

MINUTES

February 16, 2013

Teleconference

APPROVED MARCH 15, 2013

Chair: Phi Phan (National)

Participants: Gary Tam (BC), Jason MacDonald (AB), Ryan Philipation (SK), Darcy Chrisp (MB), Cameron Weighill (ON), Doreen Mackley (NS/PEI), Darroch Vokey (NL)

Regrets: Mark Allen (NB)

Guests: Kari Engele-Carter (Councillor, SK), Tony Makrostergios (President-Elect, ON)

Minutes: British Columbia

#	Item	Notes	New Action Items
1	Welcome and Introductions Phan	Meeting was called at 09:00 PT by Phan	
2	Approval of Agenda All	Added 9.04 - Journal article about PHI Competencies (MacDonald) Motion to approve the agenda as amended. Vokey/MacDonald. Ayes unanimous. Carried.	
3	Approval of Minutes All	January 18, 2013 Teleconference <ul style="list-style-type: none"> • Edits required for errors noted. Motion to approve the amended minutes. MacDonald/Weighill. Ayes unanimous. Carried.	
4	Review of Electronic Motions		

4.01	Cost-share of EHFC Representative to participate at Winnipeg Strategic Planning Session	<p>Motion that there be a “50-50 cost share between EHFC and NEC on travel and per diem for the CIPHI strategic planning meeting on June 20 & 21, 2013, and 50-50 cost share between EHFC and NEC on accommodation on June 20 – 23, 2013.” Tam/Philipation.</p> <p>On January 26, Phan sent the following message: <i>Motion has been made and seconded. As such the following timelines will be followed:</i></p> <ul style="list-style-type: none"> - discussion will be open from now until 12pm PT, January 29, 2013 - voting will be from 12:01pm PT, January 29, 2013 to 12:00pm PT, January 31, 2013 - Vote will closed and declared sometime after 12:00pm PT, January 31, 2013. <p><i>Discussion is now open.</i></p> <p>On February 8, 2013, Phan sent the following message: <i>“Motion carries to cost share EHFC chair costs to attend the strategic planning session in Winnipeg. I’ll let Ron know.</i> <i>Thanks.”</i></p>	Phan
4.02	2013 Budget Approval	<p>Motion to approve the NEC budget as presented. Tam/Allen.</p> <p>On February 2, 2013, Phan sent the following message: <i>Moved and seconded.</i></p> <p><i>Discussion until 1200pm PST Tuesday February 5, 2013.</i> <i>Voting from 1201pm PST Tuesday until 1200pm Thursday February</i></p>	

		7, 2013. On February 8, 2013, Phan sent the following message: <i>Motion is carried and the 2013 budget is adopted.</i> <i>Thanks everyone.</i>	
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	AI (Dec 15/12): NEC to forward potential advertisers to Phan, who will forward to Papadopoulos. <ul style="list-style-type: none"> No potential advertisers were sent to Phan at this point. A suggestion was put forward to have Papadopoulos to draft a letter to target the potential national advertisers. 	AI (Feb 16/13): Phan to forward the suggestion to Papadopoulos
5.02	NEC Rep to BOC Phan for Mak	AI (Dec 15/12): Phan to remind NEC to send comments on Discussion Paper to Tony Mak. - COMPLETED <ul style="list-style-type: none"> Mak provided a new added Q&A to NEC on the Admin Policy 4. Concerns were raised in the teleconference, as the policy has not addressed the plagiarism completely. 	AI (Feb 16/13): Weighill to send the suggestions on how the process should be improved to Phan, Mak, and Chrisp.
5.03	NEC Rep to the EHFC Phan for Roark	AI (Dec 15/12): Phan will send endorsement letter to Seeger. – COMPLETED. No updates.	
5.04	NEC Rep to CoPE Phan for Chong	No updates.	
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	AI (Jan 18/13): Phan to meet with committee and report to NEC. – COMPLETED. Had a meeting on the cost sharing policy. Cost sharing formula	

