

## Minutes

June 21, 2014

### Minutes

**NEC Members:** Gary O'Toole (President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Cameron Weighill (ON President), Sean O'Toole (NS/PEI President), Laurie Hearn (NL President)

**Absent:** Crystal Brown (BC President), Mark Allen (NB President)

**Guests:** Nina van der Pluijm

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

#	Item	Notes	Lead
1	Welcome & Roll Call		Gary O'Toole
2	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<b>Additions:</b> Membership and Privacy Names, Social Media Policy (both New Business) Motion to approve agenda with the addition Motion: K. Martin Second: S. O'Toole All in favor, <i>MOTION PASSED</i>	Gary O'Toole
2.02	Minutes approval/corrections	<b>Additions / Corrections / Edits as circulated:</b> S. O'Toole to be added for present Motion to approve minutes with corrections Motion: S. O'Toole Second: L. Hearn All in favor, <i>MOTION PASSED</i> Action Item: Make correction and forward to M. LeBlanc for posting	Gary O'Toole
3	<b>Review of Electronic Motions</b>		
	None		
4	<b>Standing Committee Reports</b>		
4.01	Environmental Public Health Week	J. Macdonald: Meeting speaking poster design, next 100 years.	Crystal Brown

		<p>S. Timpa, P. Heywood, P. Phan, C. Brown, J. MacDonald, J. Cannan. J. Feltham doing the poster as has graphic artist experience, benefits of having poster developed inhouse; as knowledge of our work and institute. As branch president will get pdf and draft proclamation request; committee will get press release.</p> <p>C. Weighill: asked when proclamation draft expected to be released. Response; early summer, next few weeks.</p> <p>Reminder: EPH is 4<sup>th</sup> week (last full week) of September – Monday to Friday and coincides with World Environmental Health Day – September 26, 2014.</p>	
4.02	Communications	<p>G. O'Toole chat with P. Heywood – interested in assisting with communication aspects for CIPHI. P. Heywood tentatively TOR for communications and advocacy. Behind the scene work with draft press release. Conversation about List Serve; federal legislation would not be in compliance with Federal Legislation effective July 1, 2014. Peter looking into legislation and looking into how we can become in compliance. Don't want to have people have to re-subscribe. If not figured out by July 1, 2014, then can't utilize.</p> <p>C. Weighill. Advice given; as long as option to de-subscribe from list then we should be in compliance. Only for commercial use; ie. If sending out messages and not commercial use then we would be in compliance.</p>	Peter Heywood
4.03	Website	<p>The website aspect should be considered as part of the communications and advocacy group. Further discussion at Face to Face meeting in July. J. Elliott – archival of documents; centrally house the documents. Google product offer for non-profit organizations. Exploring good options, issue if too many firewalls for access thru government</p>	Cameron Weighill
4.04	Finance and Audit	Taxes Documents sent to Revenue Canada	Crystal Brown
4.05	Member Service Centre	<p>Update: Outstanding data request: CINI</p> <p>Task list provided to MSC committee (enhancements and / or maintenance). List was to be reviewed and response early next week.</p> <p>Issue of the proper tools to conduct the work.</p> <p>Face to Face conversation in St. John's.</p>	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	<p>J. MacDonald provided an update. Nomination were: President's Award: Ryan Philipation (SK), Phi Phan (AB) Environmental Health Review Award: Jim Chan (ON) Alexander Officer Award: Alberta Health Services – Environmental Public Health Disease Control Program Alex Cross Award: No Nominations Honorary Member Award: Vincent Tam Life Member Award: Patrick Murray (NL) Process: Both individuals are deserving of the award. For just cause – how does that work for multiple nominations. Re-visit the NOP in the future with respect to multiple nominations and two award recipients. Discussion with regards letting nominees being notified of nomination as that may play a role in deciding if wish to attend the Conference / award ceremony. Action Item: J. MacDonald and S. O'Toole: To send out letters of notification to nominees.</p>	Jason/Sean
<b>6</b>	<b>Corporate Reports</b>		
6.01	Environmental Health Foundation of Canada	No Update	Ron deBurger/Tim Roark
6.02	Board of Certification	Discussed the updates to the appeal process.	Nina van der Pluijm/ <b>Tony Mak</b>
6.03	Council of Professional Experience	<p>Proposed by-law changes, approval process Conversation further at St. John's regarding policy and procedures. And approval process. Approvals at the NEC level regarding reps. Action Item: G. OToole to close the loop with C. Nowakowski and subsequently BOC / EHFC that may have similar rep appointments. Update to be provided at meetings in St. Johns.</p>	Craig Nowakowski/ Henry Chong
6.04	Environmental Health Review	No Update.	Andrew Papadopoulos
<b>7</b>	<b>Conference Updates</b>		
7.01	AEC 2014 Planning Update	<p>Have secured funding for 15 NFLD and Labrador staff to attend, and Branch hoping to support 6-7 members, therefore all Newfoundland and Labrador members will be attending. Registrations are continuing to come in. Reminder to send monetary donations for the Welcome Reception / Wine and Cheese event and let the committee know what item will be donated for the silent auction.</p>	Laurie Hearn

