

APPROVED SEPTEMBER 14, 2012

Chair: Phi Phan (National)

Minutes: Darcy Chrisp (MB)

Present: Phi Phan, Gary Tam (BC), Jon Elliott (for McDonald), Ryan Philipation (SK), Darcy Chrisp (MB), Cameron Weighill (ON for Diplock), Darroch Vokey (NL)

Guests: None.

Regrets: Jason McDonald (AB), Ken Diplock (ON), Jean Luc Archambault (QC), Mark Allen (NB), Doreen Mackley (NS, PEI)

Agenda Item	Notes	Action
1. Welcome and Introductions Phan	Meeting called to order at 9:05am PT by Phan.	
2. Approval of Agenda All	Add: <ul style="list-style-type: none"> Quebec Branch Cost Share to attend AEC CPC Fund Closure BOC Strategic Plan Survey <p style="color: green;">Motion to adopt the agenda as amended. Vokey/Philipation. Ayes unanimous. Carried.</p>	

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3. Review and Approval of Previous Minutes <p style="text-align: right;">All</p>	July 13, 2012 – Teleconference Motion to adopt the Minutes of the July 13, 2012 NEC teleconference as circulated. Philipation/Weighill. Ayes unanimous. Carried.	
4. Review & Approval of Electronic Motions		
None.		
5. External Updates		
5.1. Environmental Health Review Update <p style="text-align: right;">Papadopoulos</p>	No update.	
5.2. NEC Rep to BOC Report <p style="text-align: right;">Mak</p>	No update.	
5.3. NEC/BOC/EHFC/COPE Joint Committee Update <p style="text-align: right;">Phan</p>	No update.	
5.4. Retiree Advisory Committee Update <p style="text-align: right;">Phan</p>	Action Item (Dec 14, 2011): All Branches to forward recent retirees and deceased to their retiree representative. CONTINUES. No update.	
6. Conference Reports/Updates		

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6.1. AEC 2012 Planning Update <p style="text-align: right;">Weighill for Diplock</p>	<ul style="list-style-type: none"> • All exhibitor space has been filled. Looking for additional space to accommodate more exhibitors. • NEC booth to be relocated into a high traffic area • Phan has sent Diplock logistics for the AGM • Karlina has finalized the accommodations for the NEC • No parliamentarian will be necessary at AGM 	<p>Philipation will arrange to have National backdrop sent out to Blue Mountain for the NEC booth.</p> <p>All members of NEC to let Diplock know of travel arrangements to Toronto so transport can be arranged to Blue Mountain if necessary.</p>
6.2. AEC 2013 Planning Update <p style="text-align: right;">Chrisp</p>	<p>Action Item (Jun 16/12): Chrisp to keep Phan updated on the AGM matter. Phan will evaluate the logistics of the Award approvals and presentations. → AGM has been moved in the proposed schedule. Should not be a problem. Action item resolved.</p> <ul style="list-style-type: none"> • Two keynote speakers are booked and a third should be booked shortly • Call for Papers and Exhibitor/Sponsorship package are ready to go and will be circulated after the Sept AEC is completed 	
6.3. AEC 2014 Planning Update <p style="text-align: right;">Vokey</p>	<ul style="list-style-type: none"> • NL Branch to meet with potential hotel venue shortly • Should have an answer on whether they will host or not in Sept 2012 	
7. Standing Items (Items Brought Forward)		
7.1. Finalize Terms of Reference, Policies, Procedures and other Administrative Documents <p style="text-align: right;">Philipation</p>	<p>Action Item (Jun 16/12): Phan will send out an e-mail out on voting the Data Management Policy & Membership Committee ToR next week (June 18, 2012). CONTINUES.</p> <ul style="list-style-type: none"> • 19 approved policies to date 	

