

## Minutes

November 14, 2015 9:00 am Pacific time

### Minutes

**NEC Members:** Ann Thomas (President), Gary O'Toole (Past President), Crystal Brown (BC President), Thomas Cheung (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), Keir Cordner (Chair CoPE), Pam Scharfe (Vice Chair EHFC); Jason MacDonald

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

#	Item	Notes	Time	Lead
1	<b>Welcome &amp; Roll Call</b>	Present: A. Thomas, D. Chen, T. Cheung, K. Engele-Carter, K. Martin, S. O'Toole, K. Cordner, G. Gosselin, E. Meyer Regret: D. Walker, Absent: G. O'Toole, C. Brown, T. Makrostergios,		Ann Thomas
2	<b>Agenda &amp; Minutes</b>			
2.01	Agenda approval/additions		2 min	Ann Thomas
2.02	Minutes approval/corrections	Approval of August 21 <sup>st</sup> 2015 NEC Teleconference Minutes Motion: K. Martin Second: S. O'Toole All on favor: Yes Motion Carried.  Approval of October 4 <sup>th</sup> 2015 NEC Teleconference Minutes Motion: L. Hearn Second: T. Cheung All in Favor: Yes Motion Carried.	5 min	Crystal Brown  Thomas Cheung

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2.03	NEC Action Items Nov 2015	Review of current action items circulated with agenda	5 min	Ann Thomas
<b>3</b>	<b>Review of Motions</b>			
3.01	Electronic Motions	<i>None</i>		Ann Thomas
<b>4</b>	<b>Standing Committee Reports</b>			
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	<ul style="list-style-type: none"> <li>NOP # 6 Revisions circulated for comment by Nov 23rd. No questions or comments.</li> </ul>	10	Kathleen Martin
<b>5</b>	<b>Corporate Reports</b>			
5.01	Environmental Health Foundation of Canada	No update.		Pam Scharfe
5.02	Board of Certification	<ul style="list-style-type: none"> <li>Discussed the lack of east coast representation and currently no representation. BOC and NEC noted importance of having representation from all branches in the certification process. Consensus that we defer a decision on this until the governance model is reviewed and how we define ourselves as a “national organization”. Commitment by President that there will be progress on this in next few months.</li> <li>There was an error noted in 2014 budget and has been corrected.</li> <li>BOC has signed approval to Conastoga College, a total of 7 accredited schools. Both Conastoga College and Lake Superior State University will have first enrollment in Fall 2016.</li> <li>New BOC members include Janice Gammie (NS/PEI Member) and Keara Shaw (AB Member).</li> <li>Accredited schools held a forum in Ottawa to determine interest level amongst the schools to network. At this time Ryerson University (specifically Dr. Thomas Tenkate) will take the lead on this initiative.</li> </ul>		Garth Gosselin

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5.03	Council of Professional Experience	No update		Keir Cordner
5.04	Environmental Health Review	No update		Andrew Papadopoulos
<b>6</b>	<b>Old Business</b>			
6.01	IFEH CIPHI Delegates	<ul style="list-style-type: none"> <li>• Discussion re: appointment of IFEH Reps</li> <li>• Consensus that the rep would be an NEC member.</li> <li>• K. Martin will be the Rep for IFEH and A. Thomas will be listed as the President of CIPHI as a backup.</li> </ul>	5	Ann
6.02	CPC Stakeholders	<ul style="list-style-type: none"> <li>• Keir Cordner to provide update</li> <li>• Identify stakeholders; not only inspectors but full spectrum of individuals, partner organizations and unions, ministries, individual branches. Issue of liaising with the branch presidents.</li> <li>• NCCEH have done several workforces employee surveys; updated last year.</li> <li>• Clarity of the task is needed. Keir to continue expand the stakeholder list.</li> <li>• More discussion as moving forward.</li> </ul>	10	Keir Cordner
6.04	Mandatory Membership	<ul style="list-style-type: none"> <li>• Discussion of Legal Opinion Provided by Alberta Branch</li> <li>• Request for an updated opinion as a result of the mandatory membership motion that was passed at the AGM.</li> <li>• J. MacDonald has indicated interest in continuing to lead the Mandatory Membership</li> <li>• <b>ACTION:</b> Thomas will look into developing some questions to ask the lawyers with regards to the mandatory membership and the issue of the current status and clarify if this can be covered under the AB Branch retainer or if there is a cost to NEC.</li> <li>• Noted the importance of obtaining legal assistance in creating the necessary documents to move this initiative forward.</li> </ul>	20	Thomas Cheung
6.05	Train Can	<ul style="list-style-type: none"> <li>• <b>ACTION:</b> Sean will get in touch with Gary to discuss status of project and if required transition into a contact for this project.</li> </ul>	10	Gary
6.06	NOP#1 (Awards)	<ul style="list-style-type: none"> <li>• Revisions Circulated for Comment by Nov 23<sup>rd</sup>. No questions at the time.</li> </ul>	5	Kathleen/Kari
6.07	Disaster Relief Engagement	<ul style="list-style-type: none"> <li>• <b>Deferred to next call.</b></li> </ul>	Time Permitting	

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		<ul style="list-style-type: none"> <li>S. O'Toole to follow up on some information obtained.</li> </ul>		
6.08	NL BOC Rep.	<ul style="list-style-type: none"> <li>See Item 5.02</li> </ul>		
<b>7</b>	<b>New Business</b>			
7.01	Face to Face Meeting in New Year	<ul style="list-style-type: none"> <li>In favor of a face to face meeting; date (February / March) and location to be confirmed.</li> <li>Agreement that necessary pre-work needs to occur on the outstanding workplan objectives and importance of having the face to face as a working meeting to move objectives forward.</li> </ul>	10	Kathleen
7.02	Finance Issues	<ul style="list-style-type: none"> <li>Cheque signatories issue was discussed. Suggestion: Is to have two Office personnel to be the signatories By-Laws may need to be updated, need to clarify if signatories are defined in the by-laws.</li> <li><b>ACTION:</b> Ann to contact office to move to Office signing the cheques and have them outline the processes they have in place to share with NEC.</li> </ul>	10	Ann
7.03	AEC Updates (2015, 2016 & 2017)	<ul style="list-style-type: none"> <li><b>Deferred to next call.</b></li> </ul>	Time Permitting	
<b>8</b>	<b>Next Meeting</b>			
8.01	Meeting Schedule	<b>Confirmation of December 18<sup>th</sup> 2015 teleconference</b>		
<b>9</b>	<b>Adjournment</b>			