

## Minutes

May 16, 2014

### Minutes

**NEC Members:** Gary O'Toole (President), Crystal Brown (BC President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Cameron Weighill (ON President), Doug Walker (NB Vice-President), Sean O'Toole (NS/PEI President), Sara Baird (NS/PEI President-Elect), Laurie Hearn (NL President), Nina van der Pluijm

**Regrets:** Jason MacDonald (AB President)

*Minutes for this meeting will be recorded by Manitoba Branch (Kathleen Martin)*

#	Item	Notes	Lead
1	Welcome & Roll Call		Gary O'Toole
2	Agenda & Minutes		
2.01	Agenda approval/additions	Approval of Agenda as circulated  Motion: L. Hearn Seconded: C. Brown All in favour	Gary O'Toole
2.02	Minutes approval/corrections	Approval of meeting minutes for March meeting  Motion: C. Brown Second: C. Weighill All in favour Action Item: Gary to send to Mike	Gary O'Toole
3	Review of Electronic Motions		
3.01	Motion for signing officers  Motion made on February 24, 2014.	<b>This motion was withdrawn by the mover and the seconder.</b>  <i>Advice from national office is to avoid making changes due to administrative fees or processes that may be incurred as a result of changing the signing officers, particularly if the signing officers are not from the Vancouver area and unable to visit the bank.</i>	Gary O'Toole

3.02	<p>Motion to work with NCCEH and Traincan to assume management of the risk based inspection online module.</p> <p>Motion made on April 8, 2014.</p>	<p><b>I motion that the NEC move forward with taking over the risk based food inspection module from NCCEH with Traincan's technical support.</b></p> <p><i>Moved by: C. Brown</i>  <i>Seconded by: .M. Allen</i>  <b>All in favour</b></p>	Gary O'Toole
3.03	<p>Motion to approve NOP #6</p> <p>Motion made on April 4, 2014</p>	<p><b>I move that the NEC accept the NOP#6 as distributed.</b></p> <p><i>Moved by: D. Chrisp</i>  <i>Seconded by: M. Allen</i>  <b>All in Favour.</b>  <b><u>Been posted on website</u></b></p>	Gary O'Toole
3.04	<p>Motion for MSC Enhancements</p> <p>Motion made on April 30, 2014</p>	<p><b><i>I move that CIPHI request two enhancements to the Members Services Centre. First, extractable membership lists that are taken from the MSC will include ALL CONTACT FIELDS of each member (all email addresses, work and home addresses, all phone numbers, etc). Second, two additional fields will be added to the extractable membership contact lists for possible future use by the Branches. Possible future uses include, but are not limited to, current employer, geographical zone, etc.</i></b></p> <p><i>Moved by: J. MacDonald</i>  <i>Seconded by: K. Martin</i></p> <p><i>In favour: Laurie Hearn, Doreen Mackley, Kari Engele-Carter, Crystal Brown</i>  <i>Opposed: Cameron Weighill, Mark Allen</i>  <i>Motion passed.</i>  <i>Discussion with Cam, Barbara and Jason and working on issues</i></p>	Gary O'Toole
<b>4</b>	<b>Standing Committee Reports</b>		
4.01	Environmental Public Health Week	<p><b><i>Needs new chairperson</i></b>  <b><i>Theme set: The Next 100 years</i></b>  <b><i>Someone doing poster</i></b>  <b><i>Doodle – recruitment based on previous list.</i></b></p>	Crystal Brown

