

CIPHI National Executive Council
Westin Ottawa Hotel
Saskatchewan Room

Approved Minutes
FRIDAY SEPTEMBER 11, 2015
8:00AM – 5:00PM

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

Guests: Thomas Cheung (Alberta), Dale Chen (BC)

Regrets: Gary O'Toole (Past President CIPHI)

#	Item	Notes	Actions	Lead
1	Welcome & Roll Call			Ann Thomas
2	Agenda & Minutes			
2.01	Agenda approval/additions			Ann Thomas
2.02	Minutes approval/corrections	Approval of August 21, 2015 Teleconference Minutes Deferred to next teleconference		Ann Thomas
3	Review of Motions			
3.01	Electronic Motions	MOTION: Award the Environment Health Review Award to both Technical Advisory Panel for Personal Services and Central East Tobacco Control Network for 2015. Moved by Sean O'Toole Seconded by: Jason MacDonald Carried		Ann Thomas

#	Item	Notes	Actions	Lead
4	New Business			
4.01	2015 AGM Preparation	<ul style="list-style-type: none"> Review of Agenda Proxy vote process confirmation Registration of Attendees and Voting Cards (Jason) Scrutineers (Tony to find) Sergeant at Arms (Thomas Cheung) Parliamentarian (Tony to find) 	<p>Add Frank Bland to In Memoriam list.<u>DONE</u></p> <p>Revise summary of motions from 2014 AEC <u>DONE</u></p>	A. Thomas
			<p>Insert official NEC response to motions to AGM booklet.</p>	K. Martin
4.02	AEC - Roles of NEC	<ul style="list-style-type: none"> Check in with AEC Committee re: expectations Future BOC / CoPE Accommodations at AEC 		
	BREAK			
4.03	IFEH Membership Engagement	<p>CIPHI Delegate to IFEH discussion with Robert Bradbury</p> <ul style="list-style-type: none"> CIPHI has 3 voting seats on the America's Chair Review of membership of America's region Desire is to grow membership in IFEH via increased engagement in the Americas. <ul style="list-style-type: none"> ➤ Need for succession planning into the delegate role and for the three votes CIPHI has in the Americas group. ➤ Need for accountability and reporting in this role. ➤ It might be worth investigating with Phi Phan about understanding the role of the Chair. 	<p>Speak to Phi to discuss his previous role with IFEH as America's chair <u>DONE</u></p> <p>Bring back to NEC for final decision</p>	A. Thomas
4.04	President Elect Vacancy	<p>Discussion on whether root cause of vacancy of PE position is related to the length of term or workload. The root cause if more about workload therefore a change to the bylaws is not needed at this time.</p> <ul style="list-style-type: none"> Strategically, we have set in motion a plan to increase revenue by ensuring future members must belong to CIPHI. Additionally, Ontario is moving toward having employers require CPHI(C) to be current members to maintain employment. This would increase revenue for national with the aim of hiring an Executive Director. The ED position is sought as a way to reduce workload. A reduction in workload should make NEC positions more lucrative. 		

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		<ul style="list-style-type: none"> PE position could possibly be headhunted 		
	BREAK			
5.0	Break Out Sessions			
5.01	CIPHI Bylaws	Housekeeping Review re: clarity and accuracy meeting intent of by-laws		
5.02	Member Service Centre	Prioritization of Potential Action Items submitted by office	Deferred	
5.04	CIPHI Webpage	On-line review omissions, errors and improvements		
5.05	Policies	NOP #4 and Student Membership Form NOP #12 Accommodation at AECs NOP #1 Awards "Definition of Member in Good Standing" NOP #10		
	BREAK			
6	Reporting Out			
6.01	CIPHI Bylaws	Laurie, Jason and Mark reviewed the bylaws <ul style="list-style-type: none"> Issues identified that will impact the bylaws and NOPs Further review is required Keys terms and definitions need to be clarified 	Jason, Doug, Laurie and Mark: continue review of bylaws Strike a committee to decide on recommended changes	J. MacDonald D. Walker L. Hearn M. Allen L. Hearn
6.02	Member Service Centre	Discussion tabled		
6.03	CIPHI Webpage	Thomas, Ann & Sean reviewed our web based materials and overall internet presence. <ul style="list-style-type: none"> Archive centenary materials Mike to be advised of dead links Update required for facebook & twitter (Phi) Advocacy examples are dated Discussion on whether a website committee should be struck to help vet content. To ensure consistency it was suggested that Branch webmasters form a national website committee, chaired by Mike LeBlanc. 	Thomas: speak to Phi about facebook and twitter Ann to pass along quick updates to Mike LeBlanc <u>DONE</u>	

