

**February 15, 2014 Executive Teleconference Minutes  
(Approved March 14, 2014)**

**Minutes**

**NEC Members:** Gary O’Toole (President), Crystal Brown (BC President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Darcy Chrisp (MB President), Cameron Weighill (ON President), Doreen Mackley (NS/PEI President), Laurie Hearn (NL President)

**Invited Guests:** Tony Makrostergios (ON President-Elect), Sean O’Toole (NS/PEI President-Elect), Nina van der Pluijm,

**Minutes for this meeting recorded by Nova Scotia & Prince Edward Island Branch**

#	Item	Notes	Lead
<b>1</b>	<b>Welcome &amp; Roll Call</b>		Gary O’Toole
	NEC Membership Changes	none	Gary O’Toole
<b>2</b>	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<p>Additions added :10.0 Membership Application 10.01 Risk Base Module for Food Inspection Agenda moved by: Cameron Weighill Seconded by: Jason MacDonald <b>Motion passed.</b></p>	Gary O’Toole
2.02	Minutes approval/corrections	<p>Minutes from Toronto meeting Moved by : Cameron Weighill Seconded by: LaurieHearn <b>Motion passed.</b> <b>Changes to Minutes:</b> Add Kari Engele-Carter &amp; Sean O’Toole to Community Partners pg. 11-12. Remove Kathleen Martin. <b>Action Items:</b> Gary O’Toole to post on website &amp; provide detailed work plan.</p>	Gary O’Toole
<b>3</b>	<b>Review of Electronic Motions</b>		
	<p>Motion for conference seed money  Motion made on January 30, 2014. Voting remained open until February 4,</p>	<p><b>I move that the NEC provide \$10,000 to the conference planning team, with the cheque being made to the "2014 Annual Educational Conference Planning Team".</b> <i>Moved by: Mark Allen</i></p>	Gary O’Toole

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	2014.	<i>Seconded by: Darcy Chrisp</i> <i>In favour: C. Brown, D. Mackley, C. Weighill, J. MacDonald, K. Engele-Carter, Laurie Hearn.</i> <b>Motion Passed.</b> <b>Action:</b> Cheque to be cut for NL Conference Committiee	
	Motion for budget approval  Motion made on January 31, 2014. Voting remained open until February 11, 2014.	<b>I move that the NEC approve the budget for 2014.</b>  <i>Moved by: Jason MacDonald</i> <i>Seconded by: Laurie Hearn</i> <i>In favour: C. Brown, D. Mackley, C. Weighill, M. Allen, K. Engele-Carter</i> <b>Motion passed.</b>	Gary O'Toole
<b>4</b>	<b>Standing Committee Reports</b>		
4.01	Advocacy & Translation	<b>Standing Committees to be invited every second meeting.</b>	Darcy Chrisp
4.02	Environmental Public Health Week		Jason MacDonald
4.03	External Relations		Mark Allen
4.04	Communications		Peter Heywood
4.05	Website		Cameron Weighill
4.06	Constitution and By-laws		Kari Engele-Carter
4.07	Finance and Audit	<b>Action:</b> Crystal Brown to make change to the National Operating Procedure Policy # 8. Changes to cost sharing- 50% for Committee Chairs. Nina van der Pluijm expressed her concern that BOC operates a bit different.	Crystal Brown
4.08	Membership Committee		
<b>5</b>	<b>Ad-hoc Committee Reports</b>		
5.01	Environmental Health Review	<b>Action: Gary to send out updated Committee List.</b>	Andrew Papadapoulos
5.02	CIPHI Retirees Committee		Pamela Scharfe
5.03	Awards Committee		Doreen Mackley/Jason MacDonald
5.04	CIPHI Booth & Merchandising		Kari Engele-Carter
5.05	Conference Committee		Cameron Weighill
5.06	Data Management		Cameron Weighill
5.07	Appeal Reviews		Darcy Chrisp

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<b>6</b>	<b>Corporate Reports</b>		
6.01	Environmental Health Foundation of Canada		Ron deBurger/Tim Roark
6.02	Board of Certification	<i>Nina reported the request for the Instructional Objectives Workgroup went out, as well as the Expression of Interest for the Exam Panel (West of Ontario). She encouraged members to send in resumes.</i>	Nina van der Pluijm/ <b>Tony Mak</b>
6.03	Council of Professional Experience		Craig Nowakowski/Henry Chong
<b>7</b>	<b>Standing Business</b>		
7.01	International Federation of Environmental Health	No Update.	Robert Bradbury
<b>8</b>	<b>Conference Updates</b>		
8.01	AEC 2014 Planning Update	Laurie Hearn reported Twitter account set-up. The Committee is working on sponsorship and speakers. Keynote speakers are confirmed.	Laurie Hearn
8.02	AEC 2015 Planning Update	Tony Makrostergios provided an update- to be held at the Ottawa Westin, on Sept.14-16, 2015. Contract signed with the hotel, and setting up committees. Discussed a planner rate with Starwood Group of Hotels.	Tony Makrostergios
8.03	2016 AEC Bid(s)	Jason MacDonald provided an update- possible the West Edmonton Mall in September. <b>Action: to provide NEC with bid package.</b>	Jason MacDonald
<b>9</b>	<b>'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)</b>		
	None.		
<b>10</b>	<b>New Business</b>		
10.01	Work plan	<b>Action: Gary to complete and provide. Please review membership document provided by Cameron Weighill.</b>	Gary O'Toole
10.02	AEC Meetings	Discussion on meeting logistics for St. John's	Gary O'Toole
10.03	Privacy Policy	Discussion on whether legal advice is required for membership disclosure. It was suggested that there be cost sharing for privacy policy advice. <b>Action: Cameron Weighill to look into whether a consultant or lawyer is required. Gary O'Toole suggested he speak with Karlene at MPS due to location of National Office.</b>	Cameron Weighill
10.04	Membership Application	Discussion regarding Thomas Tenkate from Ryerson University's request for regular membership to CIPHI, would like to become involved and be a member. It was agreed that CIPHI does not have criteria to access this	Cameron Weighill / All

		request at this time. <b>Action: Cameron Weighill to respond to him. Review of bylaws is required.</b>	
10.5	Risk Base Module for Food Inspection	National Collaboration Centre has approached CIPHI to provide this program. Opportunity for CIPHI to provide course and generate some funds. Gary O'Toole to contact Jim Kostoch and to set up meeting.	Gary O'Toole
11	Next Meeting		
11.01	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, March 14, 2014 (teleconference) Responsibility for Minutes: Newfoundland &amp; Labrador Branch</li> </ul> <p>Upcoming</p> <ul style="list-style-type: none"> <li>• Saturday April 19, 2014 (teleconference) Responsibility for Minutes: British Columbia Branch</li> </ul>	Gary O'Toole
11.02	Adjournment		Gary O'Toole