schedule of other Branch workshops/conferences</li> </ul>	Chrisp to send out reminder to other Branches to request schedule of respective conferences/workshops
6.4. AEC 2014 Planning Update Phan	Action Item (January 13, 2011): Remaining Branches to respond to survey.  <ul style="list-style-type: none"> <li>Only six Branches have responded to the online survey.</li> </ul>	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	<ul style="list-style-type: none"> <li>Philipation updating current list of administrative documents</li> <li>All requested to complete any outstanding documents currently assigned to them.</li> </ul>	

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<p>7.2. Member Service Center Weighill</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.</p> <ul style="list-style-type: none"> <li>➤ Continues.</li> </ul> <p>Action Item (Jan 13/12): K. Diplock to circulate final draft.</p> <ul style="list-style-type: none"> <li>➤ Continues.</li> </ul> <p>Action Item (Feb 11/12): Weighill to ask National Office for cost estimate to correct discrepancies between current membership lists and the MSC.</p> <ul style="list-style-type: none"> <li>➤ Estimate has been provided. The cost may be worth the convenience to all Branch presidents due to limited time and ability.</li> <li>➤ Decision to proceed has been referred to the Finance Committee for review and recommendation.</li> </ul> <p>Action Item (Feb 11/12): Weighill to inquire with cFactor as to the requirements for shutting down the communities' functionality of MSC.</p> <ul style="list-style-type: none"> <li>➤ Cannot end the community functionality due to structure of current contract. cFactor has offered to move the costs currently target for community support to other initiatives which will help finish some outstanding projects.</li> </ul> <ul style="list-style-type: none"> <li>• Weighill has distributed a draft ToR for review. Anticipated that the new members of the committee will help alleviate some of the workload issues currently being experienced by the Chair.</li> </ul>	

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7.3. Strategic Plan 2010 to 2013 Phan	Action Item (Jun 24/11): All to review strategic plan regularly.  ➤ Continues.	
7.4. Life & Honourary Member Award Policy Updates MacGregor	Action Item (Jan 13/12): All to send remaining comments to MacGregor by January 20, 2012  ➤ MacGregor circulated revised policy. ➤ No further comments provided.  Motion to adopt the amended Life Award Policy and the Honourary Member Award Policy as circulated. MacGregor/MacDonald. Ayes unanimous. Carried.	Item is closed. Remove from Standing Items.
7.5. Federal Representation in CIPHI MacDonald	Action Item (Jun 24/11): MacDonald to work on a list of federal EHO's to use as a survey. COMPLETED.  Action Item (Jun 24/11): Diplock to look into compiling the private industry list.  ➤ No update.	
7.6. Pricing for Conference Registrations Diplock	Action Item (Jan 13/12): Diplock to send second revised draft with appendices by February 2012.  ➤ No update.	

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7.7. Finance Committee Update <div style="text-align: right;">Tam</div>	<p>Action Item (Feb 11/12): Phan to conduct email approval for preferred budget model of the Finance committee. COMPLETED.</p> <ul style="list-style-type: none"> <li>• 2012 budget was adopted by the NEC</li> <li>• Working on training/orientation manual to assist new Finance Committee members</li> <li>• Review of honoraria will be undertaken soon. Suggestion to add honorarium for the MSC Chair to account for the increased workload over other committees</li> </ul>	
7.8. Centenary Celebrations Update <div style="text-align: right;">Phan</div>	<p>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.</p> <p>➤ See 9.2</p> <ul style="list-style-type: none"> <li>• Request by Manitoba for more firm financial details of the proposed Centenary projects so that allowances are built into the promotional materials for vendors/sponsors/etc.</li> </ul>	
7.9. EPH Week <div style="text-align: right;">MacDonald</div>	<ul style="list-style-type: none"> <li>• Theme for the 2012 AEC will be adopted for 2012 EPH Week</li> <li>• Likely printing less posters and will instead use alternative methods of distribution. Also looking at novel media ideas (e.g. web announcement)</li> <li>• Working on updating the ToR for the committee and developing a guidance document for future EPH Week Committee members</li> </ul>	

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<p>7.10. Mandatory Membership- &amp; MPH Student Project Diplock</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>➤ No update.</li> </ul> <p>Action Item (Sep 17/11): All Branch Presidents to forward names of potential committee members to K. Diplock ASAP.</p> <ul style="list-style-type: none"> <li>➤ No update.</li> </ul>	
<p>7.11. Disaster Relief and CIPHI 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.</p> <ul style="list-style-type: none"> <li>➤ Continues.</li> </ul> <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.</p> <ul style="list-style-type: none"> <li>➤ Continues.</li> </ul> <ul style="list-style-type: none"> <li>• For information, MacDonald shared that the Alberta Branch had donated monies typically set aside for Branch gifts to members to the Red Cross. This donation has started a relationship between the organizations in Alberta and will help define how EPH can help in emergency/disaster situations.</li> </ul>	



