

Approved 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), Craig Nowakowski (Chair COPE), Ron deBurger (Chair EHFC)

Minutes for this meeting will be recorded by: Douglas Walker

#	Item	Notes	Lead
1	Welcome & Roll Call	Present: Ann Thomas, Crystal Brown, Jason MacDonald, Kathleen Martin, Douglas Walker, Garth Gosselin, Laurie Hearn, Kari Engele-Carter, Sean O'Toole Regrets: Gary O'Toole, Tony Makrostergios, Craig Nowakowski, Ron deBurger	Ann Thomas
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2.01	Agenda approval/additions	Motion to approve the Agenda with the additions as noted below: Moved by: Laurie Hearn Seconded by: Kathleen Martin CARRIED <i>Additions:</i> <ul style="list-style-type: none"> - Minute tracking - Translation - CIPHI employee advocacy in NFLD 	Ann Thomas
2.02	Minutes approval/corrections	Motion to Approve Minutes of January 17, 2015. See 3.1 below. Moved by: Laurie Hearn Seconded by: Kathleen Martin CARRIED	Ann Thomas Kathleen Martin

#	Item	Notes	Lead
		<p>Motion to Approve Minutes of February 20, 2015</p> <p>Moved by: Kathleen Martin Seconded by: Jason MacDonald CARRIED</p>	
2.03	NEC Action Items	<p>See attached "Action Items NEC Meeting 2015"</p> <p>Ann to update and circulate.</p>	Ann Thomas
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3.1	Electronic Motions	<p><i>"Rescind the motion made on January 17th 2015 regarding creating a reserve fund for BOC."</i></p> <p>Moved by: Crystal Brown Seconded by: Jason MacDonald CARRIED</p>	Ann Thomas
3.2			
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4.01	Environmental Public Health Week	Teleconference scheduled March 30, 2015. Environmental Health Week scheduled September 21 st to 25 th .	Crystal Brown
4.02	Communications	No update.	Peter Heywood
4.03	Website	See 6.01	Mike LeBlanc
4.04	Finance and Audit	No update	Crystal Brown
4.05	Member Service Centre	<p>Cameron and Bonnie (office) are working on the transition of administrative and maintenance services / responsibilities previously managed by Cameron as MSC Chair. Cameron will support the office in a 3-6 month interim arrangement. The NEC appreciates Cameron's help with this transition. Jason and Gary will manage this transition. Bonnie feels the office is capable to managing this new role and will contact c-factor to arrange a training session so 2 additional office staff can be trained.</p> <p>Crystal will monitor office and c-factor costs to ensure finances are</p>	<p>Jason MacDonald</p> <p>Crystal Brown</p>

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		<p>reasonable during this transition and will provide an update during the April teleconference.</p> <p>CoPE has begun their discussions about MSC upgrades directly with c-factor. Victor Mah currently leads this initiative.</p> <p>The spelling error for the Environmental Health Review link will be fixed by Andrew P and the office.</p>	
4.06	Appeal Review Committee	No update.	Kathleen Martin
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5.01	Environmental Health Foundation of Canada	No Update.	Ron deBurger
5.02	Board of Certification	<p>Tony Mak is the current NEC representative to the BOC. In order to remove NEC representation, an amendment to the regulation is required. BOC will then be self-funded. Garth to discuss with Nina</p> <p>Motion to remove NEC representation from the BOC, with interim arrangement to have Tony remain until May 2015.</p> <p>Moved by: Ann Thomas Seconded by: Kari Engele-Carter CARRIED</p> <p>First Nations Board Review – completed. Garth will share with NEC following a review of the results by the BOC. If approved, a 5 year approval is being proposed.</p> <p>Plagiarism Software – Current software is being retired by the provider. Other software exists but there is a significant difference in the cost. There is a temporary arrangement for this spring. Further discussion required.</p> <p>Reporting of Results to Students – BOC conducting a pilot project this year that will see candidates simultaneously receive their results electronically.</p>	Garth Gosselin

