

**MINUTES**  
March 15, 2013

Teleconference

APPROVED APRIL 13, 2013

**Attendees:** Phi Phan (National), Gary Tam (BC), Jon Elliot (AB for MacDonald), Ryan Philipation (SK), Rhea Lefko (MB for Chrisp), Cameron Weighill (ON), Doreen Mackley (NS/PEI), Doug Walker (NB for Allen), Darroch Vokey (NL)

**Regrets:** Jason MacDonald (AB), Mark Allen (NB), Darcy Chrisp (MB)

**Guests:** Gary O’Toole (NS/PEI), Sara Timpa (Centenary Committee), Crystal Brown (President-Elect, British Columbia)

**Minutes:** Newfoundland and Labrador

#	Item	Notes	Action
1	Welcome and Introductions Phan	Phan called the meeting to order at 09:03am PT	
2	Additions to Agenda All	Add: <ul style="list-style-type: none"> <li>• Stanier Opinion Paper Contest (Weighill)</li> </ul> <p>Motion to adopt agenda as amended. Tam/Philipation. Ayes unanimous. Carried.</p>	
3	Approval of Minutes All	February 16, 2013 (Teleconference)	
		Motion to adopt Minutes from February 16, 2013 as circulated. Weighill/Mackley. Ayes unanimous. Carried.	
4	Review of Electronic Motions		
4.01	Complimentary Registrations to AEC 2013	Motion that “CIPHI National provide 4 complimentary early bird registrations (2 for Simcoe-Muskoka District Health Unit and 2	No issues/concerns were raised about

	Phan	<p>for Grey Bruce Health Unit) to the 2013 National CIPHI Conference in Winnipeg.” Weighill/MacDonald.</p> <p>On February 26, 2013 Phan sent the following message:</p> <p><i>Motion that CIPHI National provide 4 complimentary early bird registrations (2 SMDU and 2 GBHU) to the 2013 National CIPHI Conference in Winnipeg.</i></p> <p><i>Moved: Cameron</i> <i>Second: Jason</i></p> <p><i>Discussion until 12:00pm PT March 1, 2013</i> <i>Voting between 12:01pm PT March 1, 2013 to 12:00pm PT March 4, 2013</i></p> <p>On March 4, 2013, Phan sent the following message:</p> <p><i>“Voting is now closed.</i></p> <p><i>For - 1</i> <i>Opposed - 6</i></p> <p><i>Motion "that CIPHI National provide 4 complimentary early bird registrations ( 2 SMDU and 2 GBHU) to the 2013 National CIPHI Conference in Winnipeg" moved by Weighill and seconded by MacDonald is declared DEFEATED.</i></p> <p><i>Thanks to everyone that participated.”</i></p>	process
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	AI (Feb 16/13): Phan to forward the suggestion to Papadopoulos to draft letter to target potential advertisers.	

		<p>Papadopoulos will follow up with the request to have a letter that can be distributed to potential national sponsors, including a price list within the next two weeks.</p> <ul style="list-style-type: none"> <li>• All is going well with the journal and we are starting to receive more articles for publication.</li> <li>• Receiving positive feedback on the journal and its content. The next step is to ramp up the efforts to increase revenue for the journal. Papadopoulos has been in contact with the publisher as they offer support in this area.</li> <li>• The price cost for an institutional subscription has increased to \$300 per year in an attempt to raise some revenue. The cost is still very much below other similar journals.</li> <li>• We have joined our publisher's group to have the EHR as part of a package of journals that is sold to a consortium of Canadian university libraries. Last time, the publisher was able to sign up 44 libraries. The libraries receive a 20% group rate discount and sign a three year contract, with a 4% increase in fees for years two and three. This can be a good source of revenue.</li> </ul>	
5.02	<p>NEC Rep to BOC Phan for Mak</p>	<p>AI (Feb 16/13): Weighill to send the suggestions on how the appeals process should be improved to Phan, Mak, and Chrisp. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Suggestion to tweak the current information related to the appeal process on the website. Specifically, the NEC would like to remove reference to “Turn It In” to “Electronic Plagiarism Assessment Tool” to avoid appearance of formal sponsorship.</li> </ul>	<p>Mak to provide recommendation for wording changes on website to BoC on behalf of NEC.</p>

5.03	NEC Rep to the EHFC Phan for Roark	No update.	
5.04	NEC Rep to CoPE Phan for Chong	<ul style="list-style-type: none"> <li>• Document regarding "Changes for the reporting of PDHs" was reviewed and adopted by CoPE members for inclusion to the CoPE section of MSC in the "resources library" folder. Suggestion was made that each Branch President will be informed of this new document for circulation to their Branch membership with ListServ</li> <li>• The listing of 2012 PDH approved courses will be posted to the MSC - CoPE webpage shortly.</li> <li>• Audits of membership PDH reporting for 2012 will begin shortly. Approximately 60 random members' PDH reports will be selected for auditing by CoPE members. This audit process should be completed before end of April. Each CoPE member will audit 7 - 8 members. If there is any conflict of interest, we are to advise Nowakowski or Quibell to switch up the selection for another member.</li> <li>• CoPE is working on finalizing their Terms of Reference</li> </ul>	
5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	<ul style="list-style-type: none"> <li>• Update to follow after meeting next week.</li> </ul>	
5.06	Retiree Advisory Committee Update Phan for Scharfe	<ul style="list-style-type: none"> <li>• Senator e-newsletter will be sent out on the ListServ later this month</li> <li>• RAC continues to send letters to retirees (lots in 2012) and families of our deceased members</li> <li>• Still investigating a possible working relationship with the Canadian Spa Association for retirees to audit their spa member facilities across Canada. This project if it is approved would not happen until spring 2014.</li> </ul>	
5.07	International Federation of Environmental Health	<ul style="list-style-type: none"> <li>• Meeting is scheduled for May. Phan to provide a written update to Bradbury who will represent CIPHI</li> </ul>	

