

**CIPHI National Executive Council and Governance Bodies Meeting  
Westin Hotel  
Ottawa**

**MINUTES**  
January 16-17<sup>th</sup> 2015

**Approved Minutes**

**NEC Members:** Gary O'Toole (President), Ann Thomas (President Elect), Crystal Brown (BC President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Douglas Walker (NB President), Laurie Hearn (NL President), Dianne, and Sean O'Toole (NS / PEI President), Jason MacDonald (AB President),

**Guests:** Garth Gosselin (BOC), Ron de Burger (EHFC), Victor Mah (COPE), Raymond Ramdayal

**Recorder:** Ann Thomas

#	Item	Notes	Lead
<b>1</b>	<b>Welcome &amp; Roll Call</b>		Gary O'Toole
	New Members	Ann Thomas ( Incoming President)	
<b>2</b>	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	Additions: Resources for Translation ( NB Branch Doug Walker ) Meeting Schedule for NEC ( Ann) NEC Role at AEC and Booth Options	Gary O'Toole
2.02	Minutes approval/corrections	No minutes tabled for approval	Gary O'Toole
2.03	Guiding Principles	Respect the Speaker – Allow them to finish Check in everyone has had the opportunity to express their viewpoint Limit cell phone/texting usage Respect some calls have to be accepted Accept we are all equal partners Respect divergent opinions Make yourself comfortable, sit stand stretch as needed	

<b>3</b>	<b>Strategic Plan Review</b>		
3.01	Overview of Document History	Gary provided an overview of how the strategic plan document was developed. The final report was the work of the facilitator and was not validated in its entirety by all members of the NEC but it was recognized there is some good content.	Gary O' Toole
3.02	Key initiatives	<p>This document was removed from the website due to the concern expressed that it did not accurately reflect the agreed upon strategic planning initiatives which are captured in a separate work plan.</p> <p>Kathleen noted that a reference to the report still appears on the C IPHI webpage but that the link is dead.</p> <p><b>ACTION: Talk to Mike Leblanc to remove the reference to the Strategic Pan and replace it with the work plan. (Kathleen)</b></p>	<b>KATHLEEN</b>
<b>4</b>	<b>Member Service Centre</b>		
4.01	Management Options	<p>Gary gave an overview of the issues he identified with management of the MSC.</p> <p>The contribution of Cameron Weighill to the development of the MSC was acknowledged by all present. Any discussion regarding changes of management structure did not in any way reflect on the excellent work and dedication of personal time that Cam provided to CIPHI members. The issue is now on-going sustainability which in fact was raised by Cam himself.</p> <p>The MSC was intended to serve a larger function originally. This included connecting members via a communication forum. The decision was made to curtail the function to its current form i.e.: membership registration; CEUs</p> <p>Points Raised During Discussion:</p> <ul style="list-style-type: none"> <li>• Volunteer may not sustain this into the future</li> <li>• NEC needs to step back and look at the governance and function of MSC</li> <li>• System as is has a lot of value. Overall it appears that membership needs are being met</li> <li>• Every time there is a "problem with user" someone needs to address</li> </ul>	