7.02	AEC 2015 Planning Update	No updates	Cameron Weighill
7.03	2016 AEC Bid(s)	A bid letter has been sent out this past week. Location is to be Edmonton.	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	None		
<b>9</b>	<b>New Business</b>		
9.01	Work plan	Approval needed of the work plan is required. Send comments to G. O'Toole, review, comment back by next Saturday so can get new version out and approval of the work plan.	Gary O'Toole
9.02	AGM planning	AGM Binder and reports <ul style="list-style-type: none"> <li>• Couple of additional reports are still being submitted. Goal is next Saturday, as needs to get formatted and uploaded.</li> <li>• C. Weighill noted / commented that the able and graphs may be redundant. Formatting issue with one of the BOC figures.</li> </ul> Agenda/schedule for pre-conference meetings is being drafted – send additions Agenda for AGM is being drafted – send additions	Gary O'Toole
9.03	Membership and Privacy Names	A review and update of NOP #2 is required to reflect the information that CIPHI wants to be able to disclose as a result of the requests sent to the office with regards to membership status. A motion and a presentation needs to be drafted so that it can be presented communicated to members at the AGM. Preliminary discussion include: <ul style="list-style-type: none"> <li>- Have membership lists available on website. And therefore have employers go directly to the website to verify membership. If a member, then also certified, as regular membership requires certification.</li> <li>- Based on constitution, a motion does not need to be presented at the AGM as ability to update NOPs.</li> <li>- Do not have the current resources to indicate if the member is meeting the CPC requirements. However discussion about the broader /future use of the database may be such that it denotes, membership, certification and CPC status.</li> <li>- Renewal membership to be further looked into in St. Johns.</li> <li>- Website listing suggestion is: Branch, First, Last Name, Employer and</li> </ul>	

		<p>Number.</p> <p>What needs to be changed of NOP#2 – CW, JM; can hammer. AB mandatory membership. Name and membership status – keep it simple. Action Item: J. MacDonald and C. Weighill to develop an initial draft of Draft NOP#2 for St. Johns. J. MacDonald to prepare visual presentation to present to members as to where we want to go – similar to other professional designations.</p> <p>Further discussion at NEC Face to Face Meeting in St. John's.</p>	
9.04	Social Media Policy	Park the Social Policy for next meeting.	
<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 July 12 and Sunday July 13, 2014 (St. John's) <i>Please ensure you are available Saturday evening for a social meeting with CoPE, EHFC and BOC representatives.</i></li> </ul>	Gary O'Toole
10.02	Adjournment	<p>Motion to adjourn the meeting by C. Weighill</p> <p>Second: L. Hearn</p> <p>All in Favor, <i>MOTION PASSED</i></p>	Gary O'Toole

Note: Pages 3005 – 3009  
Next minutes begin at 3010.