

MINUTES
June 22 & 23, 2013

Fort Garry Hotel & Spa Conference Centre
Winnipeg, MB

APPROVED JULY 19, 2013

Attendees: National > Phi Phan (President), Gary O’Toole (President-Elect)
 British Columbia > Gary Tam (President), Crystal Brown (President-Elect)
 Alberta > Jason MacDonald (President)
 Saskatchewan > Ryan Philipation (President), Kari Engele-Carter
 Manitoba > Darcy Crisp (President), Rhea Lefko (Vice-President), Kathleen Martin
 Ontario > Cameron Weighill (President), Tony Makrostergios (President-Elect)
 New Brunswick > Mark Allen (President)
 Nova Scotia / Prince Edward Island > Doreen Mackley (President), Sean O’Toole (President-Elect)
 Newfoundland and Labrador > Laurie Hearn (Vice-President)

Minutes: National

#	Item	Notes	Action
1	Welcome and Introductions Phan	Phan called the meeting to order at 8:30am CT, June 22, 2013	
2	Additions to Agenda All	Add: <ul style="list-style-type: none"> • Continuation of National President appointment • Historian Report • EHFC Regulation RE: Quorum <p>Motion to approve the agenda as amended. MacDonald/O’Toole. Ayes unanimous. Carried.</p>	
3	Approval of Minutes	May 17, 2013 (Teleconference)	

	All	Motion to approve the minutes from May 17, 2013 as circulated. Mackley/Chrisp. Ayes unanimous. Carried.	
4	Review of Electronic Motions		
4.01	<p>Support of IFEH Chair Registration for 2013 AEC</p> <p style="text-align: right;">Phan</p>	<p>On May 27, 2013: Phan wrote</p> <p><i>Hi all:</i></p> <p><i>A motion to "amend the list of CIPHI Centenary Celebration Committee members whose attendance will be subsidized is expanded include any Centenary Committee member(s) deemed appropriate by the Committee Chair, with cumulative expensive not totaling more than the \$2,850 already approved" has been made by Chrisp and seconded by O'Toole.</i></p> <p><i>Given the short turnaround to the conference, the following timeframes will be used:</i></p> <p><i>Discussion: Now to 4:00pm PT May 28</i> <i>Voting: 4:01pm May 28 to 9:00am PT May 30</i></p> <p><i>Thanks.</i></p> <p><i>Phi</i></p> <p>On June 05, 2013, Phan wrote:</p> <p><i>Hi all:</i></p> <p><i>Looks like I forgot to close this one out. As such, motion is carried to open up financial assistance for the Centenary Committee.</i></p>	Item complete.

		<ul style="list-style-type: none"> No concerns expressed with process. 	
5	External Updates		
5.01	Environmental Health Review Phan for Papadopoulos	<p>AI (April 13/13): Papadopoulos to draft letter to potential advertisers and submit to the NEC for approval. CONTINUES.</p> <ul style="list-style-type: none"> Next EHR will have article about membership engagement Article submissions must go through a more rigorous process for review and approval Concerns still exist in accessing the journal Remains an important tool, so we need to refocus attention 	<p>Phan to follow-up with Andy Papadopoulos with respect to reporting and advertising letter.</p> <p>Weighill/Philipation to assess usability of MSC access for EHR to report back by next meeting</p>
5.02	NEC Rep to BOC Phan for Mak	Deferred to Joint Meeting in Winnipeg	
5.03	NEC Rep to the EHFC Phan for Roark	Deferred to Joint Meeting in Winnipeg	
5.04	NEC Rep to CoPE Phan for Chong	<p>AI (April 13/13): Tam to share information on webinar initiative once complete.</p> <ul style="list-style-type: none"> Webinars were successful. Contact with EduKaans by Tam <ul style="list-style-type: none"> Meeting with COO at some point in the future. More updates to come. This discussion needs to take place at a higher level of "what does conferencing mean to us" and how does this translate to effects to members? 	Move webinars initiatives under a separate agenda item.

