

**Minutes**  
February 20<sup>th</sup> 2015

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### Minutes

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

**Invited Guests:** Garth Gosselin (Chair BOC) - Regrets, Craig Nowakowski (Chair COPE) - Regrets , Ron deBurger (Chair EHFC)

**Minutes for this meeting will be recorded by :**

#	Item	Notes	Lead
1	Welcome & Roll Call	<p><b>Present:</b> Ann Thomas, Crystal Brown, Jason MacDonald, Kari Engele-Carter, Kathleen Martin, Laurie Hearn, Tim Roark</p> <p><b>Regrets:</b> Gary O'Toole, Tony Makrostergios, Sean O'Toole, Garth Gosselin, Craig Nowakowski, Ron deBurger</p> <p><b>Absent:</b> Douglas Walker</p>	Ann Thomas
2	Agenda & Minutes		
2.01	Agenda approval/additions	<p><b>Motion to approve the Agenda with the additions as noted below:</b></p> <p><b>Moved by: Jason MacDonald</b> <b>Seconded by: Kari Engele-Carter</b></p> <p><b>All in favor: Motion Carried.</b></p> <p><b>Additions:</b></p> <ul style="list-style-type: none"> <li>- <b>Notification of disclosure to membership status</b></li> <li>- <b>Website: <a href="http://www.healthinspection.ca">www.healthinspection.ca</a></b></li> <li>- <b>Invites (New Business)</b></li> <li>- <b>Postings on Position Place</b></li> <li>- <b>CIPHI 100 Twitter account and changing to AEC Account</b></li> </ul>	Ann Thomas

2.02	Minutes approval/corrections	<p><b>Approval of AGM 2014 Minutes</b></p> <ul style="list-style-type: none"> <li>- Minutes are to be approved at the 2015 AGM.</li> <li>- To be forwarded to M. LeBlanc for posting</li> </ul> <p><b>Approval of meeting minutes from January 16-17th 2015 Meeting Motion:</b></p> <p><b>Defer to next meeting as there remains some errors in the wording of the motions.</b></p>	Kathleen Martin Ann Thomas
2.03	NEC Action Items	Status of action items from January 2015 meeting	Ann Thomas
<b>3</b>	<b>Review of Motions</b>		
3.1	Withdrawal and Resubmission of Previous Motions	<p><b>Motions made and seconded (see item 4.01 and 7.01) at the January 16-17th 2015 meeting by non-NEC members were unconstitutional and must be withdrawn and replaced.</b></p> <p><b>4.01: will be passed onto next meeting.</b></p> <p><b>7.01 will be brought forward by Crystal.</b></p>	Ann Thomas
3.2	Vote on Electronic Motion	<p><i>I move that the National Executive Council fund the re-design of the website to a maximum of US \$1200.</i></p> <p>Moved by Jason MacDonald Seconded by Laurie Hearn</p> <p>Discussion and Vote</p> <p>All in favour: Carried</p>	Ann Thomas
<b>4</b>	<b>Standing Committee Reports</b>		
4.01	Environmental Public Health Week	<p><b>Jason and Crystal working on EPHW.</b></p> <p><b>Doug to co-chair, he will chair the following year. Time commitment is March to end of May. The goal is to have all information completed by July 1, so that information can be forwarded to Branches. Most branches have reps on the committee. Currently developing a planning guide.</b></p>	Crystal Brown

4.02	Communications	No update	Peter Heywood
4.03	Website	<b>Website has been down and approximately 2-3 weeks to have website up and running.</b>	Mike LeBlanc
4.04	Finance and Audit	<b>Electronic motions to be emailed.</b>	Crystal Brown
4.05	Member Service Centre		TBD
4.06	Appeal Review Committee	<b>There were 2 appeals from the October exam period that were brought forward to the NEC and both appeals were denied.</b>	Kathleen Martin

<b>5</b>	<b>Corporate Reports</b>		
5.01	Environmental Health Foundation of Canada		Ron deBurger
5.02	Board of Certification		Garth Gosselin
5.03	Council of Professional Experience		Craig Nowakowski
5.04	Environmental Health Review		Andrew Papadopoulos
<b>6</b>	<b>Old Business</b>		
6.01	MSC	<p><b>Review of action items from Feb 13th 2015 teleconference</b></p> <p><b>Ann Thomas reported the following on behalf of Tony Makrostergios: Tony spoke with Cameron Weighill regarding the transfer of oversight of MSC to the office. Cam was amenable to assisting with the knowledge transfer. The following points were raised during their discussion:</b></p> <ul style="list-style-type: none"> <li>• <b>Due to the additional costs that will be incurred by transferring duties to the office it was recommended that MPS track their MSC costs and report separately on them in the quarterly financial report so the NEC can monitor them.</b></li> <li>• <b>Cameron would prefer that the office facilitate a conf call with him re: knowledge transfer. He suggests they provide him an overview in advance of what they do know or currently do in regards to the MSC and this can be a starting point for discussion of what other issues they may be tasked with.</b></li> <li>• <b>Cameron gets about 5 e-mails per week from the MSC e-mail link. The NEC needs to decide where these e-mails will go</b></li> </ul>	Ann Thomas