		<p>it. May require engagement with cFactor depending on the problem</p> <ul style="list-style-type: none"><li>• Some “fixes” are covered in the contract and there is a process to follow</li><li>• NEC has been dependent on Cam for these functions at this point</li><li>• Lack of clarity as to what functionalities of the system need to be completed and whose role it is to do that.</li><li>• The system itself is not broken but the management of it needs review.</li><li>• Maintenance issues are going to both the office and Cam and there is reason to believe this is causing overlap, extra work and confusion.</li></ul> <p>COPE’s Perspective (Victor)</p> <ul style="list-style-type: none"><li>• COPE going through a third party versus directly to CFactor appears to impact moving forward with changes.</li><li>• COPE feels efficiencies will be created with a streamlined management process</li><li>• COPE has no knowledge of the budget they have to work with.</li><li>• Having a COPE rep on the NEC has been very valuable.</li><li>• Changes to the COPE database are driven by user feedback as well as issues identified by COPE members.</li></ul> <p>Potential Next Steps</p> <ul style="list-style-type: none"><li>• Dedicate more volunteer time in the interim to finalize the functionality of the MSC and get it to a point that it can be more easily managed.</li><li>• COPE and NEC need to be more knowledgeable about the contract and MSC functions rather than have it reside with one person. Transition of knowledge needs to be addressed.</li><li>• Some of the MSC Task Tracking descriptions are years old. Not clear if the budget is an issue and clarification is needed as to why they have not been advanced.</li><li>• Need to tease out potential costs by the end of January as Crystal is finalizing 2015 budget</li><li>• Seems clear that the day to day users and COPE have some outstanding needs but it is not clear exactly what other “development” needs being referred to actually are.</li><li>• Identify who fixes what. Who liaisons with c-factor?</li></ul>	
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		<p><b>ACTION:</b> Discuss TOR with Cameron and enquire if he wishes to take on the MSC Coordinator role. (TONY)</p> <p><b>ACTION:</b> Provide Cfactor contract to NEC Members (JASON MACDONALD)</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Modify TOR</b></li> <li>• <b>Discuss with Cam ( on his acceptance of the position of coordinator)</b></li> <li>• <b>Manage expectations of MSC work plan going forward ( GARY)</b></li> </ul>	
<b>5</b>	<b>Ottawa AEC Planning Team Luncheon</b>		
5.01	Pre-meeting Update	<ul style="list-style-type: none"> <li>• Consultant has been hired to complete work plan and budget</li> <li>• Key notes are confirmed and under budget</li> <li>• Sponsorship packages are done</li> <li>• Traffic flows that support sponsors are developed</li> <li>• Planning team is meeting on bi-weekly conference calls.</li> <li>• Ontario employer support is historically good and location will be accessible by Greater Toronto by ground transport. Anticipating 350 + delegates</li> <li>• Rooms blocked but no available for booking yet</li> <li>• EHFC will be running the golf tournament as a fund raising event</li> <li>• Tony will be the NEC and BOC connection to the planning committee.</li> </ul>	Tony M
5.02	AEC Update	<ul style="list-style-type: none"> <li>• Website will be operational by end of day Jan 16<sup>th</sup></li> <li>• Committees have things well in hand at this time</li> </ul>	AEC Planning Team

		<p><b>CIPHI AGM :</b> NEC questioned how many session will be planned that might affect getting a membership quorum during the CIPHI AGM? This was raised as last AEC in Nfld there was barely a quorum. Some participants complained of the conflict in scheduling. It was noted that CPHAC holds AGM at a breakfast which has worked well. NEC would be in support of this option.</p> <p>Ontario Branch is planning on holding their AGM during the AEC as well which may compound the issue of attendance at AGM. Noted some AEC's do not hold Branch meetings as it is a national conference.</p> <p>No decision was made at this meeting but it is recognized the final decision rests with the AEC planning committee.</p>	
<b>6</b>	<b>Committee Leadership Structure to Support Day to Day Business of CIPHI</b>	<b>DISCUSSION DOCUMENT:</b> CIPHI NEC Committee Assignments : Revised November 2014	
6.01	Membership Committee	<p>Membership committee was dissolved last January 2014 and the question is being raised as to whether it needs to be reinstated to provide oversight to changes to membership policies etc. This came up when a change should have been made prior to the 2015 membership registration re: disclosure of member information. Some people have already registered using the incorrect information. (Kathleen)</p> <p><b>ACTION:</b> <b>Advise office to ensure application form is up to date. (GARY)</b></p>	<b>GARY</b>
6.02	Office Support	Question was raised whether NEC has had the office join the meeting on a conference call. This can be arranged. Some clarity of the actual duties of the office would be useful. NOTE: Ontario Branch has also been using MPS	

