

**Approved Minutes**

October 19, 2013

Teleconference

Dial: 1-866-613-5223

Participant Code: 3856647

**Unapproved Minutes**

**Invitees:** National >Gary O’Toole (President)  
 National >Phi Phan (Past President)  
 British Columbia >Crystal Brown (President)  
 Alberta > Jason MacDonald (President)  
 Saskatchewan >Kari Engele-Carter (Saskatchewan Representative)  
 Manitoba >Darcy Chrisp (President),  
 Ontario >Cameron Weighill (President),  
 New Brunswick > Mark Allen (President),  
 Nova Scotia / Prince Edward Island >Doreen Mackley (President)  
 Newfoundland and Labrador >Darroch Vokey (President)

**Regrets:** Ryan Philipation (President), Kathleen Martin  
**Absent:** Alberta > Jon Elliott (Vice-President), Tony Makrostergios (President-Elect), Nova Scotia / Prince Edward Island >Sean O’Toole (President-Elect),

**Minutes:** Manitoba

#	Item	Notes	Lead
1	Welcome		O’Toole
2	Additions to Agenda	Discussion re: Access to MSC under 7.02 Motion to adopt Mackley/Vokey Carried	O’Toole
3	Approval of Minutes	Sept 20, 2013 (teleconference)	O’Toole

		<ul style="list-style-type: none"> <li>Changes: Crisp changed to Chrisp in Invitees section at top.</li> </ul> <p>Motion to adopt Chrisp/Allen Carried</p>	
4	Review of Electronic Motions		
	None.		
5	Review of Action Items		
	Action items from last meeting	<ul style="list-style-type: none"> <li>Awards committee to approach EHFC about combining awards</li> </ul>	MacDonald/Mackley
	Outstanding action items	<ul style="list-style-type: none"> <li>Assess usability of MSC access for EHR to report back by next meeting (ONGOING AS OF AUGUST 2013) COMPLETE</li> <li>Develop a policy re: membership renewal.(Dec 2011, ONGOING AS OF AUGUST 2013)</li> <li>Review cost sharing policy</li> <li>Follow up with MPS about service level (conference registration, membership list duplication, etc.)</li> <li>Review MPS costs to see if an Executive Director position could assume some tasks and report to NEC</li> <li>Contact Bonnie at the National office to discuss release of information respecting retired members RE employment opportunities during emergencies.</li> <li>Prepare a background document on spa industry association initiative for NEC (employment opps for retired members)</li> </ul>	<p>Weighill, Phillipation</p> <p>Phan</p> <p>Tam/Phan/O'Toole</p> <p>MacDonald</p> <p>Tam</p> <p>Scharfe</p> <p>Scharfe</p> <p>O'Toole</p>

		<ul style="list-style-type: none"> <li>Establish an ad-hoc committee to discuss conference planning and the review of the Conference Planning Binder.</li> <li>Discuss on the next step on complaint received at national office regarding members</li> <li>O'Toole to schedule the complaint investigation framework to the next face-to-face meeting</li> </ul>	<p>Tam/O'Toole</p> <p>O'Toole</p>
6	Conference Updates		
6.01	AEC 2013 Close-out	<ul style="list-style-type: none"> <li>Will be ready to close out very shortly and are projecting a profit.</li> </ul>	Chrisp
6.02	AEC 2014 Planning Update	<ul style="list-style-type: none"> <li>Progressing well to date</li> <li>Looking into livestreaming some presentations</li> <li>Website up. New content to be added when available</li> <li>Finalizing all forms for speakers and exhibitors/sponsors</li> </ul>	Vokey
6.03	AEC 2015 Planning Update	<ul style="list-style-type: none"> <li>Looking at livestreaming some presentations</li> <li>Used this technology at 2013 Branch conference and it raised an extra \$3000</li> </ul>	Weighill
6.04	2016 AEC Bid(s)	<ul style="list-style-type: none"> <li>AB strongly considering a bid</li> </ul>	MacDonald
7	Standing Items (Items Brought Forward)		
7.01	Finalize Terms of Reference, Policies, Procedures and other Administrative Documents	<ul style="list-style-type: none"> <li>Goal of having updates completed by October 31, 2013</li> </ul>	Philipation
7.02	Member Service Center	<ul style="list-style-type: none"> <li>Krar not available for update</li> </ul>	Krar

		<ul style="list-style-type: none"> <li>To obtain permission to gain access to MSC membership data, contact Barbara Krar by e-mail at <a href="mailto:barbarakrar@gmail.com">barbarakrar@gmail.com</a>. CC Cam and Ryan.</li> <li>Transfer from Weighill to Krar is complete.</li> </ul>	
7.03	Finance Committee Update	<ul style="list-style-type: none"> <li>No report. Crystal will touch base with Gary Tam to obtain report for next meeting</li> </ul>	Tam
7.04	Centenary Celebrations Update	<ul style="list-style-type: none"> <li>Mascots were purchased for each branch</li> <li>Coins are sold out</li> <li>More tree planting ceremonies were held (NS)</li> </ul>	Timpa
7.05	EPH Week	<ul style="list-style-type: none"> <li>Appeared to be lots of recognition this year</li> <li>Lots of activity on social media</li> <li>Working towards more proclamations in 2014</li> <li>Press release may need to be reconsidered given the cost benefit</li> </ul>	MacDonald
7.06	Changes to Industry Canada Act	<ul style="list-style-type: none"> <li>Mostly completed</li> <li>EHFC piece to be followed up on</li> </ul>	Phan, Philipation
7.07	NCCEH Contracts	<p>NCCEH is looking for project ideas</p> <ul style="list-style-type: none"> <li>Discussion</li> <li>Project ideas to be forwarded to Christina Chociolko</li> <li>Discussion around <i>Risk Based Online Module for Food Safety</i> being handed over to CIPHI, CoPE, CoPE subcommittee, CIPHI Branch</li> <li>O'Toole to request ideas from CoPE</li> </ul>	Phan
7.09	Public Health Certification Project (CPHA)	<ul style="list-style-type: none"> <li>Still years away from being completed</li> <li>Lots of individuals involved including CIPHI</li> <li>If anyone wants more info contact Gary O'Toole</li> </ul>	Phan
7.10	National Awards	<ul style="list-style-type: none"> <li>Website still needs to be updated. Mike waiting for info</li> </ul>	Mackley,

		from Tim Roark. <ul style="list-style-type: none"> <li>• Doreen to monitor to ensure it is completed</li> </ul>	MacDonald, Tam
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	Website Update	<ul style="list-style-type: none"> <li>• NEC page has been created</li> </ul> <p><b>ACTION ITEM: Those that have not provided a bio and photo to O'Toole to post on website, please provide asap</b></p> <ul style="list-style-type: none"> <li>• Discussion page to be re-activated shortly</li> </ul>	O'Toole
9.02	Strategic Planning Meeting	<p>Gary still working on a date for next meeting. Nove 7<sup>th</sup> or 18<sup>th</sup> are possibilities. Will be in the afternoon for 2 hrs.</p> <p><b>ACTION ITEM; Gary to pick date and send request shortly</b></p>	O'Toole
9.03	Engaging or Partners	<ul style="list-style-type: none"> <li>• Will stay the course for now</li> <li>• Gary to make sure they are aware of meetings</li> </ul>	O'Toole
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"> <li>• Friday November 15, 2013 (Teleconference) Responsibility for Minutes: Ontario</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <li>• Saturday December 14, 2013 (Teleconference) Responsibility for Minutes: New Brunswick</li> </ul>	O'Toole
10.02	Adjournment	Motion to Adopt: Vokey/Brown - Carried	O'Toole