		has been looked at and is in the process of second edition. The new cost sharing policy cannot be implemented this year. Agreed to meet in every two months to discuss issues.	
5.06	Retiree Advisory Committee Update Phan for Scharfe	No updates.	
5.07	International Federation of Environmental Health Phan	<ul style="list-style-type: none"> • Rob Bradbury will attend the upcoming IFEH board meeting on behalf of CIPHI. • Work continues on strengthening the Americas Group. Sylvanus Thompson has been appointed as Secretary for the Americas Group. He is a member of CIPHI, NEHA and JAPHI 	
6	Conference Reports/Updates		
6.01	AEC 2012 Conference Close-out Weighill	All the books have been sent to CIPHI Office for audit and closing. Profit is made on the AEC 2012.	
6.02	AEC 2013 Planning Update Chrisp	<p>AI (Jan 18/13): NEC to ensure each branch website has a link to CIPHI 100. CONTINUES</p> <p>Registration form has been uploaded. New banner has been added to the website. Conference schedule is in the work. Some sponsor and exhibitor packages have been receiving. Registration fee is at \$649.00.</p>	
6.03	AEC 2014 Planning Update	<p>AI (Nov 17/12): Vokey to submit formal conference bid package to NEC. – COMPLETED.</p> <p>Committee has been formed and met. Positions have been made to look into various aspects of conferencing planning. They are in the process of finding keynote speakers. A student showed interests to Phan on national conference planning.</p>	AI (Feb 16/13): Phan to forward contact information of interested student to Vokey

6.04	AEC 2015 Bid(s) Phan	<p>AI (Jan 18/13): Determine which branches are interested in hosting 2015.</p> <p>ON is in the process of sending a formal bid to CIPHI. AB is in the process of finding a venue to host the AEC in 2016. NS/PEI shows interests to host the AEC in 2017.</p>	
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	<p>**AI (Sep 14/12): Diplock to send "Recognition of Deceased Persons Policy." CONTINUES.</p> <p>**AI (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies. CONTINUES.</p> <p>**AI (Oct 20/12): Tam and Phan will review cost sharing policy. CONTINUES.</p> <p>**AI (Dec 15/12): Phan to discuss committee chair cost sharing at AEC with BOC, COPE and EHFC. – COMPLETED</p> <p>As a result of the work related to updating Bylaws, a number of new policies will need to be developed.</p>	
7.02	Member Service Center Philipation	<p>**AI (Sep 14/12): MSC Committee and Phan to identify functions of core, cost & streamline. Philipation to be added to committee and will work on contract negotiations. Strategy to be put forth for next Conference Call. (Oct. 20, 2012). - EXPIRED</p> <p>**AI (Nov 17/12): Philipation to negotiate with cFactor on terms of new contract. - CONTINUES</p>	AI (Feb 16/13): Weighill to follow-up with interested party.

		<p>A new proposed contract will be forwarded to NEC for approval in March teleconference, and hope to finalize and sign it in March. Improved service from cFactor is in the contract negotiation.</p> <p>**AI (Dec 15/12): MacDonald to contact AB Branch Member to discuss interest in chairing the committee. COMPLETED.</p> <p>Chair of the committee has been vacant. MacDonald sent the names of the volunteers to Weighill for follow-up. Weighill discussed with the volunteers. Concerns on the potential conflict of interest on the current job of the volunteer were raised and discussed.</p>	
7.03	Strategic Plan 2010 to 2013 Phan	<p>**AI (Sep 14/12): Chrisp to investigate estimates (a possible 2 days prior to NEC Meetings). COMPLETED.</p> <p>AI (Jan 18/13): Chrisp review RFP submissions and report to NEC. - COMPLETED</p> <p>Received two request proposals. One from Manitoba and one from Alberta. Discussed and decided to hire the strategic planner called Creative People Power from Alberta. Phan will send letters to the bidders.</p>	AI (Feb 16/13): Phan to draft response letters to bidders to inform of decision.
7.04	<i>Federal Representation in CIPHI</i>	<i>**AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.</i>	<i>Tabled</i>
7.05	Pricing for Conference Registrations Phan	**AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock.	
7.06	Finance Committee Update Tam	AI (Jan 18/13): Tam review MPS costs to see if CEO position could assume some tasks and report to NEC. - CONTINUES	AI (Feb 16/13): Tam to review the Terms of Reference with

		AI (Jan 18/13): NEC to review budget and send comments to Tam by Jan 23, 2013. – COMPLETED.	the Finance Committee to strengthen transition between chairs and accountability on submitting annual reports to the AGMs.
7.07	Centenary Celebrations Update Tam for Timpa	AI (Dec 15/12): All to remind their branch members to submit recipes ASAP. AI (Jan 18/13): Branches to send pictures to Tam by Feb 15, 2013. Inform Tam if photos expected later. Member engagement on centenary celebration needs to be improved to bring the awareness and involvement of the centenary celebrations.	
7.08	EPH Week MacDonald	**AI (Sep 14/12): EPHW/Twitter Guide must be updated. IFEH has developed a theme that member organizations can pick up for use in their activities during EH Day/Week in September.	
7.09	Mandatory Membership & MPH Student Project Phan	**AI (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. – CONTINUES. **AI (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.	AI (Jan 18/13): Phan to replace Diplock as Chair.