5.05	NEC/BOC/EHFC/COPE Chairs Committee Phan	Deferred to Joint Meeting in Winnipeg	
5.06	Retiree Advisory Committee Update Phan <i>for</i> Scharfe	<ul style="list-style-type: none"> • Different viewpoints as to whether RAC is still a need • Concerns with Branch connections/communication/reporting • In NB, an executive position is available for retiree • Best engagement is at the local-level, not at a high national level. • RAC is engaged with the Canadian Spa Association exploring potential for 3rd party audits of CSA affiliated facilities 	Philipation/Brown to review ToR for RAC and report back
5.07	International Federation of Environmental Health Phan <i>for</i> Bradbury	<ul style="list-style-type: none"> • Bradbury reported on CIPHI's behalf at the latest meeting • Mel Knight is present to provide remarks on behalf of IFEH/NEHA on Tuesday 	
6	Conference Reports/Updates/Bids		
6.01	AEC 2013 Planning Update Chrisp	<ul style="list-style-type: none"> • Registration numbers have improved • Currently working on delivery of the conference and logistics 	
6.02	AEC 2014 Planning Update Hearn	<ul style="list-style-type: none"> • To be hosted at the Sheraton St. John's • Keynotes TBD • Q: related to capacity to internet broadcasting? • Interest in webinar presentations? • Assistance is available from other Branches 	
6.03	AEC 2015 Planning Update Weighill	<ul style="list-style-type: none"> • Looking to have a few sessions broadcast via webinar • Middle of June 2015 targeted @ Westin Downtown • 300-400 expected 	
7	Standing Items (Items Brought		

Forward)			
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents Philipation	<p>AI (Dec 14/11): Phan to develop a policy re: membership renewal. CONTINUES</p> <p>AI (Sep 14/12): Next face to face meeting review policies/constitution/BOC policies to occur in Winnipeg. COMPLETED.</p> <p>AI (Oct 20/12): Tam and Phan will review cost sharing policy. CONTINUES.</p> <p>Moved to Item 9.06</p>	
7.02	Member Service Center Philipation for Krar	<p>AI (Nov 17/12): Philipation to negotiate with cFactor on terms of new contract. COMPLETED.</p> <ul style="list-style-type: none"> ➤ Contract has been finalized. 3-year commitment <p>AI (April 13/13): MacDonald to have additional discussion with Nelson Fok about starting up forum outside MSC or within MSC and is for discussion in June meetings. CONTINUES.</p> <ul style="list-style-type: none"> ➤ How to operationalize? <ul style="list-style-type: none"> • MacDonald to connect with Mike LeBlanc to assess feasibility for restarting <ul style="list-style-type: none"> • Cameron will remain on the committee 6-months as a transition • How are the enhancements being forecast in the budget? • Who decides the work that gets done? • Are there still inefficiencies, i.e. we pay for, but don't use? • Lag in office entry continues 	Phi to follow up with MPS about service level (conference registration, membership list duplication, etc.)

		<ul style="list-style-type: none"> • Need to provide an update on event module 	
7.03	Strategic Plan 2010 to 2013 Phan	<ul style="list-style-type: none"> • Draft is expected in July/August for review. Anticipate final signoff by end of August for posting. 	Item expired. Need a new item for Strategic Plan 2014-17
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	<p><i>AI (Sep 14/12): Diplock to provide binder. Phan to follow up with Diplock. EXPIRED.</i></p> <ul style="list-style-type: none"> ➤ <i>Given the discussion at the Strategic Planning Session, governance of CIPHI will likely change and therefore so will conference planning administration.</i> 	Item expired. Remove from future agendas.
7.06	Finance Committee Update Tam	<p><i>AI (Jan 18/13): Tam review MPS costs to see if an Executive Director position could assume some tasks and report to NEC. CONTINUES.</i></p> <ul style="list-style-type: none"> • Potential deficit dependent on the profit margin for Winnipeg conference • Should the expectation of profit be included in the budget? 	
7.07	Centenary Celebrations Update Timpa	<p><i>AI (Dec 15/12): All to remind their branch members to submit recipes – Delayed until Fall 2013.</i></p> <ul style="list-style-type: none"> • Deferred to AGM • Tree planting to be done in conjunction with EPH Week 	
7.08	EPH Week MacDonald	<p><i>AI (Sep 14/12): EPHW/Twitter Guide must be updated.</i></p> <ul style="list-style-type: none"> • Needs to be more structured • Tree planting to be done during that week 	
7.09	Mandatory Membership	<i>AI (Feb 11/11): Phan to identify interested individuals and form</i>	Item being