		<p>services under a separate contract.</p> <p><b>ACTION:</b> Contact office for a list of duties for NEC/BOC/and COPE. Will also clarify storage of documents by MPS (ANN)</p> <p><b>ACTION:</b> Bring a summary /trend of office services spending to next meeting. (CRYSTAL)</p>	<p><b>ANN</b></p> <p><b>CRYSTAL</b></p>
<p>6.03</p>	<p>Committee Assignments</p>	<p>QUESTION re: how committee responsibilities get assigned. It appears that the incoming branch president often inherits the previous president's portfolio. This is not always practical and some committee work is more onerous than others. It may not get assigned to the person with the right skills or aptitude and who could be better utilized on a different committee.</p> <p>QUESTION re: does a member of NEC have to chair a committee? Overall consensus: <b>Yes</b></p> <p>QUESTION re: can Branch committees be used for NEC work? Overall consensus: <b>Yes</b></p> <p>QUESTION: Can the NEC use the Retirees Advisory Committee to do committee work? This group has expressed an interest in being <i>more</i> involved. Overall consensus: <b>Yes</b></p> <p><b>ACTION: Approach the RAC to see how assignment of committee actions could work. (GARY)</b></p> <p><b>ACTION: Explore options for committee structure using RAC; Branch Committees: Past NEC members (GARY/ANN)</b></p>	<p><b>GARY</b></p> <p><b>GARY/ANN</b></p>

6.04	Signing Authority	<p>The signing authorities for CIPHI are still Claudia Kurzac and Gary Tam due to their proximity to the CIPHI banking facility in Vancouver BC. The bank CIPHI deals with does not have branches outside BC and requires signing offices to be able to present to the bank in person.</p> <p>This issue needs to be addressed as Claudia and Gary will not always be available and NEC officials may not be located in Vancouver in the future. NEC may have to consider changing financial institutions to resolve this issue.</p>	
<b>7</b>	<b>BOC Proposal to Create Cash Reserve</b>		
7.01	Proposal Submitted to NEC	<p>Garth gave an overview of the proposal submitted to the NEC dated September 25, 2014</p> <p>The \$ cap suggested was fairly arbitrary and deemed reasonable for anticipated expenses.</p> <p>Discussion overall was in support of the BOC proposal and it was recognized this would assist the BOC in long range planning.</p> <p>Q: What if the NEC needed the money for a joint initiative? ( Crystal)</p> <p>A: We could put some criteria around when the surplus could cover a shortfall if NEC was in red.</p> <p>Amended proposal:</p> <ul style="list-style-type: none"> <li>• No cap</li> <li>• If NEC was in a deficit year the BOC would not accrue any surplus that year</li> </ul> <p><b>MOTION:</b> Motion: To create a reserve fund in the BOC budget.</p> <p><b>MOVED by: Garth Gosselin</b> <b>SECONDED by: Sean O' Toole</b></p> <p><b>CARRIED</b></p>	



		<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Amend the BOC discussion paper ( GARTH)</li> <li>• Revise Financial Orientation Manual ( CRYSTAL)</li> <li>• Report on logistics of implementing this motion and whether it is retroactive to 2014 budget ( CRYSTAL)</li> </ul>	<p><b>GARTH</b> <b>CRYSTAL</b></p> <p><b>CRYSTAL</b></p>
<b>8</b>	<b>University of Montreal Proposal</b>		
8.01		<p>U of M is putting together a proposal for an EH/PH program and have had some discussion with the BOC re: approval. BOC is bringing this to the NEC for discussion.</p> <p>Quebec employers of EH/PH professionals do not require CPHI (C) as a credential. The university has been promoting getting people in Quebec certified to work in cities and provinces.</p> <p>There is a very small pool of CPHI (C) in Quebec who can teach in the university and BC has not agreed to waive that requirement.</p> <p>U of M wants to know if practicum supervision by CPHI (C) can be waived – BOC has said no. Options for alternative of French speaking practicums was provided by BOC.</p> <p>School reviews cannot be provided in French due to membership of BOC.</p> <p>The question remains whether BOC can partner with U of M on advocacy of CIPHI in Quebec without lowering the bar.</p> <p><u>Question to the NEC</u> is: Does the N EC support the current B OC requirements for school approval despite the potential for increasing the profile of CIPHI in Quebec.</p> <p>The NEC is in agreement with the BOC that the current criteria for school approvals be maintained.</p>	Garth Gosselin
8.02	Questions for BOC	The NEC raised the following question :	