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7.2. Member Service Center <div style="text-align: right;">Weighill</div>	<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"> • Weighill has received letter confirming that funds previously directed to MSC communities has been reallocated to other initiatives as per NEC direction. • Contract with cFactor ends December 7, 2012 • Weighill needs assistance reviewing new contract 	
7.3. Strategic Plan 2010 to 2013 <div style="text-align: right;">Phan</div>	<p>Action Item (Jun 24/11): All to review strategic plan regularly. CONTINUES.</p> <ul style="list-style-type: none"> • To be discussed in Blue Mountain 	
7.4. Federal Representation in CIPHI <div style="text-align: right;">MacDonald</div>	<p>Action Item (Jun 24/11): Diplock to look into compiling the private industry list.</p> <p>**Tabled**</p>	
7.5. Pricing for Conference Registrations <div style="text-align: right;">Diplock</div>	<p>No update.</p>	
7.6. Finance Committee Update <div style="text-align: right;">Tam</div>	<ul style="list-style-type: none"> • Holding a committee meeting prior to 2012 AGM • Summary submitted to National Office for AGM • Hoping to provide a clear picture to membership at AGM 	

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<p>7.7. Centenary Celebrations Update</p> <p style="text-align: right;">Phan <i>for</i> Timpa</p>	<ul style="list-style-type: none"> • E-mails have been circulated to NEC with updates on calendar and cookbook • Several initiatives on the go • Stamp initiative is still being worked on despite the project not being approved by Canada Post • There will be a photo booth set up at 2012 AEC to provide more photos for mosaic banner 	
<p>7.8. EPH Week</p> <p style="text-align: right;">Elliott <i>for</i> MacDonald</p>	<ul style="list-style-type: none"> • E-mail sent this week with proclamation information in French and English • Any info send to Federal officials should be coordinated with Elliott • Drafts for poster to be sent out shortly 	
<p>7.9. Mandatory Membership & MPH Student Project</p> <p style="text-align: right;">Diplock</p>	<p>Action Item (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. CONTINUES.</p> <p>Action Item (May 18/12): Diplock will review and augment list of potential committee members to ensure all sectors/jurisdictions are appropriately represented on any committee formed to discuss mandatory membership. CONTINUES.</p> <p>No update.</p>	
<p>7.10. Disaster Relief and CIPHI</p> <p style="text-align: right;">MacDonald</p>	<p>Action Item (Mar 11/11): Timpa, Anderson and 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> <p>Action Item (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator.</p> <p>**Tabled**</p>	

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7.11. Review of Committee and Representative Appointments Phan	**Tabled**	
7.12. Membership Renewal Process Phan	Action Item (Dec. 14, 11): Phan to develop a policy re: membership renewal. CONTINUES.	
7.13. Reassessment of CIPHI priorities Phan	Action Item (Dec. 14, 11): All to come up with ideas for reprioritization and forward to Phan. CONTINUES.	
7.14. Climate Change Advocacy Chrisp	**Tabled**	
7.15. Salary Survey Update Tam	<ul style="list-style-type: none"> • Tam still waiting on a few provinces for their information • E-mail was sent out this week to solicit this info 	
7.16. Food Safety Designation Proposal Diplock	Action Item (May 18/12): Diplock and Phan to develop a draft proposal for a food safety designation for private industry professionals. CONTINUES. No update.	
7.17. Pins Philipation	Action Item (June 16, 2012): Philipation requests final number from all branches by June 18, 2012. COMPLETED. <ul style="list-style-type: none"> • Pins have arrived • Need to determine exactly how these are going to be distributed 	Action Item (Aug 18/12): Phan will discuss with Timpa on how best to distribute the pins.

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7.18. National Survey Phan/Weighill	<ul style="list-style-type: none"> Raw data has been sent to Phan for analysis. No ETA for completion of task. BOC specific information has been shared to help with the strategic operational planning currently underway 	
7.19. Awards MacDonald/Mackley/Tam	<ul style="list-style-type: none"> Still need nominations Only received nominations for Life Membership and Alex Cross Award Another e-mail was sent out on national ListServ this week 	
7.20. Retiree Membership Status Phan	<ul style="list-style-type: none"> Phan still clarifying info with Retiree group 	
7.21. CIPHI Booth Merchandise at AEC 2012 Philipation	<p>Action Item (July 13, 2012): Phan to facilitate email discussion about merchandise at CIPHI booth. NO LONGER RELEVANT. COMPLETED.</p> <ul style="list-style-type: none"> No merchandise to sell this year Philipation is open to ideas 	
8. 'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.	
9. New Business		
9.1. Changes to Industry Canada Requirements – New Act Phan	<ul style="list-style-type: none"> Need to update the National By-Law by October 17, 2014 to streamline it with the Canada Not for Profit Corporations Act Info on this initiative was sent out to NEC by e-mail Phan wants to have this completed in 2013 This will not affect Branch By-Laws 	Phan will work with Philipation on updating the National by-laws accordingly

