

Minutes
December 14, 2013

Dial: 1-866-613-5223
Participant Code: 3856647

Minutes

- NEC Members:** Gary O’Toole (President), Phi Phan (Immediate Past President), Crystal Brown (BC President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Mark Allen (NB President), Doreen Mackley (NS/PEI President), Laurie Hearn (NL President), Kathleen Martin (MB)
- Invited Guests:** Pamela Scharfe
- Regrets:** Darcy Chrisp (MB President), Cameron Weighill (ON President)

Minutes for this meeting were recorded by New Brunswick

#	Item	Notes	Lead
1	Welcome & Roll Call		Gary O’Toole
	NEC Membership Changes	President O’Toole highlighted NEC changes: Outgoing past president: Phi Saskatchewan President: Ryan off, Kari on BC Branch President: Gary off, Crystal on NL President: Darroch off, Laurie on Thanks given and welcomes made	Gary O’Toole
2	Agenda & Minutes		
2.01	Agenda approval/additions	Added 6.01 new appointment to EHFC Moved Allen/Mackley that modified agenda be approved - carried	Gary O’Toole
2.02	Minutes approval/corrections	Action: Deferred to next meeting Action: Minutes on website need updating – O’Toole to take care of	Gary O’Toole
3	Review of Electronic Motions		
	Motion for work planning meeting Motion made on December 2, 2013. Voting remained open until December 5, 2013.	I move that the NEC schedule a face to face meeting in 2014 and that the costs of that meeting come out of the 2014 operating budget. Furthermore, the location of the meeting should consider the least expensive travel options. <i>Moved by: Darcy Chrisp</i>	Gary O’Toole

		<p><i>Seconded by: Mark Allen</i> <i>In favour: C. Brown, D. Mackley, C. Weighill, P. Phan, J. MacDonald, K. Engele-Carter.</i> Motion Passed. <i>Motion read into record</i></p>	
4	Standing Committee Reports		
4.01	Advocacy & Translation	<i>No report</i>	Darcy Chrisp
4.02	Environmental Public Health Week	<i>No report</i>	Jason MacDonald
4.03	External Relations	<i>No report</i>	Mark Allen
4.04	Communications	An ad was produced to promote our organization's Twitter accounts (National, CoPE, EHFC, etc.). The ad was also created as a web banner for the MSC site and webpage. Peter is available to assist with future communication projects as needed.	Peter Heywood
4.05	Website	<i>No report</i>	Cameron Weighill
4.06	Constitution and By-laws	<i>No report</i>	Kari Engele-Carter
4.07	Finance and Audit	<i>See 10.1</i>	Crystal Brown
4.08	Membership Committee	<i>No report</i>	
5	Ad-hoc Committee Reports		
5.01	Environmental Health Review	<p>We have been negotiating a contract extension with Canadian Science Publishing over the last couple of months. The agreement is largely the same as the initial contract; however, some provisions have been removed as we do not use these services while others have been included. Some of the main changes to the agreement include:</p> <ul style="list-style-type: none"> * Removal of a payment schedule for print additions * The contract will be over three years with a slight credit increases in fees over that time. * The inclusion of the fee-for-service press releases with the first one being \$325 and each subsequent press releases being \$650 <p>The issue of advertising was raised with Canadian Science Publishing and we are beginning to embark on a process to increase advertising revenues. We have been successful to date selling subscriptions, both individually and as part of a consortium to various libraries across Canada including public</p>	Andrew Papadapoulos

		health agency libraries. I am currently proof reading the next issue of the EHR and it should be ready for release early in the new year.	
5.02	CIPHI Retirees Committee	<i>Pam asked for assistance in rounding out membership to RAC. A better linkage/relationship with Branches is being sought. Group is working with Centenary Committee on a Time Capsule project. Action: Scharfe to provide a more definite project with budget to next NEC meeting.</i> <i>RAC has been meeting with the Canadian Spa Industry Association to establish a 3rd party inspection process for the Industry. A MOU has been suggested and a copy given to O'Toole. Action: O'Toole to circulate to NEC for review and comment</i>	Applicable Presidents Pamela Scharfe O'Toole
5.03	Awards Committee	<i>Work is underway to better coordinate and streamline all CIPHI awards. Suggestions to be provided to a future meeting.</i>	Doreen Mackley/Jason MacDonald
5.04	CIPHI Centenary	<i>Centenary Committee is winding down. One activity (tree planting at Ryerson in spring 2014 remains undone and will need a new responsibility center). Some of the allocated budget remains unspent. Action: O'Toole to ask Chair for a final project report, including financial accounting, and a recommendation on how remaining funds should be disbursed.</i>	Sara Timpa O'Toole
5.05	CIPHI Booth & Merchandising	<i>No report</i>	Kari Engele-Carter
5.06	Conference Committee	<i>No report</i>	Cameron Weighill
5.07	Data Management	<i>No report</i>	Cameron Weighill
5.08	Appeal Reviews	<i>No report</i>	Darcy Chrisp
6	Corporate Reports		
6.01	Environmental Health Foundation of Canada	<i>New NEC Appointment Action on this was tabled until it is determined if EHFC has changed its operating rules Action: Phan to check with EHFC</i>	Ron deBurger/Tim Roark Phan
6.02	Board of Certification	The Board of Certification held its 2013 face-to-face fall meeting in Edmonton on November 29/30. The following topics/items may be of interest to the NEC: 1. Across Canada, about 190 candidates were successful in the October BOC Examination and were certified. The exact number	Nina van der Pluijm/ Tony Mak