	Phan	<p>a committee to assess the concept of mandatory membership. EXPIRED.</p> <p>AI (May 18/12): Phan 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. EXPIRED.</p> <p>AI (Mar 15/13): Vokey to inquire about potential for law schools to provide advice. EXPIRED.</p> <ul style="list-style-type: none"> Based on the new Strategic Plan discussion, this item will be restructured. 	restructured. Remove from agenda.
7.10	<i>Disaster Relief and CIPHI</i>	<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>	<i>Tabled.</i>
7.11	<i>Food Safety Designation Proposal</i>	<i>Tabled</i>	<i>Tabled</i>
7.12	National Survey Phan	<p>AI (May 17/13): Phan to complete the summary of the 2012 survey. COMPLETED.</p> <ul style="list-style-type: none"> Completed and available on the CIPHI website. 	Item completed. Remove from agenda.
7.13	Changes to Industry Canada Act Phan, Philipation	<ul style="list-style-type: none"> Next steps dependent on the outcome of the AGM vote to adopt the new bylaws. 	
7.14	QB Branch Update Phan	<ul style="list-style-type: none"> Discussion between National, Ontario and New Brunswick reps Agreement that QC Branch members would be best 	Phan to compose a formal note to inform QC Branch

		served as a chapter of the NB Branch	members
7.15	NCCEH Contracts Phan	<ul style="list-style-type: none"> Continues. No issues identified thus far. 	
7.16	Community Health Nurses of Canada PHAC-funded Project Phan	<ul style="list-style-type: none"> No update 	
7.17	Awards Luncheon Standardization Mackley, MacDonald, Tam	<p>AI (Mar 15/13): Award Committee to develop options for Award Recipients and provide to NEC. CONTINUES</p> <ul style="list-style-type: none"> Move to awards discussion (9.01) 	
7.18	Branch Portion of Membership Fee Phan	<p>AI (Apr 13/13): Phan to facilitate a financial discussion about core, branch and national operations in Winnipeg.</p> <ul style="list-style-type: none"> Discussion linked to governance Conversation could be part of the larger governance discussion What is National vs. Branch? Need to have clarity in operations Concern with Branch autonomy Difference between Branch business plans Linked with governance discussion in the Strategic Plan, so this issue should be brought into that arena 	Item being restructured. Remove from agenda.
7.19	CIPHI Wikipage Chrisp	<p>AI (Apr 13/13): Darcy to contact Chris Bergeron (MB Branch member) to add an EHFC component to the CIPHI Wikipage.</p> <ul style="list-style-type: none"> Concerns raised about the timeliness and accuracy of information posted on a wiki. Also, about QA/QC and capacity of the NEC or designate to continually review. <p>Motion to continue development of content for posting to a</p>	Chrisp

		Wikipedia page. Weighill/MacDonald. Carried.	
7.20	CPHP Designation Proposal from CPHA Phan	AI (Apr 13/13): Phan to bring ideas to CPHA steering committee. CONTINUES. <ul style="list-style-type: none"> • Question about potential threats and opportunities related to development of this designation. Unsure at this point of impact on CPHI(C) credential. 	
7.21	CIPHI Ethics Wallet Cards Phan	AI (May 17/13): Phan to contact the office and Nina van der Pluijm regarding printing of CIPHI Ethics on the back of the plastic BOC cards. CONTINUES. <ul style="list-style-type: none"> • No update 	
7.22	Regular Membership Application from Ryerson Faculty member	<ul style="list-style-type: none"> • Ryerson instructor is requesting 'Regular' membership in CIPHI pursuant to provisions of the Constitution which allow the Executive Council and/or AGM to accept a qualification considered to be 'equivalent' • Stance of BOC has been that there are no 'equivalent' programs in the world. • A decision at the NEC could be precedent setting and therefore requires additional information. Assessment and/or input from the BOC is needed. 	Phan to discuss with the Board of Certification and report back to the NEC by next meeting.
8	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
8.01			
9	New Business		
9.01	2013 Award Nominations Mackley, MacDonald, Tam	<ul style="list-style-type: none"> • Alex Cross - Julie Scarpino (nominated by D. Chrisp/S. Gravelle) • Alexander Officer - Five Hills Regional Health Authority & Saskatoon Regional Health Authority (nominated by R. Philipation/D. Terry) • Environmental Health Review Award - NB Office of the 	