		<p>Q: Can CIPHI require that a candidate be a student member before certification? Rational behind this is that student would have to use the MSC to become member and then renew for their free membership for the first year. This might encourage on-going participation in the MSC.</p> <p>A: Garth will take this back to the BOC for discussion.</p> <p>Q Some provinces are finding it harder to get employers to allow staff to attend exams during work time. Can the exam be moved to a weekend?</p> <p>A: Garth acknowledged this has been discussed a number of times at the BOC. There are some real advantages re: meeting rooms travel etc. But it may not be embraced by the examiners. Garth will table it with the BOC for further discussion.</p> <p><b>ACTION: Question the BOC and report back to NEC regarding:</b></p> <ul style="list-style-type: none"> <li>• student membership as a criteria to sit the exam</li> <li>• the possibility of Saturday examinations ( GARTH)</li> </ul>	
<b>9</b>	<b>Train Can on-line Training Proposal</b>		
9.01	Presentation by Jim Kostuch	<p>Presentation given by Jim on potential for Train Can to offer a portal online for a Risk Based HACCP course (handout provided re: proposal dated January 7, 2015) This course was developed through BCCDC and is being offered to CIPHI to manage via contract.</p> <p>There are 3 parts to the proposal – part 3 is optional and part 1 and 2 are not contingent on part 3.</p> <p>The NEC needs to clarify with BCCDC/NCCEH the extent of changes to content and curriculum allowed including use of content to develop and industry based course.</p> <p>The facilitation of the course would be CIPHI's responsibility and will need further discussion by NEC. Other potential work need to be done by NEC:</p> <ul style="list-style-type: none"> <li>• Need t monitor the progress of the project</li> <li>• Need to establish a fee schedule</li> <li>• Need to establish proctoring process</li> <li>•</li> </ul>	

		<p>Concern was expressed that the short decision making time ( contract with BCCDC due by end of fiscal year) does not give the NEC time to put out a tender in the event there are on line providers interested.</p> <p>Q: What time frame could Train Can make this a reality? A: By September is doable by AEC in Ottawa where it could be profiled. Train Can would need to get the OK to proceed by April 2015.</p> <p>Train Can will not require a contractual agreement for on-going use. NEC can pull out at anytime. No minimum annual revenue is required.</p> <p><b>MOTION:</b> <b>Pending approval of a licensing agreement with BCCDC/NCCEH re: Risk Based HACCP Course NEC will implement Train Ca's proposal Part 1 and Part 2 dated January 2, 2015.</b></p> <p><b>MOVED by: Kathleen</b> <b>SECONDED by: Crystal</b></p> <p><b>CARRIED</b></p> <p><b>ACTION:</b> <b>Develop work plan to address steps required to move this initiative forward (GARY)</b></p>	
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10	NEC Budget 2015		
10.01	Draft Budget	<p>Presented by Crystal Brown, Treasurer. NEC expressed their admiration and appreciation to Crystal for the great job she does with the finance and budget issues.</p> <p>Consensus to:</p> <ul style="list-style-type: none"> <li>• move \$20,000 of 2014 surplus to COPE budget for changes to MSC in 2015</li> <li>• adjust budget to reflect accommodation expenses for meeting Fri and Sat at AEC 2015</li> </ul> <p>Crystal will take comments under advisement and circulate final draft for approval.</p> <p>Question was raised re: previous contribution from NEC to subsidize EHFC. This was raised by Ron with a request if it could be reinstated.</p> <p><b>ACTION:</b> Check with Tim Roark for history of this subsidy and circulate response to NEC for consideration. (CRYSTAL)</p> <p><b>ACTION:</b> Update honorarium policy to reflect new MSC honorarium for 1 year. (CRYSTAL)</p>	
11	AGM 2014 Minutes		
11.01	Circulation of Minutes	<p>Minutes have not receive final approval of NEC</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Circulate final draft to NEC for discussion (KATHLEEN)</li> <li>• Put on next meeting agenda (ANN)</li> <li>• Discuss review of privacy policy with Nina (ANN)</li> </ul>	