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7.12. Long Term Planning for Annual Education Conferences <div style="text-align: right;">Phan</div>	Action Item (Dec 14/11): Phan to forward a poll to the NEC for AEC date selection. The 2014 AEC commitment is needed. <ul style="list-style-type: none"> <li>➤ Not all Branches have responded.</li> <li>• Vokey has indicated that he will bring back the request to the NL Branch executive for discussion with no promises expressed or implied.</li> </ul>	Vokey to discuss with NL Branch executive potential for hosting 2014 AEC.
7.13. Review of Committee and Representative Appointments <div style="text-align: right;">Phan</div>	Action Item (Dec 14/11): Phan to update list and forward to the NEC. <ul style="list-style-type: none"> <li>➤ No update.</li> </ul>	Phan
7.14. Membership Renewal Process	Action Item (Dec 14/11): Phan to develop a policy re: membership renewal. <ul style="list-style-type: none"> <li>➤ No update.</li> </ul>	Phan
7.15. Reassessment of CIPHI priorities	Action Item (Dec 14/11): All to come up with ideas for reprioritization and forward to Phan. <ul style="list-style-type: none"> <li>➤ No update.</li> </ul>	Phan
7.16. Splitting MSC roles from data management committees.	Action Item (Jan 13/11): Weighill to send Phan an indication of how these responsibilities should be split. <ul style="list-style-type: none"> <li>➤ Continues.</li> </ul>	Weighill
7.17. CPC Reference Guide <div style="text-align: right;">Tam</div>	Action Item (Feb 11/12): Tam to inform the National Office as to the decision made by the NEC. COMPLETED.	Item closed. Remove from Standing Items.

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7.18. AEC 2012 Preparations Phan	<ul style="list-style-type: none"> <li>Awards notifications should go out as soon as possible</li> <li>Phan will be putting forward a Notice of Motion to limit the service time of the Past President to one year as a money saving measure.</li> <li>All Notices of Motion need to be into the office 90 days prior to the AGM. Members then must be provided with the notice of motion 60 days prior to the AGM.</li> <li>Meeting will be Friday/Saturday with a likely joint session with the EHFC, BOC and CoPE</li> </ul>	Item to be amalgamated with 6.2.
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. NEC President travel expense at the IFEH Congress – Lithuania Tam	<p>Motion to approve expenses, up to \$2000, of the National President to attend the IFEH World Congress in Lithuania. Vokey/MacGregor. Ayes unanimous. Carried.</p>	
9.2. NEC donation to NEC Centenary Celebration Committee Tam	<ul style="list-style-type: none"> <li>With the 2012 budget approved, the funds will be transferred to the Centenary Committee budget.</li> </ul>	
9.3. Climate Change Advocacy Chrisp	<ul style="list-style-type: none"> <li>As per the request from a BC Branch member, work continues on developing a ToR for this committee. A draft version was circulated for review.</li> <li>Concern expressed as to the mandate and expertise of CIPHI to speak on climate change.</li> <li>Philipation offered to forward information obtained during PHAC session to Chrisp for review.</li> </ul>	
9.4. Salary Survey	<ul style="list-style-type: none"> <li>Question as to whether there is interest in maintaining an up-to-</li> </ul>	

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Tam	<p>date repository for salaries across Canada</p> <ul style="list-style-type: none"> <li>• Interest is there however requires someone to take the lead</li> <li>• There is supposedly some functionality for maintaining salary information in the MSC, but it is lower priority to determine this when compared to improving the system so that it is usable in its current form.</li> </ul>	
9.5. Partnerships Vokey	<ul style="list-style-type: none"> <li>• Vokey suggested that in order to move mandatory membership forward, partnerships with other professional organizations is needed to bring to bear the political pressure needed to move. He inquired as to the potential for budgeting amounts to sponsor individuals to attend meetings/conferences of other professional organizations to advocate the case for mandatory membership.</li> <li>• Currently there is no budget for these types of activity.</li> <li>• Work that comes from the MPH project (see Item 7.10) will help draw the roadmap to mandatory membership.</li> </ul>	
9.6. Francophone website Chrisp	Move to 'Parking Lot' for next meeting.	
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><b>Next Meeting: Saturday, April 14, 2012 (Teleconference)</b> <b>Responsibility for Minutes: Newfoundland/Labrador</b></p> <p>Upcoming: Friday, May 18, 2012 (Teleconference) Responsibility for Minutes: British Columbia</p> <p>Saturday, June 16, 2012 (Teleconference)</p>	All

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	<p><i>Responsibility for Minutes: Quebec</i></p> <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 &amp; Saturday, September 14 &amp; 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  Phan	Meeting adjourned at 10:50am by Phan	