		<p>CMOH (nominated by S. Bullock/N. van der Pluijm)</p> <ul style="list-style-type: none"> • President's Award - Keir Cordner (nominated G. Tam/R. Philipation) <p>Motion to approve the award recipients for Alex Cross, Alexander Officer, Environmental Health Review and President's Awards as presented. Allen/MacDonald.</p> <ul style="list-style-type: none"> • Concern noted. Is the Alexander Officer Award meant for innovation locally or at the greater Canadian level? <p>Ayes unanimous. Carried.</p> <ul style="list-style-type: none"> • Honorary Member - Dr. Lamont Sweet (nominated by R. Neale/J. Bradley) <p>Motion to bring forward nomination for Honorary Member to AGM as presented. Tam/Hearn. Carried.</p> <ul style="list-style-type: none"> • Life Member - Bernard Chrisp (nominated by W. Keryluk/S. Gravelle) • Darcy Chrisp excused himself from the meeting. <p>Motion to bring forward the nomination for Life Member to AGM as presented. Allen/Philipation. Carried.</p>	
9.02	2013 AGM Preparations Phan	<ul style="list-style-type: none"> • Volunteers for Sergeant-at-Arms, Scrutineers, Parliamentarian and Minute taker discussed • Other logistics discussed 	Item completed. Remove from agenda.
9.03	2013 AEC General Preparation Phan	<ul style="list-style-type: none"> • Logistics discussed. 	Item completed. Remove from agenda.
9.04	2016 AEC Bid(s) Phan	<ul style="list-style-type: none"> • No formal expressions of interest received. AB remains interested and will assess opportunity to host. 	MacDonald bring back to the Alberta

			Branch Executive for further discussion.
9.05	2017 AEC Bid(s) Phan	<ul style="list-style-type: none"> No formal expressions of interest received. <p>Motion to suspend the meeting. Allen/Weighill. Carried.</p> <p>Phan suspended the meeting at 4:30pm June 22, 2013</p>	Item being restructured. Remove from agenda.
9.06	Continuation of National President appointment Phan	<p>Motion to continue the meeting. Tam/Mackley. Carried.</p> <p>Phan called the meeting to order at 8:30am June 23, 2013.</p> <ul style="list-style-type: none"> The motion that appointed Phan as National President expires at the end of the Annual General Meeting. In consultation with O'Toole, it was decided that continuation of the appointment was not necessary. O'Toole would take responsibility of the National president role at the end of the Annual General Meeting. 	Item completed. Remove from agenda.
9.07	Historian Report Roark	<ul style="list-style-type: none"> Minutes have been compiled up to 1972 A compiled disk was presented to all Branch presidents of all scanned editions of the EHR and its' predecessors <ul style="list-style-type: none"> Discussion about the cost of purchasing the disk versus providing free on the MSC Should this be a benefit of membership? What's the management plan for historical documents? <ul style="list-style-type: none"> Further discussion required. 	Item completed. Remove from agenda. Need to add documentation retention discussion as a new item.
9.08	EHFC Regulation RE: Quorum Phan	<ul style="list-style-type: none"> EHFC Regulation requires two NEC representatives to constitute a quorum. Based on challenges in HR capacity, it is suggested that the number be reduced to 1. 	Phan to inform EHFC Chair of request to review EHFC Regulation.

		Motion to direct the Environmental Health Foundation of Canada to review their Regulation and change the quorum requirement to need only one National Executive Council Representative. Weighill/Philipation. Carried.	
9.06	Policy Workshop Philipation, Phan, O'Toole	<ul style="list-style-type: none"> Phan yielded the Chair of the meeting to Philipation to facilitate policy workshop. 	
10	Next Meeting		
10.01	Meeting Schedule	<p>All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting</p> <ul style="list-style-type: none"> Friday July 19, 2013 (Teleconference) Responsibility for Minutes: British Columbia <p>Upcoming</p> <ul style="list-style-type: none"> Saturday August 17, 2013 (Teleconference) Responsibility for Minutes: Alberta Friday September 20, 2013 (Teleconference) Responsibility for Minutes: Saskatchewan Saturday October 19, 2013 (Teleconference) Responsibility for Minutes: Manitoba Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario Saturday December 14, 2013 (Teleconference) Responsibility for Minutes: New Brunswick 	Phan
10.02	Adjournment	Motion to adjourn. MacDonald/Chrisp. Carried.	

	Philipation	Philipation adjourned the meeting at 12:00pm June 23, 2013.	
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