		<p>depends on results of the appeal process.</p> <ol style="list-style-type: none"> 2. Responding to information obtained through a survey and a focus group interview in Blue Mountain, 2012, BOC has initiated steps to move its Strategic Project forward. The BOC has been assembling working committees to review and update current Instructional Objectives so as to reflect the current needs of our profession. The Steering Committee is in the stage of finalizing membership of the working committees. 3. It was the last meeting of Gord Stewart, the Past Chair. Members appreciated the invaluable contributions made by Gord in the past years. Garth Gosselin will step in as the new Vice-Chair in 2014. 	
6.03	Council of Professional Experience	<p>Translation of the CPC Program Guide is in the final review and will be available in the new year.</p> <p>CoPE has submitted changes to their by-laws for NEC review.</p> <p>Action: NEC members to review and be prepared to discuss at next meeting</p>	<p>Craig Nowakowski/ Henry Chong</p> <p>All</p>
7	Standing Business		
7.01	International Federation of Environmental Health	<p>There is an upcoming Board meeting to discuss sponsorship and advertising opportunities that I have recently proposed to the Board. Information respecting the IFEH Hedgerow Bursary is now available on the web.(www.ifeh.org) The Federation received financial support in the form of a Bursary from Hedgerow Software Ltd. of Canada (\$10,000/year) with the purpose being to support members from developing countries to attend IFEH Council Meetings. This is a bursary I solicited while in Vilnius, Lithuania at the 2012 World Congress and the cheque presentation was made this May in Renfrew, Scotland</p> <p>The Roy Emerson Award - Inaugural Essay Competition for Students who are affiliated with IFEH Member Countries or our Academic Association members are invited to submit a 2000-2500 Word Essay and accompanying power-point presentation on the theme: "The Climate Change Challenge"...</p>	Robert Bradbury

		<p>engaging the Environmental Health Practitioner. The winner will be funded by IFEH to receive the prestigious Award in Las Vegas, USA and to present the Award Winning Essay as a Conference Presentation at the joint 13th IFEH World Congress/NEHA AEC Event from 7-10 July 2014 in Las Vegas. The winning essay will be published in the IFEH Journal and we are now looking for a sponsor for this. I would ask the NEC to forward this info to the schools of environmental health.</p> <p>The IFEH Journal will be available shortly, Kathryn Young of Ireland has agreed to be the Editor and the next edition is due out before Christmas. We are looking forward to Kathryn's first publication. In addition, we are looking to develop a web job posting site (the GPS Locator) and hope to have this available early in 2014. Job postings will be by IFEH Regions. We hope to find a sponsor for this as well.</p> <p>The 2014 World Congress will be held in Las Vegas in early July. I would encourage members of CIPHI to mark this on their calendar and plan to attend.</p> <p>NEC has been given 3 complimentary registrations. It was decided to budget for the President to attend. Additional though to be given on how to use other two registrations. The IFEH meeting is only days before CIPHI meeting and logistics could be challenging.</p>	
8	Conference Updates		
8.01	AEC 2014 Planning Update	<p>Darroch Vokey, Past President NL Branch will continue as conference chair. NEC expressed concern about planning proceeding with a loss projection. NEC members are available to help with revenue generation if planning committee desires.</p> <p>Action: CIPHI Conference Planning Guide needs to be updated. A new lead is required. O'Toole to identify lead and process at next meeting.</p>	<p>Laurie Hearn</p> <p>O'Toole</p>
8.02	AEC 2015 Planning Update	No report	Cameron Weighill
8.03	2016 AEC Bid(s)	No bid	Jason MacDonald
9	'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)		
	None.		
10	New Business		
10.01	Budget approval 2014	<p>Crystal reviewed draft budget. Some gaps still need to be filled to allow Finance Committee to finalize for presentation to NEC early in New Year.</p> <p>Action: Responsibility centers to provide funding needs to Crystal ASAP.</p>	<p>Crystal Brown</p> <p>Project leads</p>
10.02	Cost Sharing Agreement	Approval of new cost sharing formula and national operating policy #8	Crystal Brown

		Motion: Brown/Allen that the new cost sharing formula be approved – Carried NOP#8 will be brought forward for decision at future meeting	Carter/O'Toole
10.03	Committee Assignments	Review of committees and chair assignments Action: Individuals to review assignments and interests and make changes/requests know to O'Toole by Jan 10, 2014	Gary O'Toole All
10.04	Work Planning Meeting	Location to be finalized by Dec 18	Gary O'Toole
11	Next Meeting		
11.01	Meeting Schedule	All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated. Next Meeting <ul style="list-style-type: none"> Saturday February 15, 2014 (teleconference) Responsibility for Minutes: Nova Scotia/Prince Edward Island Branch Upcoming	Gary O'Toole
11.02	Adjournment		O'Toole