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		College/University Reviews – 3 to 4 reviews will occur this year Membership requirement to sit BOC – Further discussion to take place. BOC looking for a decision before Fall 2015 sitting.	
5.03	Council of Professional Experience	No update.	Craig Nowakowski
5.04	Environmental Health Review	No update.	Andrew Papadopoulos
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6.01	MSC	<p>Disclosure of Membership List:</p> <p>Two responses received. One member thought there may have been a breach of confidentiality. After the issue was discussed and clarification on the process provided, the issue was resolved.</p> <p>MSC Website:</p> <ul style="list-style-type: none"> • Mike L will update website. • Once updated Mike will bring to group for further suggestions. • Office can provide quarterly updates as the membership data is easy to generate in MSC. • Jason will continue to monitor. 	Jason MacDonald
6.02	Roberts Rules of Order In Brief	<p>Copies were mailed to all NEC members. Jason will provide a copy to Garth. BOC will cover the costs of Garth's copy.</p> <p>During each meeting a section of Roberts Rules will be discussed. This will allow us to become familiar with the Rules.</p>	Ann Thomas
6.03	2015 Education Conference	<p>Kathleen looking for ideas to Promote CIPHI at Conference in Lieu of Booth.</p> <p>Kathleen looking at ordering professional name tags for Manitoba Branch Executive members to wear at the Conference. She suggested if the NEC and other Branch Executives are interested a bulk order could be placed. This could also be suggested to CoPE, EHFC and BOC. These tags would contain magnets not the traditional pins, so members would not puncture their clothing. The tags would</p>	Kathleen Martin

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		include members name and Branch. ACTION: Kathleen to circulate template to NEC, CoPE, BOC and EHFC. If all are in agreement, numbers could be provided to Kathleen and an order placed.	
	Head table at presidents dinner	Group agreed to keep as is.	Ann Thomas
	2015 registration fee	ACTION: Jason to recirculate bid package that Ottawa submitted to NEC. ACTION: Laurie will provide NEC the “attendance by province” stats for 2014 Conference	
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7.01	Scheduling Guests at NEC Meetings	Review of Discussion Paper dated Feb 21, 2015 (Deferred)	Ann Thomas
7.02	2014-2016 Work Plan	Check in on Progress to date (Deferred)	Ann Thomas
7.03	CIPHI Twitter Account	CIPHI 100 Twitter Account – There is currently no information being sent from this account. Group felt the account could still be a beneficial social media outlet to reach members; promote environmental health week; etc. Jason would like to rebrand it to CIPHI promotions. All were in agreement. “Formal” Twitter Account – Phi Phan manages this account. This account would provide updates on the more formal side of CIPHI Jason will manage the transition.	Jason Mac Donald
7.04	Minute Tracking	Tim asked if the NEC would consider a standard method for coding the minutes to allow for better organization e.g. 2015–January–16; Group agreed the date would be used for now.	
7.05	Translation	Doug spoke with the NB Branch Executive regarding translation. The Executive stated that items such as Posters/Promotional items, correspondence from the National President e.g. national interest to President Elect, letters, etc., and the National AGM minutes should be translated. Some branch members may be able to offer translation services.	Doug Walker

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		<p>Jason explained that national banners and promotional posters for EPHW are translated. These costs are covered through CIPHI.</p> <p>ACTION:Doug to get Branch's opinion on attachments to the minutes e.g. financial reports, etc. and whether or not these should be translated.</p> <p>There is a current budget of \$1000.00 for translation. CIPHI is not tied to past services, however, sometimes there are tight deadlines and translation may require a quick turnaround.</p>	
7.06	CIPHI employee advocacy in NFLD	<p>EHOs looking for reclassification. CIPHI designation not recognized in NFLD. The NFLD Branch has challenged. Ann Thomas provided a letter on behalf of the Institute to support their challenge. It could take up to a year to before a decision is determined.</p> <p>Laurie expressed a special thanks to Ann for her support. Ann acknowledged Laurie and her Branch for their hard work.</p>	Laurie Hearn
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	Meeting Schedule	<p>Meeting adjourned – 10:40 A.M. Pacific Time.</p> <p>All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated.</p> <p>Next Meeting: April 17th 2015</p>	
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