

Approved Minutes

Minutes for this meeting will be recorded by: Crystal Brown

#	Item	Notes	Time	Lead
1	Welcome & Roll Call	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)		Ann Thomas
2	Agenda & Minutes			
2.01	Agenda approval/additions		2 min	Ann Thomas
2.02	Minutes approval/corrections	Approval of June 19 th 2015 Minutes Motion to approve June 19, 2015 minutes as circulated: Motioned By: Jason Seconded: Tony Carried Approval of July 18 th 2015 Minutes Motion to approve July 18, 2015 Minutes as amended: Tony Sean seconded: Carried	10 min	Sean O'Toole Laurie Hearn
2.03	NEC Action Items	Call for any updates on status of action items (circulated with agenda)	3 min	Ann Thomas
3	Review of Motions			
3.01	Electronic Motions	<i>None</i>		Ann Thomas
4	Standing Committee Reports			
4.01	Environmental Public Health Week	Banner is on the website. Jason is working with Mike LeBlanc to create an EPHW page. The banner has been sent to the office to be posted. Send proclamations to Crystal to be posted on website		Crystal Brown

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4.02	Communications	None		Peter Heywood
4.03	Website	None		Mike LeBlanc
4.04	Finance and Audit	No updates. Jason requested that we do a line by line review of the 2014 financial report in Ottawa prior to the AGM. Would also like to have a mid-year update on the 2015 budget and a cost comparison of office spending for 2014 and 2015.		Crystal Brown
4.05	Member Service Centre	The office continues to work with MSC and everything is going smooth.		Jason MacDonald
4.06	Appeal Review Committee	A Review of NOP#6 is to occur with consultation from BOC.		Kathleen Martin
5	Corporate Reports			
5.01	Environmental Health Foundation of Canada	None		Pam Scharfe
5.02	Board of Certification	None		Garth Gosselin
5.03	Council of Professional Experience	None		Craig Nowakowski
5.04	Environmental Health Review	None		Andrew Papadopoulos
6	Old Business			
6.01	NEC Meeting Ottawa	<p>Assignment of NEC members to working groups</p> <ul style="list-style-type: none"> • MSC Workplan • Bylaw Review • NOP #4 • Committee Structure and Leadership • Mandatory Membership • Governance • Alternate Revenue Streams • CPC Stakeholders • Ethics <p>No general preference from NEC members regarding which topics they will work on in Ottawa.</p>	15 min	Ann

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6.02	CIHPI Booth at AGM	<p>Ideas for shared booth with 2016 AEC/BOC. What do we want for the booth?</p> <ul style="list-style-type: none"> Mosaic banner. Discussion occurred around do we want the mosaic banner to be sent out, and if so how will we hang it. Crystal and Sean discussed issues around trying to get it displayed last year. Action Item: Crystal to contact Gary Tam to find out if the company that made the banner is able to provide us with a proper stand for displaying it. DONE Do we have materials at the national office that can be sent out? Action item: Jason will contact office. DONE 	10 min	Ann
6.04	Name Badges	<ul style="list-style-type: none"> Request to Defer Ordering (as per Kathleen's e-mail) 	5 min	Kathleen
6.05	AEC 2015	<ul style="list-style-type: none"> Lower turn out than expected. Lower 200s Minimum for hotel booking is not being met. Need to update NOP in order to provide clearer information regarding groups of CIPHI booking hotels during the AEC. 	5 min	Tony
7	New Business			
7.01	IFEH Membership	<ul style="list-style-type: none"> Discussion of CIPHI Delegation <p>When Ann became president she was connect by the chair of IFEH. Under the federation they have sub groups. In the America group they have a chair from NEHA. He contacted Ann regarding updating the information on the website. At that time, it was brought to her attention that Rob Bradbury was still acting as the CIPHI Delegate. Rob wants to continue on and run for chair of the America sub group, but needs to be delegated by CIPHI</p> <p>Action Item: Ann will contact Rob to see if he is available to call in during the meeting in Ottawa. Will Discuss further after that.</p>	20 min	Ann/Gary
7.02	EHFC Bylaw	<p>Ratification of Membership Change (as circulated)</p> <p>Motion to approve change to the EHFC bylaw as circulated: Sean motioned, Laurie seconded. Motion carried</p>	5 min	Ann

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7.03	Humanitarian Aid	<p>Response to Klaus Seeger / Hartman letter re: CIPHI role in volunteer recruitment</p> <p>Sean gave an update regarding the procedures that are already in place for aid relief organizations. These organizations have an extensive recruitment and screening process to ensure that candidates are suitable for the aid required. CIPHI will continue to be a conduit but will not be posting names on a website.</p> <p>Action item: Ann will draft up an email to Klaus</p>	10 min	Ann
7.05	President elect position	We will be discussing this in September.		
8	Next Meeting			
8.01	Meeting Schedule	<p>Confirmation of next scheduled face to face meeting: September 11-12 Ottawa</p> <p>:</p>		
9	Adjournment 10:27 am PST			