	Phan		
6	Conference Reports/Updates/Bids		
6.01	AEC 2013 Planning Update Lefko for Chrisp	Phan	<p>AI (Jan 18/13): NEC to ensure each branch website has a link to CIPHI 100. CONTINUES.</p> <ul style="list-style-type: none"> <li>Received over 100 abstracts for presentation topics. We will be accepting around 30-33 for presentation at the conference.</li> <li>Approximately 21 exhibitors secured</li> <li>Around 50 delegates registered to date and growing.</li> <li>Life Member has been selected by the Manitoba Branch and forwarded to the Awards committee for approval.</li> <li>2013 CIPHI clothing is available and a link to the clothing and prices is located on the ciphi100 website.</li> </ul>
6.02	AEC 2014 Planning Update Vokey	Phan	<p>AI (Feb 16/13): Phan to forward contact information of interested student to Vokey. COMPLETED.</p> <ul style="list-style-type: none"> <li>2014 Planning Committee in place and meeting bi-weekly. Work being done to finalize Conference budget and promotion materials for Winnipeg.</li> </ul>
6.03	AEC 2015 Bid(s)	Phan	<ul style="list-style-type: none"> <li>2015 Planning committee to be contacted for formal bid by June.</li> </ul>
6.04	AEC 2016 Bid(s)	Phan	<p>AI (Jan 18/13): Determine which branches are interested in hosting 2016. CONTINUES.</p> <ul style="list-style-type: none"> <li>Alberta Branch to explore possibility of hosting in 2016</li> </ul>
6.05	AEC 2017 Bid(s)	Phan	No update.
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." EXPIRED.</p> <p>AI (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies to occur in Winnipeg. CONTINUES.</p> <p>AI (Oct 20/12): Tam and Phan will review cost sharing policy. CONTINUES.</p>	
7.02	Member Service Center Philipation	<p>AI (Nov 17/12): Philipation to negotiate with cFactor on terms of new contract. Meeting with cFactor. New contract being drafted reflecting cost to be about \$1.20/member.</p> <p>AI (Feb 16/13): Weighill to follow-up with interested party to take over chair of committee. Need to circulate call for expressions of interest.</p>	
7.03	Strategic Plan 2010 to 2013 Phan	<p>AI (Feb 16/13): Phan to draft response letters to bidders to inform of decision. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Chrisp has had preliminary meeting with contractors. Work plan includes interviews with NEC and other identified stakeholders including non-members. Contractors are interested in the results of the membership survey from 2012 which are still being compiled.</li> <li>• Weighill suggests raw data versus analyzed data is more relevant to contractors for review.</li> </ul>	
7.04	<i>Federal Representation in CIPHI</i>	AI (Sep 14/12): Member Committee will ensure strategies for non-traditional CIPHI roles.	<i>Tabled</i>
7.05	Pricing for Conference Registrations	AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock. CONTINUES.	

	Phan		
7.06	Finance Committee Update Tam	<p>AI (Jan 18/13): Tam review MPS costs to see if CEO position could assume some tasks and report to NEC. CONTINUES. For clarification, CEO position refers to an Executive Director or similar role.</p> <p>AI (Feb 16/13): Tam to review the Terms of Reference with the Finance Committee to strengthen transition between chairs and accountability on submitting annual reports to the AGMs. COMPLETED. Terms of Reference have been sent to Philipation.</p>	
7.07	Centenary Celebrations Update Timpa, Tam	<p>AI (Dec 15/12): All to remind their branch members to submit recipes ASAP. CONTINUES. Lacking recipe submissions. Recipe book will not be available till end of year.</p> <p>AI (Jan 18/13): Branches to send pictures to Tam by Feb 15, 2013. CONTINUES. Inform Tam if photos expected later. Solicit more Banner submissions from NL Branch. Smaller banner will be ready for Winnipeg</p> <ul style="list-style-type: none"> <li>• Media release to be ready for April 19</li> <li>• Money for EPHW rolled into Centenary Committee.</li> <li>• Rep. from Cent. Committee needed at Winnipeg conference to coordinate</li> </ul>	
7.08	EPH Week Elliott for MacDonald	<p>AI (Sep 14/12): EPHW/Twitter Guide must be updated. CONTINUES.</p> <p>No update.</p>	
7.09	Mandatory Membership Phan	AI (Feb 11/11): Diplock to identify interested individuals and form a committee to assess the concept of mandatory membership. CONTINUES.	Vokey to inquire about potential for law schools to