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6.04	Policies	<ul style="list-style-type: none"> • Discussion on what photo might be best on banners <p>Kathleen, Dale, Crystal and Kari reviewed several policies.</p> <ul style="list-style-type: none"> • Discussion on unifying membership issues (late fees, fees for paper submission) • Financial related policies require in depth review and update 	<p>Awards NOP #1 to be revised</p> <p>Draft a 3-column document on membership policy</p> <p>Review polices and present revisions</p>	<p>K. Engele-Carter</p> <p>K. Martin</p> <p>C. Brown D. Chen</p>
7	Adjournment Day 1			



National Executive Council
September 11-12, 2015

CIPHI National Executive Council
Westin Ottawa Hotel
Saskatchewan Room

Approved Minutes
SATURDAY, SEPTEMBER 12, 2015
8:00AM – 5:00PM

NEC Members: Ani Martin (MB President), Tony Makrostergios (ON President), Mark Allen (NB Past President), Sean O’Toole (NS/PEI President), Laurie Hearn (NL President)

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Regrets: Gary O’Toole (Past President CIPHI)

Guest: Bob Custard President NEHA

#	Item	Notes	Actions	Lead
	BREAKFAST			
1.0	Welcome & Roll Call			
2.0	Agenda			
2.01	Agenda approval/additions			
2.02	Check in from Day 1			
2.03	EHFC Bylaw discussion		Talk to T. Roark to determine correct scope of proposal -DONE	A. Thomas
3.0	Focus Groups & Reporting			
3.01	Mandatory Membership	Decision was to focus on the 2017 cohort that has been identified by the motion Jason / Sean / Tony / Thomas / Crystal <ul style="list-style-type: none"> Recommitted to the understanding that the focus of mandatory membership efforts will primarily concentrate on the 2017 cohort and beyond. Targeting of existing membership can be done through 	Send out EOI	J. MacDonald

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		<ul style="list-style-type: none"> employers. Perhaps this is the work of an executive director. National Committee to be struck to focus on next steps (ToR already drafted) 		
3.02	CIPHI Governance Options Committee Structure and Leadership	Ann / Kari / Mark / Laurie / Kathleen <i>MOTION: "Accept the draft terms of reference for the Committee to accept governance options"</i> Mark Allen / Laurie Hearn PASSED	Send out EOI	A. Thomas
4.0	Working Lunch			
5.0	Guest Speaker			
5.01	NEHA President: Bob Custard	Upcoming Events: <ul style="list-style-type: none"> 2016 Conference – San Antonio 2017 Conference – Michigan 2018 Conference – TBD (Anaheim) Happening now: <ul style="list-style-type: none"> NEHA journal now available online New Executive Director at NEHA Focus on advocacy CIPHI & NEHA <ul style="list-style-type: none"> International Membership = \$60 CIPHI invited to be an "International Partner Organization" with NEHA NEHA ambassador to Canada = Ron De Burger 		
6.0	Work plan Discussions			
6.01	Alternative Revenue	Already happening without a committee leading the discussion: <ul style="list-style-type: none"> Risk Course w/ TrainCan Alberta Branch seeking grants for conferences Webinar revenue Ontario initiative to require practitioners to be members will increase national revenue 	Postpone the development of a committee in favour of continuing to seek alternative revenues and find efficiencies on an ad hoc basis	

#	Item	Notes	Actions	Lead
6.02	CPC Program Stakeholders		Invite CoPE Chair to next NEC meeting	A. Thomas
6.03	Ethics Committee			
6.04	Finance Review		Investigate the source of credit card fees.	C. Brown
6.05	EHFC Motion	<p>Two minor changes are required to Bylaw 10</p> <p>Motion: The following amendments will be made to Bylaw #10:</p> <ul style="list-style-type: none"> - section G of Section 1 definitions is amended to replace the phrase “under section 37 of By-law No. 4” to now read ““Branch” means a division of the Institute duly constituted under Bylaw number 1 of the Canadian Institute of Public Health Inspectors”, <p>And</p> <ul style="list-style-type: none"> - that the current Section B of Section 4 Appointments be rescinded in full and replaced with the following wording: <p>B. The Executive Council shall appoint two (2) regular or Life Members of the Institute of the Board</p> <p>Makrostergios / Hearn CARRIED</p>	<p>Update Bylaws and ensure Society registration notified as appropriate</p> <p>Ensure website link to bylaws is updated</p>	<p>A. Thomas</p> <p>A. Thomas</p>
6.07	2017 AEC	Letter of intent to bid submitted by Saskatchewan Branch		
BREAK				
7.0	CIPHI 2013-2016 Work Plan			
7.1	Next Steps		<p>Doug Walker to post call out for EPHW committee members</p> <p>Jason to summarize</p>	

#	Item	Notes	Actions	Lead
			<p>CIPHI's current state on advocacy network</p> <p>Sean to review and update all NOP's related to communications</p> <p>Jason to send ToR for Mandatory Membership to NEC</p> <p>Crystal and Dale to provide NEC with a go-forward strategy for the Finance Committee</p> <p>Ann to connect with Pam from RAC to discuss ToR of RAC</p>	
8.0	Adjournment			