		<b>Transparency issue with volunteer; highlight doing work behind the scenes</b>	
4.02	Communications	<b>To be considered as part of new Advocacy committee Peter Heywood – interest in playing greater role, in advocacy, branding No update</b>	Peter Heywood
4.03	Website	No update	Cameron Weighill
4.04	Finance and Audit	Crystal to provide update on budget Quarterly report been released Distribute of budget	Crystal Brown
4.05	Member Service Centre	Barb, Jason, Gary and Cam – additional fields, and addition of region / zone. Jason and Barb to get back about it. For various provinces; zones or regions if want to delineate the zones. Cam working with CoPE and fine tuning with messaging processing which is going smoothly, Half way thru the audit. Changes to the module to continue; CoPE to utilize stats and perhaps release the information of participation to the NEC. Report for the Branch executive to see what the level of participation was. Encourage CoPE to extract data, or enable branch presidents to extract the data. Accessibility has to be CoPE, privacy issues needs to stay with CoPE. Cam offered services to CoPE to pull out the stats; wanting to show participation at the employer level. Other ways CoPE can enhance their communication; can send out tailored emails to group of individuals that have not participated.	Barbara Krar
4.06	Appeal Review Committee	No update	Kathleen Martin
<b>5</b>	<b>Other Committee and Appointee Reports</b>		
5.01	CIPHI Retirees Committee	No update	Pamela Scharfe
5.02	IFEH	No update	Robert Bradbury
5.03	Awards Committee	No update	Jason/Sean
<b>6</b>	<b>Corporate Reports</b>		
6.01	Environmental Health Foundation of Canada		Ron deBurger/Tim Roark
6.02	Board of Certification	Meeting on May 22, 2014 to finalize marks; within a few weeks Lake Superior State University have been given approval for a 2 year term and plan to begin in the Fall. Portion of the University is in Canada; part of requirement to be within the health units in Canada and CPHI(C). MOUs demonstrated for joint collaboration.	Nina van der Pluijm/ <b>Tony Mak</b>

		C. Weighill noted that Conestoga application will be forwarded within the next 3-4 weeks.	
6.03	Council of Professional Experience		Craig Nowakowski/ Henry Chong
6.04	Environmental Health Review		Andrew Papadopoulos
<b>7</b>	<b>Conference Updates</b>		
7.01	AEC 2014 Planning Update	Sponsors have come in. Provincial support for possibly CIPHI members. Preliminary schedule posted; 4-5 spots still remaining. Hotel over booked; overflow available.	Laurie Hearn
7.02	AEC 2015 Planning Update	Ottawa; recent request to recruit high level politicians to be present. CIPHI Ontario to draft letter.	Cameron Weighill
7.03	2016 AEC Bid(s)	No update	Jason MacDonald
<b>8</b>	<b>'Parking Lot' Business (Items that appeared on a previous agenda that have not been dealt with as of yet)</b>		
8.01	Posting on Website	Cost sharing formula not on line; Formal policy on sending information to be posted. Should go thru the NEC Chairs; who decides if it is a document that the members to view; conversation at the NEC level prior. Articulate with Mike that only NEC Chairs to send Document management discussion; easier mechanism. Head of governance of NEC Chair should be the communicators; or send "on behalf of" and cc you on the email. Gary to follow up with Mike; eliminate cross and duplication.	Crystal Brown
<b>9</b>	<b>New Business</b>		
9.01	Work plan	Update Action Item: Look at before July; as some of the work needs to be done prior to the July meeting; so can discuss a strategy; Tap into skill sets Initial bit of work need to be conducted prior to meeting (i.e. Draft TOR). Review it in advance and discuss in NFLD. Agree to change timelines, but not the tasks as that was the work decided to do in Toronto. Routine business that needs to be worked on. Action Item: Review TOR sent by C. Weigheill and Social Media Policy	Gary O'Toole
9.02	AGM planning	AGM Binder and reports Emails sent out for request of reports. Provided a few weeks in advance; see website. Reports from governing bodies, National and Branch President Streamline the process; Report as an organization as opposed to Branch	Gary O'Toole

		<p>specific reports. Duplicate and repetition amongst the reports. Visually pleasing, moving forward on National Report and removal of Branch reports. Constitution states; that Branches to submit report.</p> <p>Pre-conference meeting agenda: Submit any agenda items. Saturday and Sunday; AGM prep for Saturday Morning; last minute adjustments to be done Sunday afternoon. Saturday night; drinks and dinner and question based conversation.</p> <p>Leadership event for our organization; investment in the individual on leadership</p> <p>TurnItIn – lunch on Sunday</p>	
9.03	Risk based inspection module	<p>Ad-hoc committee</p> <p>Make a call for assistance; June teleconference</p> <p>NCCEH trying to find permanent home for the module; and TrainCan</p>	Gary O'Toole
9.04	EHR Reports	Template?	Gary O'Toole
<b>10</b>	<b>Next Meeting</b>		
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><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Saturday June 21, 2014</li> </ul>	Gary O'Toole
10.02	Adjournment	<b>12:21</b>	Gary O'Toole

Note: Pages 3000 – 3004. Next minutes begin at 3005.