		<p>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.</p> <p>AI (Jan 18/13): Phan to replace Diplock as Chair. COMPLETED.</p> <ul style="list-style-type: none"> <li>• Phan now acting as chair.</li> <li>• Preliminary inquiries to explore possibility of engaging law schools to pursue mandatory membership.</li> </ul>	provide advice.
7.10	Disaster Relief and CIPHI	<p>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.</p> <p>AI (Sep 17/11): Phan to assign an NEC member to lead the development of a role description for the exchange coordinator</p>	Tabled
7.11	Review of Committee and Representative Appointments Phan	AI (Nov 17/12) All NEC members to complete matrix by end of November. EXPIRED. All committees working at normal capacity and committee alignment to be reviewed after Strategic Planning Session.	
7.12	Membership Renewal Process Phan	AI (Dec. 14, 11): Phan to develop a policy re: membership renewal. CONTINUES. Moved to 7.1 for next meeting	
7.13	Food Safety Designation Proposal	Tabled	Tabled
7.14	National Survey Weighill	AI (Jan 18/13): Weighill to send results out by Feb 28, 2013 for discussion. CONTINUES. Weighill waiting on some further clarification with respect to Contractor for Strategic Plan. Use of raw data to be considered.	



7.15	Changes to Industry Canada Act Philipation, Phan	AI (Sep 14/12): Phan /Philipation to work on updating the National by-laws accordingly. CONTINUES. Updated document to be submitted by March 27, which will include a motion to adopt by membership.	
7.16	Options for transition without a President or President-Elect. Phan	Go to Item 9.01	
7.17	Umbrella membership for the National Collaborating Centres Walker for Allen	AI (Sep 14/12): Increase corporate memberships (business plan). CONTINUES. Walker to follow up with Allen.	
7.18	QB Branch Update Phan	AI (Jan 18/13): Phan to discuss transition options with QC members. CONTINUES. Arranging meeting with Quebec members is difficult due to scheduling conflicts. Options for membership include becoming a chapter of an existing Branch, roll into another Branch or allow membership in Branch of the QC members' choice. Assistance to be sought from Stefane Gravelle to help facilitate the discussion.	
7.19	Centennial Coin for 2013 Awards Mackley	AI (Feb 16/13): Phan to put this agenda item in e-mail for discussion. CONTINUES.	
7.20	NCCEH Contracts Phan	Waiting for update on surveys.	
7.21	Article/Journal on PHI Competencies MacDonald	AI (Feb 16/13): Makrostergios to send the journal article to NEC. COMPLETED. Papadopoulos will have discussion with authors and update NEC.	
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	President-Elect Nomination Phan	<ul style="list-style-type: none"> <li>Nomination received from the NS/PEI Branch for President-Elect Position.</li> </ul>	Item completed. Do not move to Standing Items.

		<p>Motion to accept the nomination of Gary O'Toole for the position of President Elect. Weighill/Tam. Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> <li>Phan welcomed O'Toole to the NEC.</li> </ul>	
9.02	Community Health Nurses of Canada PHAC-funded Project Phan	<ul style="list-style-type: none"> <li>P.H. leadership competencies are being developed in a project lead by the Community Health Nurses of Canada. CIPHI is a partner.</li> <li>Update as project continues.</li> </ul>	
9.03	Delivery of Educational Content Online Phan	<ul style="list-style-type: none"> <li>Phan received solicitation for delivery of online education using a proprietary system.</li> <li>Suggestion to send information to COPE for follow-up.</li> </ul>	Phan to forward information to Chong to share with CoPE.
9.04	Awards Luncheon Standardization Mackley, MacDonald, Tam	<ul style="list-style-type: none"> <li>Awards committee to explore ideas on how to adequately recognize award winners to deal with concerns related to loud luncheons.</li> </ul>	Award Committee to develop options for Award Recipients and provide to NEC.
9.05	Stanier Opinion Paper Contest Weighill	<ul style="list-style-type: none"> <li>Request by the Stanier Institute to move administration of opinion paper contest to the NEC from CIPHI ON. This move will recognize the national nature of the initiative. NEC agreed to assume role for future conferences</li> </ul>	
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"> <li>Saturday, April 13, 2013 (Teleconference) Responsibility for Minutes: Nova Scotia/Prince Edward Island</li> </ul>	Phan

		<p>Upcoming</p> <ul style="list-style-type: none"> <li>• Friday, May 17, 2013 (Teleconference)                      Responsibility for Minutes: New Brunswick</li> <li>• Friday &amp; Saturday, June 21 &amp; 22, 2013                      09:00am to 4:30pm Central Time                      Winnipeg, MB                      Responsibility for Minutes: National</li> </ul>	
10.02	<p>Adjournment</p> <p style="text-align: right;">Phan</p>	<p>Motion to adjourn. Vokey/Philipation. Ayes unanimous. Carried.</p>	

APPROVED

