

## NEC Teleconference

March 18th, 2016 9:00 am Pacific time

### Approved Minutes

**NEC Members:** Ann Thomas (President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Douglas Walker ( NB President), Sean O'Toole (NS/PEI President), Laurie Hearn (NL President) , Dale Chen ( BC President)

**Regrets:** Tony Makrostergios ( ON President) ; