

## MINUTES

November 15, 2014

Teleconference

### Approved Minutes

**NEC Members:** Gary O’Toole (President), Ann Thomas (President-Elect), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Laurie Hearn (NL President)

**Absent:** Crystal Brown (BC President), Douglas Walker (NB President), Sean O’Toole (NS/PEI President),

**Invited Guests Attendance** Pamela Scharfe, Tim Roark, Cameron Weighill (MSC)

#	Item	Notes	Lead
<b>1</b>	<b>Welcome &amp; Roll Call</b>		Gary O’Toole
	New Members	Ann Thomas, President- Elect.	
<b>2</b>	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	Motion to approve the agenda with addition of 9.04. Motion: J. MacDonald Second: L. Hearn All in Favor. MOTION PASSES.	Gary O’Toole
2.02	Minutes approval/corrections	Motion to approve the minutes from October meeting with addition of page numberings. Motion: T. Makrostergios Second: L. Hearn All in Favor. MOTION PASSES.  <b>ACTION ITEM: J. MacDonald to add numbering to pages of October minutes for October minutes.</b>	Gary O’Toole
<b>3</b>	<b>Review of Electronic Motions</b>		
3.1	Motion to approve meeting minutes for June	<i>I move that the minutes for the June NEC meeting be approved.</i>	Gary O’Toole

		Moved by Jason MacDonald Seconded by Kathleen Martin All in favour.	
3.2	Motion for face-to-face meeting	<i>I move that the National Executive Council allocate the necessary funds for the 2015 budget to permit a face to face meeting this coming January in Ottawa to facilitate our ongoing work plan, and that planning for such meeting begin immediately.</i>  Moved by Tony Makrostergios Seconded by Laurie Hearn All in favour.	Gary O'Toole

<b>4</b>	<b>Standing Committee Reports</b>		
4.01	Environmental Public Health Week	Update not available.	Crystal Brown
4.02	Communications	Update not available.	Peter Heywood
4.03	Website	Update not available.	Mike LeBlanc
4.04	Finance and Audit	Update not available.	Crystal Brown
4.05	Member Service Centre	Update not available.	Cameron Weighill
4.06	Appeal Review Committee	NOP #6 requires approval of appeal review panel members by NEC.  <b>ACTION ITEM:</b> K. Martin to forward updated list of appeal review panel members to NEC and make email motion for approval of members to 3 year terms.	Kathleen Martin

<b>5</b>	<b>Other Committee and Appointee Reports</b>		
5.01	CIPHI Retirees Committee	Meeting held in July in St John's as face to face and conference call.  Senators would like to offer assistance with strategic plan and are currently reviewing plan to determine areas of interest. They will then forward offers of assistance.  Newsletter pending for December.	Pamela Scharfe
5.02	Awards Committee	Combining EPHF and CIPHI awards pending.  <b>ACTION ITEM:</b> G O'Toole to add Awards Luncheon Planning to agenda for	Jason/Sean

		January meeting for discussion with 2015 Planning Team.	
<b>6</b>	<b>Corporate Reports</b>		
6.01	Environmental Health Foundation of Canada	<p>Pamela Scharfe presented update as Vice Chair on behalf of Ron deBurger.</p> <p>Michael Lowry would like to honor his father's memory with a new award for Foundation. Proposing the Neil Lowry Award of \$5000 every 2 years. Details and criteria under discussion. Ralph Stanley, ON, EHFC Rep in discussion with M. Lowry.</p> <p>Len Hiebert Award deadline November 1<sup>st</sup> deadline extended to Dec 1<sup>st</sup> for this year.</p> <p>EHFC Resolution: Section 5.3 – The Executive Council members will be amended to delete the required position of a Branch President as requested by NEC.</p> <p>NEC will need to amend 4.B.ii of Bylaw #10 which requires a Branch President sit as member as EHFC</p> <p><b>ACTION ITEM: P. Scharfe to forward resolution onto NEC to facilitate NEC bylaw amendment.</b></p> <p>2014 newsletter will be out during month of December.</p>	Ron deBurger/Tim Roark
6.02	Board of Certification	Update not available.	Nina van der Pluijm
6.03	Council of Professional Experience	Update not available.	Craig Nowakowski/ Henry Chong
6.04	Environmental Health Review	Update not available.	Andrew Papadopoulos
<b>7</b>	<b>Conference Updates</b>		
7.01	AEC 2015 Planning Update	<p>Pinball Clemens tentative as a key note speaker. Two others are pending. Websites updates pending.</p> <p>No further seed money required at this time.</p> <p>Webinar options pending.</p>	Tony Makrotergios
7.02	2016 AEC Bid(s)	<p>Motion to accept the 2016 AEC Bid package as presented.</p> <p>Motion: J. MacDonald</p> <p>Second: T. Makrotergios</p>	Jason MacDonald

		Open for discussion until November 19, 2014.  <b>ACTION ITEM: G O'Toole to move to vote on November 20, 2014.</b>	
<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	MSC Update	<p>Priority is to update MSC for compliance to NOP#2. Updates have been made on MSC for privacy changes.</p> <p>Membership renewal form is waiting comment.</p> <p><b>ACTION ITEM: NEC to forward comments to Kathleen on renewal form.</b></p> <p><b>ACTION ITEM: Gary to forward names of translators available to Kathleen.</b></p> <p>Cameron proposed an email address specific MSC email for use to communicate MSC topics with members. An email is proposed to each member requesting updates on member information and providing information on submitting PDHs. Customized message for Branches available. Message to be sent in early December.</p>	Cameron Weighill
9.02	NationalExec email list	<p>Updates and inclusion criteria</p> <p><b>ACTION ITEM: G O'Toole will add Vice Presidents and President Elects to NEC mailing list.</b></p>	Gary O'Toole
9.03	Ethics / Behaviour of Members	<p>Discussion held on scenario of ethical breach by member leading to termination by Employer and potential of rescinding certification by CIPHI. Work plan includes exploring an ethics committee.</p> <p>Discussion on requesting legal option on scenario, including revoking credentials/membership.</p> <p><b>ACTION ITEM: Jason to reach out to law firm in Edmonton for comment.</b></p> <p><b>ACTION ITEM: Alberta to draft an ethics committee terms of reference.</b></p>	Jason MacDonald

MEETING MINUTES

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		ACTION ITEM: NEC members to forward names of legal firms that work with CIPHI to G O'Toole.	
<b>10</b>	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><b>Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Friday December 19</li> </ul> <p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>• To be scheduled for 2015</li> </ul>	Gary O'Toole
10.02	Adjournment	<p>Motion to adjourn. Motion: T. Makrostergios. Second: K. Martin. All in Favor. Motion Carried.</p>	Gary O'Toole