		<p><i>instead (e.g. the office, a member of NEC)</i></p> <ul style="list-style-type: none"> <li>• <i>The NEC will need an approval process established for the office to follow when they need to make service requests to cFactor.</i></li> <li>• <i>The day to day issues is not the major concern with oversight of the MSC. The biggest workload comes from upgrades and special requests (i.e. need a report generated). Most examples of this provided by Cam related to COPE.</i></li> </ul> <p><i>Jason: C-Factor located in Saskatoon. Director for our file: Terry Stevens</i></p> <ul style="list-style-type: none"> <li>- <i>Maintenance: 5 emails a week; 4-5 ppl has access to on-line tracker, forward names to Terry and she'll send a guidance document</i></li> <li>- <i>Development: bank of hours on hand, for future enhancements, CIPHI contact her, she'll invoice potential cost for us to discuss for approval. Then goes to Tech Lead.</i></li> </ul> <p><i>Action item: Jason to set up a conference call with the office and Cam for knowledge transfer with office.</i></p>	
6.02	CIPHI-EHFC Continuing Education Award	<p><i>Discussion and decision regarding on-going contribution to this award by CIPHI ( reference Jan 18, 2015 document from T. Roark)</i></p> <ul style="list-style-type: none"> <li>- <i>Increase the monetary amount</i></li> <li>- <i>Increase the number of awards</i></li> <li>- <i>National to fund the award; as noted in document provided by T. Roark (attached)</i></li> <li>- <i>Conference profits (10%) for the EHFC</i></li> <li>- <i>Some awards fluctuate depending on the amount of monies donated.</i></li> <li>- <i>Regarding EHFC account balance: Pay for the awards and expenses. Had a \$1000 deficit last year.</i></li> <li>- <i>6 awards; funded by other organizations and awarded</i></li> </ul> <p><i>Crystal: There is money that isn't budgeted for this year.</i> <i>Jason: History and intent. Operate on an year to year basis</i></p>	Ann Thomas

		<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>Take back to their branches; re-visit the profit conference goes towards the NEC (separate from the branch making donation to the awards).</b></li> <li>- <b>Future agenda item to discuss further.</b></li> </ul>	
6.03	2015 Education Conference	<p><b>Discussion re: CIPHI having a booth at the conference</b></p> <p><b>6.03 2015 Conference</b>  <b>Ann Thomas reported the following on behalf of Tony Makrostergios:</b></p> <ul style="list-style-type: none"> <li>• <b>There is a space reserved for a CIPHI booth.</b></li> <li>• <b>There was a glitch with the room block as it began on Friday night and NEC arrive Thursday.</b></li> <li>• <b>Rooms will be available but we may have to switch rooms on Friday.</b></li> <li>• <b>A large suite will be given to the President where the pre-President dinner's reception will be held.</b></li> <li>• <b>Karline will deal directly with Heidi on the conference organizing committee regarding NEC meals and breaks. The intent is to keep the cost at or under the per diem rate.</b></li> <li>• <b>The registration form is approved and has been sent to Bonnie at the office for final touches. As before the office will handle the registrations.</b></li> <li>• <b>The office will copy the NEC on issues and updates that occur leading up to the conference.</b></li> </ul> <p><b>Action Item: Send out thoughts; moving away from a booth. Agenda item for next month.</b></p>	Ann Thomas
6.04	Roberts Rules of Order	<p>Decision re: Ordering Copies for NEC members  Action item: send email to Ann with respect to requests.</p>	Ann Thomas
7	New Business		
	Notification of disclosure to membership status	<p><b>If names are not disclosed this year, what would be the impact of this?</b></p> <ul style="list-style-type: none"> <li>- <b>Alberta: captured in the minutes, behind in mandatory membership with other professions, expectations from members.</b></li> </ul>	

		<p>- <b>BC: told members, but lack in communication, people will be surprised, and worried about it.</b></p> <p><b>Action Item: Ann to summarize the points for further discussion on separate call.</b></p>	
	Website: <a href="http://www.healthinspection.ca">www.healthinspection.ca</a>	<b>Defer on the next call.</b>	
	Invites (New Business)	<b>Defer on the next meeting.</b>	
	Postings on Position Place	<p><b>Recently there were 2 technician postings on the Position Place. Saskatchewan Branch executive discussed the issue of these postings and that the Position Place should be for posting only CPHI(C) positions.</b></p> <p><b>Action Item: Kari to look into what the criteria has been set for posting on the Position Place.</b></p>	
	CIPHI 100 Twitter account and changing to AEC Account	<b>Defer on the next meeting.</b>	
<b>8</b>	<b>Next Meeting</b>		
8.01	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 March 21<sup>st</sup> 2015 ( TBC)</li> </ul> <p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>• To be scheduled for 2015</li> </ul>	Ann Thomas
9	Adjournment	<p><b>Moved by: Jason MacDonald</b> <b>Seconded by: Kathleen Martin</b></p> <p><b>All in favor: Motion Carried.</b></p>	Ann Thomas