

National Executive Council
Teleconference January 16th, 2016

Approved Minutes

Minutes for this meeting were recorded by: Kathleen Martin

#	Item	Notes	Time	Lead
1	Welcome & Roll Call	<p>NEC Members: Ann Thomas (President), Dale Chen (BC President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Raymond Ramdayal (ON President-Elect), Sean O'Toole (NS/PEI President), Laurie Hearn (NL President)</p> <p>Guests: Garth Gosselin (Chair BOC), Keir Cordner (Chair CoPE), Pam Scharfe (Chair EHFC)</p> <p>Absent: Douglas Walker (NB President)</p>		Ann Thomas
2	Agenda & Minutes			
2.01	Agenda approval/additions		2 min	Ann Thomas
2.02	Minutes approval/corrections	<p>Approval of December 18, 2015 NEC Teleconference Minutes</p> <p>Motion to accept the minutes from December 18, 2015; with corrections on grammatical errors.</p> <p>Motion: K. Martin Second: L. Hearn All in favor: Yes. Motion Carried.</p>	5 min	Kathleen Martin
2.03	NEC Action Items	Review of current action items circulated with agenda	5 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	No update		Doug Walker

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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	Notification banner regarding Mandatory Membership has been placed on the MSC and website.		
4.06	Appeal Review Committee	<ul style="list-style-type: none"> - The BOC has forwarded 3 appeals for review; one plagiarism and two oral exams. - The reviews are underway by the panels. - NOP to be reviewed and updated to improve process for the appeal panels. 		Kathleen Martin
5	Corporate Reports			
5.01	Environmental Health Foundation of Canada	<p>New executive Pamela Scharfe: Chair Klaus Seeger: Vice-Chair Ron de Burger: Past Chair Tim Roark: Treasurer Jacqueline Schnider: Secretary</p> <p>Trustee Update: - The EHFC policy allows for 17 trustees, currently there are 8 trustees.</p> <p>EHFC Strategic Plan: - EHFC began a strategic plan in September in Ottawa and is expected to conclude in February</p>		Pam Scharfe
5.02	Board of Certification	<p>Appeals update: - 4 appeals, 3 went forward to the NEC for appeal review.</p> <p>School Review Update: - Ryerson School review was conducted in December. The report is expected to be completed within the month - BCIT 5 year review is scheduled for upcoming months.</p> <p>Written Exam Process: - The BOC is looking at ideas to improve the written exam process and is seeking input from NEC members, Branch Executives and Board Members. - The written exam process review will be sent to the NEC members to forward to their members.</p>		Garth Gosselin

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		- Deadline for response for February 15, 2016.		
5.03	Council of Professional Experience	<p>Representative update:</p> <ul style="list-style-type: none"> - Manitoba Representative completed 2 terms, and currently no replacement as of yet. - BC branch to announce the replacement for K. Cordner <p>Communications / Engagement update:</p> <ul style="list-style-type: none"> - Banner on MSC and email to remind members to input PDHs - Conducted a webinar regarding inputting PDHs. - Planning for increase in national promotion to raise participation levels. <p>C-Factor Update:</p> <ul style="list-style-type: none"> - K. Cordner, S. Ferguson (CoPE), B. Lambie (Office) and C-Factor representative (Terry) held a introductory meeting to gain better understanding of the program and the business rules. - 6 Change requests have been put forward to make it more user friendly. It is expected to take 40-60 hours and would be utilizing the funding that has been put aside and under the allotted budget. - A future and more significant change might be to have access (re-opening accounts) to update member accounts for auditing purposes 		Keir Cordner
5.04	Environmental Health Review	<ul style="list-style-type: none"> - A. Thomas reminding of the Branch updates and also open to suggestions for the Presidents' message. <ul style="list-style-type: none"> o P. Scharfe suggested adding information and updates from the arms of CIPHI in reports. 		Andrew Papadopoulos
6	Old Business			
6.01	Mandatory Membership 2017	<p>Discussion</p> <ul style="list-style-type: none"> - T. Cheung confirmed that J. Macdonald intends to participate but not as a lead. - P. Scharfe noted that the RAC members offered in 2014 to assist with the various NEC workplan initiatives. RAC members Charlie Young & Brian Hatton specifically offered their assistance with mandatory membership. T. Cheung advised he would be in touch with C. Young and B. Hatton. 	5	Thomas
6.02	Face to Face Meeting Feb 2016	<p>Discussion</p> <ul style="list-style-type: none"> - Format to be similar to September Face to Face in Ottawa 	20	Ann

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		<ul style="list-style-type: none"> - The Framework / agenda to be finalized ahead of time in order to maximize the time, focus on specific areas and to allow for product outcomes. - Day 1 to focus on Mandatory Membership. Break out groups consisting of Code of Ethics, By-Laws, Communication Strategy and Appeals (Enforcement & Discipline) - Day 2 Outstanding items 		
6.03	Finance	<p>MOTION: To extend the appointment of Crystal Brown, Past President BC Branch CIPHI, as Treasurer of the Canadian Institute of Public Health Inspectors, reporting to the National Executive Council , for a period of one year commencing on January 1st 2016 and ending December 31st 2016.</p> <p>BACKGROUND: As follow up to the December 2015 NEC teleconference, Ann Thomas spoke with Crystal Brown regarding her staying on for an interim period as Treasurer with her first duty being a) this year's budget and) revising the current finance committee policy to reflect clarification of the role of the office service versus the treasurer, accountability to the NEC, reporting frequency and methods, and term of office . This appointment will replace the previous reoccurring appointment of BC Branch President to the position as Treasurer. Crystal was willing to commit to this for a period of one year at which time it can be reviewed and a decision made for going forward</p> <p>Moved by: A. Thomas, Seconder: T. Cheung Opposed: None, In Favor: All Motion Carried.</p>		
6.04	Disaster Relief Engagement	<ul style="list-style-type: none"> - No update: Defer to next meeting. 	5	
6.05	AEC 2017	<ul style="list-style-type: none"> - No update for this meeting. Defer to next meeting 		Tony
6.06	Train Can Update	<ul style="list-style-type: none"> - S. O'Toole has not been able to connect with TrainCan. - S. O'Toole's term as Branch President ends in April, will continue to be the lead until the project is completed. - Will establish a working group for this project / CIPHI initiative. 		Sean
7	New Business			
7.01	PHPC/CHNC/CIPHI Collaborator	<ul style="list-style-type: none"> - CPHA Conference: June 13-16, 2016 in Toronto (Sheraton 		Ann

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	Session Public Health Physicians of Canada Community Health Nurses of Canada	Centre) - CIPHI was contacted by PHPC to participate in delivering a Collaborators Session at CPHA annual conference - Looking for potential "Hot Topics" to be discussed during the event - NEC was supportive of participating; detail of who would attend on behalf of CIPHI was not discussed. - Further details to be shared once finalized with PHPC and CHNC		
8	Next Meeting			
8.01	Meeting Schedule	February 27-28th, 2016 Face to Face Meeting Edmonton AB		
9	Adjournment			