		**AI (Dec 15/12): Phan to reschedule Andy Hong – COMPLETED.	
7.10	Disaster Relief and CIPHI	**AI (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. **AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator	<i>Tabled</i>
7.11	Review of Committee and Representative Appointments Phan	**AI (Nov 17/12) All NEC members to complete matrix by end of November. <i>Deferred to March 2013 meeting due to time.</i>	
7.12	Membership Renewal Process Phan	**AI (Dec. 14, 11): Phan to develop a policy re: membership renewal. <i>Deferred to March 2013 meeting due to time.</i>	
7.13	Food Safety Designation Proposal	<i>Tabled</i>	<i>Tabled</i>
7.14	National Survey Weighill	AI (Jan 18/13): Weighill to send results out by Feb 28, 2013 for discussion. <i>Deferred to March 2013 meeting due to time.</i>	
7.15	Changes to Industry Canada Act Phan/Philipation	**AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. <i>Deferred to March 2013 meeting due to time.</i>	
7.16	Options for transition without a President or President-Elect. Phan	<i>Deferred to March 2013 meeting due to time.</i>	

7.17	Umbrella membership for the National Collaborating Centres Allen	**AI (Sep 14/12): Increase corporate memberships (business plan). <i>Deferred to March 2013 meeting due to time.</i>	
7.18	QB Branch Update Phan	AI (Jan 18/13): Phan to discuss transition options with QC members. <i>Deferred to March 2013 meeting due to time.</i>	Phan
7.19	BOC Consultation RE: Translation Costs Phan for Mak	Discussed under 5.02.	Item completed. Remove from Standing Items.
7.20	Mandatory Membership Presentation Makrostergios	AI (Jan 18/13): Makrostergios to set up 90 min teleconference with Andy Hong and NEC. - COMPLETED	Item completed. Remove from Standing Items.
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.		
9	New Business		
9.01	Centennial Coin for 2013 Awards Mackley	Coin project was brought from Centennial Celebration Committee. Awards committee discussed this issue and recommended to forward to NEC for discussion and decision.	AI (Feb 16/13): Phan to put this agenda item in e-mail for discussion.
9.02	NCCEH Contracts Phan	<ul style="list-style-type: none"> • CIPHI has entered into contracts with NCCEH previously. • The NCCEH has come back to CIPHI and put forward a project to update past work. • Previous subcontractor structure for those individuals that completed the work for CIPHI was that CIPHI would retain 5% of the total project cost. One project is updating Education opportunities that are available online and the second is updating the environmental scan of how EH is structured in Canada. The current project value is 	

		<p>approximately \$25,000.</p> <ul style="list-style-type: none"> • There is a need to formalize how subcontractors are dealt with by CIPHI. That is, a policy is required. 	
9.03	<p>Article/Journal on PHI Competencies</p> <p style="text-align: right;">MacDonald</p>	<ul style="list-style-type: none"> • A recently published article summarized a survey of PHIs on their knowledge of zoonotic disease awareness. Survey was circulated via Listserv some time ago. Researchers' conclusion was that EHOs were not familiar with the zoonotic diseases. Discussions on whether CIPHI should allow to post this type of survey on Listserv. • Phan is in the discussions with other experienced EPHPs to seek their opinions. 	<p>AI (Feb 16/13): Makrotergios to send the journal article to NEC.</p>
10	Next Meeting		
10.01	Meeting Schedule	<p>All meetings start at 9:00 am Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> • Friday, March 15, 2013 (Teleconference) Responsibility for Minutes: Newfoundland and Labrador <p>Upcoming</p> <ul style="list-style-type: none"> • Saturday, April 13, 2013 (Teleconference) Responsibility for Minutes: Nova Scotia/Prince Edward Island • Friday, May 17, 2013 (Teleconference) Responsibility for Minutes: New Brunswick • Friday & Saturday, June 21 & 22, 2013 09:00am to 4:30pm Central Time Winnipeg, MB Responsibility for Minutes: National 	
11	<p>Adjournment</p> <p style="text-align: right;">Phan</p>	<p>Motion to adjourn the meeting at 10:37PT. Gary/Chrisp. Ayes unanimous. Carried.</p>	

