

Teleconference Minutes

May 29, 2015

Approved Minutes

NEC Members Present: Ann Thomas (President) Gary O'Toole (Past President), Jason MacDonald (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Douglas Walker (NB President), Laurie Hearn (NL President)

Invited Guests: Garth Gosselin (Chair BOC), Craig Nowakowski, (Chair COPE), Pam Scharfe (Vice Chair EHFC), Jon Elliott (AB Branch), Tim Roark (EHFC)

Regrets: Crystal Brown (BC President), Sean O'Toole (NS/PEI President),

Minutes for this meeting will be recorded by: Tony Makrostergios

#	Item	Notes	Lead
1	Welcome & Roll Call		Ann Thomas
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2.01	Agenda approval/additions		Ann Thomas
2.02	Minutes approval/corrections	<p>Approval of November 15, 2014 Minutes Motion to approve November minutes: Tony Second: Kathleen Motion Carried Approval of April 17th 2015 Minutes Motion to approve April minutes: Kathleen Second: Laurie Motion Carried Circulation of October 2014 Minutes approved in November.</p> <p>ACTION ITEM: Gary will approve and locate the October minutes</p>	Jason MacDonald Ann Thomas
2.03	NEC Action Items	<p>Call for any updates on status of action items Ann has updated the action items list.</p>	Ann Thomas
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3.1	Electronic Motions	None	Ann Thomas

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4.01	Environmental Public Health Week	No update	Crystal Brown
4.02	Communications	No update	Peter Heywood
4.03	Website	No update	Mike LeBlanc
4.04	Finance and Audit	No update	Crystal Brown
4.05	Member Service Centre	No update	Jason MacDonald
4.06	Appeal Review Committee	No update	Kathleen Martin
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5.01	Environmental Health Foundation of Canada	<u>Discussion</u> <ul style="list-style-type: none"> Financial situation is under control and financial statements for 2014 are currently with CRA. Small surplus. MPS will be taking over the bookkeeping with the foundation Trustees have approved changing the regulations and CIPHI by-law #10 in removing the need to have NEC members present to have quorum for EHFC as requested by NEC. Golf tournament planning in Ottawa for conference is well underway. Currently no chairman, looking at appointing a new chair. 	Tim Roark
5.02	Board of Certification	<ul style="list-style-type: none"> Regulation changes which will require NEC approval re: removal of references to the NEC rep to the BOC, this was based on NEC direction. Motion to approve the regulation as amended to reflect the NEC direction Laurie Second: Kari Motion Carried Proposed \$100 increase from \$750 to \$850 to student fee effective January 1st 2016, this is to offset increased costs to Turn it In software and to avoid future loses in revenue due to decrease in students taking exam. Last increase was made in 2010. This should also help with creating a surplus to help in years where there may be a deficit. \$1000-\$2000 increase to school review fees which will require NEC approval. New schools would be \$7000 and existing would be \$4500. 	Garth Gosselin

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		<p>Motion: To increase the BOC student fee by \$100, the new school reviews by \$2000 and existing school reviews by \$1000 effective Jan 1, 2016.</p> <p>Motion Jason Seconded: Tony</p> <p>Motion Carried</p> <ul style="list-style-type: none"> • When looking at other revenue streams it was decided that increasing appeal fee won't change much • Report on BOC discussion of NEC motion regarding student membership required for certification, BOC was supportive and effective January 1, 2016. • ACTION ITEM Jason, Ann, and Tony to examine NOP#4 and discuss changing the student membership form. • Response to NEC question re: Saturday exams – was not very well received due to potentially losing examiners. • BOC's representation at AEC's. – don't feel they need to be at head table, happy the way it currently is. Discussion around helping with the CIPHI booth etc. • Removing picture from exam coordinator package, and just need to ensure they have government issued ID • Removing the 2 long papers and try to make it more current and independent, students writing a letter to a restaurant for example. • Emailing exam results instead of using postal service, ensuring all students receive their results at the same time, regardless of geography. • Potentially submitting all required paperwork electronically • Conestoga review was well done and on their way to being accredited. • Quebec has approved a technician's course. Their first intake is this September. • Other options for submissions, • Discussion around BOC – provincial funding based on previous donations by the provinces. The issue is that not all provinces are also the employers of the health units and as such would not support this. 	

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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	NEC Meeting Ottawa	<ul style="list-style-type: none"> Confirmation of AEC Registration by NEC Members Reminder of Branch 2014 reports needed for AGM report - 	Ann
6.02	CIPHI President Term of Office	<ul style="list-style-type: none"> Clarification: The term of office for current CIPHI President, Ann Thomas, commenced on January 17th 2015 	Ann Thomas
6.04	EOI President Elect	<ul style="list-style-type: none"> Update on response to EOI Currently there has been no submissions. 	Ann Thomas
6.05	Response of NEC to Resolutions Arising from 2014 AGM	<ul style="list-style-type: none"> Decision required for response Jason MacDonald sent out a summary of the resolutions. The decision was that all three resolutions were discussed. Motion: The NEC agrees that all three resolutions were discussed and no by-law changes are to be made. Jason Second: Laurie Motion Carried ACTION ITEM Jason to PDF document and send to NEC 	Jason
6.06	Translation	<ul style="list-style-type: none"> What documents would we like to see translated – any formal letters from the president, minutes from AGM but not the attachments. EPHW materials will continue being translated. 	Doug
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7.01	National Recognition Process for Food Safety Training (Canada)	<ul style="list-style-type: none"> Discussion of proposal received from BCCDC Food Safety Director Lynn Wilcot – is this something that the NEC would like to pursue? NEC would get paid to do assessments, primarily we are interested but we would need more information around workload. Will this interfere with TrainCan? Currently no obligations and barriers with working with other groups. Can we and how do we involve members? – Survey? 	Ann Thomas

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		<u>ACTION ITEM</u> – Ann to advise Lynn Wilcott the NEC is interested in hearing more details about this opportunity. (DONE)	
7.02	Ontario Branch Mandatory Membership	It was identified that members from the Ontario Branch will be putting forth a motion to initiate mandatory membership at the National level for new CPHI (C)s. The NEC is in support of this initiative in general recognizing further discussion needs to take place. <u>ACTION ITEM</u> A conference call between the BOC chair, CoPE chair, NEC President, Ontario Branch President and Alberta Branch President to be held to discuss the preparation of this motion and it's associated resolutions.	Tony M.
7.03	Move to google.com	Repercussions on current e-mail accounts <ul style="list-style-type: none"> • Last November a demo regarding moving email accounts to GMAIL was conducted, after the transition to GMAIL, emails would remain the same, we could access our accounts anywhere in the world, we can reply using these emails instead of work emails. Mike to list all emails with @ciphi address. le office@ciphi.ca just gets forwarded to Bonnie and doesn't reside anywhere else. • Would this affect distribution lists – this would all be handled by NEC business rules, there are many options. • Alberta has made the switch and it is a lot smoother. • Also the advantages to using Google drive for documentation storage would benefit NEC. • Using the Google app, or google chrome, make it easy to respond using @ciphi account • The move will make us more professional and alleviate having to use employer resources 	Jon Elliott
7.04	Robert's Rules of Order	<ul style="list-style-type: none"> • Pop Quiz: "May a member force the end of debate on a motion by calling the "question"? " • No they cannot, see page. 118 	All
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8.01	Meeting Schedule	All meetings start at 9:00 A.M. Pacific Time and are scheduled for 90 minutes unless otherwise indicated. Next Meeting: June 20th , 2015	