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9.2. Options for transition without a President or President-Elect <div style="text-align: right;">Phan</div>	<ul style="list-style-type: none"> • Nominations notice for President Elect were sent out and no nominations have been received • Potential that CIPHI will not have a President or President Elect in 2013 • Past President can fill roll until end of 2013 • Diplock has expressed interest but there are some conflicts that may not allow 	
9.3. Quebec Costshare to attend 2012 AEC <div style="text-align: right;">Phan</div>	<ul style="list-style-type: none"> • As in previous years, Quebec will require financial assistance to send members to the 2012 AEC • In 2011 this was cost-shared with National and the Branches • Cost each Branch and National around \$200 each 	Phan will send out an electronic motion to Branches to vote on whether to support QC in 2012
9.4. CPC Fund Closure <div style="text-align: right;">Tam</div>	<ul style="list-style-type: none"> • New accountant has informed CIPHI that we must claim the deficit for CPC again this year as it was not properly closed out in 2011. • Need a formal resolution from the NEC to do this • This is only a paper exercise and it will not affect CIPHI's bottom line <p>Motion: To close the restricted "CPC Fund" with a deficit balance of -\$132,622 via a transfer from the unrestricted "Operating Fund." Tam/Vokey. Ayes unanimous. Carried.</p>	
9.5. BOC Strategic Plan Survey <div style="text-align: right;">Weighill</div>	<ul style="list-style-type: none"> • Info in survey is not compatible with National Strategic Plan • NEC, BOC and CoPE need to align their strategic plans with each other • BOC survey is on an administrative level only and needs to have more vision • Topic needs to be discussed at joint NEC, BOC and CoPE meeting in Blue Mountain 	

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10. Next Meeting		
10.1. Meeting Schedule	<p>All meetings start at <u>09:00 AM Pacific Time</u> and are scheduled for <u>90 minutes</u> unless otherwise indicated.</p> <p>Next Meeting: Friday & Saturday, September 14 & 15, 2012 09:00am to 4:30pm Eastern Time Blue Mountain, ON <i>Responsibility for Minutes: National</i></p> <p>Upcoming:</p> <p>Saturday, October 20, 2012 (Teleconference) <i>Responsibility for Minutes: Nova Scotia/PEI</i></p> <p>Friday, November 16, 2012 (Teleconference) <i>Responsibility for Minutes: Ontario</i></p> <p>Saturday, December 15, 2012 (Teleconference) <i>Responsibility for Minutes: Saskatchewan</i></p> <p>Friday, January 18, 2013 (Teleconference) <i>Responsibility for Minutes: Alberta</i></p> <p>Saturday, February 16, 2013 (Teleconference) <i>Responsibility for Minutes: British Columbia</i></p> <p>Friday, March 15, 2013 (Teleconference) <i>Responsibility for Minutes: Newfoundland and Labrador</i></p> <p>Saturday, April 13, 2013 (Teleconference) <i>Responsibility for Minutes: Nova Scotia/Prince Edward Island</i></p> <p>Friday, May 15, 2013 (Teleconference)</p>	

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	<p><i>Responsibility for Minutes: Quebec</i></p> <p>Friday & Saturday, June 21 & 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB <i>Responsibility for Minutes: National</i></p>	
<p>11. Adjournment</p> <p style="text-align: right;">Phan</p>	<p>Motion to adjourn at 10:05am PT. Philipation/Tam. Ayes unanimous. Carried.</p>	

Approved