<b>12</b>	<b>Document Management</b>		
12.01	NEC e-mail Approval Process	<ul style="list-style-type: none"> <li>• Purpose of approving e-mails by President before distribution was discussed.</li> <li>• The intent is to weed out e-mails from non-NEC senders</li> <li>• Allows for approval of motion</li> <li>• Helps reduce unnecessary e-mails such as LOL – keeps volume down</li> <li>• Is managed by Pres and Past President</li> </ul>	
12.02	“Google Docs”	<p>Jason gave a preview of Google Docs as a site to house CIPHI documents. Could be set up for pdf’s docs for view only or working documents with restricted access.</p> <p>Q: Is there general agreement that we ask John Elliott to do a mock up of a site for NEC to log on and give it a try? A :Yes</p> <p><b>ACTION:</b> <b>Pursue this with John Elliott ( GARY)</b></p>	
<b>13</b>	<b>Social Media Accounts</b>		
13.01	Account Update	Phi Phan is currently the manager of Face book and Twitter accounts There will be a cleanup of 2 Twitter sites (CIPHI 100 and CIPHI National)	
13.02	Social Media Policy	<p>Sean presented a draft policy for discussion.( last revised March 2014) Sean is of the opinion we need a SM coordinator with a possible honorarium. This person would monitor the site and send out messages on behalf of CIPHI. Sean offered to send out expression of interest for a social media coordinator if it was the will of the NEC. Discussion followed.</p> <p><b>MOTION:</b> <b>Adopt NOP #20 Social Media Policy as amended with addition of CIPHI 100 Face book /Twitter account.</b></p> <p><b>MOVED by: Sean</b> <b>SECONDED BY: Laurie</b></p> <p><b>CARRIED</b></p> <p><b>ACTION: Send final copy of policy to Ann for distribution (SEAN)</b></p>	
13.03	Social Media Coordinator	Brief discussion on the need to establish a social media coordinator. Should	

		<p>this be an honorarium position like the webmaster? Further discussion needed.</p> <p><b>ACTION: In regards to establishing social media coordinator have discussion with Phi Phan the current manager of our social media accounts. ( GARY)</b></p>	
<b>14</b>	<b>Role of NEC at AEC</b>		
14.01	Needs of NEC	<p>Ask for a script from organizing committee re: luncheons, banquets etc attended or hosted by NEC</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Arrange to meet with organizing committee before conference commences on Sunday (ANN)</b></li> <li>• <b>Supply Robert Rules of Order to NEC members before AGM (ANN)</b></li> </ul>	
14.02	CIPHI Booth	<p>Question was raised whether CIPHI needs booth at the conference. If so – there needs to be discussion as to who sets it up and mans it.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Look into whether a booth has been reserved for CIPHI in Ottawa (TONY)</b></li> <li>• <b>Brainstorm ideas for alternate way of promoting CIPHI ( NEC)</b></li> <li>• <b>Put on next NEC agenda for decision. (ANN)</b></li> </ul>	
<b>15</b>	<b>Translation</b>		
15.01	Resources for Translation	<p>It was raised by the NB President that their membership would like to see more documents translated to French such as president letters and AGM minutes.</p> <p>Translation is currently done using Danielle Lalond and Danielle Savoie.</p>	

		<p>The question was raised as to whether this is only an issue in NB is it something the NEC needs to carry the bill for.</p> <p>Comments/questions discussed by NEC:</p> <ul style="list-style-type: none"> <li>• Can we look into an honorarium for a member to translate?</li> <li>• With the high cost of translation it would be helpful to know specifically what documents being translated would be useful</li> <li>• There has been a lot of effort by CIPHI to gradually move to more bilingual material for membership</li> </ul> <p><b>ACTION:</b> <b>Take NEC comments back to NB Branch and see if there are specific items they would like to see translated. (DOUG</b></p>	
16	President Elect		
		<p>A nomination for president Elect is due 90 days before the AGM in order to follow the constitution and bylaws.</p> <p>NEC can ask for expressions of interest from members and a member of the NEC can request to be nominated as well.</p> <p>There was discussion whether the NEC should have first “dibs” on the position. The constitution does not require the NEC be given first consideration.</p> <p>CONSENSUS: The NEC follow the by-law and put out an Expression of interest for membership to apply to their branch for nomination to President Elect.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Send out notice to membership for EOI for President Elect position. (ANN)</b></li> <li>• <b>Undertake a review of the constitution for grammatical or typographical changes that would clarify the intent of the document. ( GARY)</b></li> </ul>	

<b>17</b>	<b>NEC Meeting Schedule</b>		
17.01	Confirmation of 2015 Schedule	Monthly Conference Call Alternating Third Friday or Saturday ( end of third week) 9:00 – 10:30 PST Avoid long weekends  <b>ACTION:</b> <b>Send out invite to next meeting in February 2015. (ANN)</b>	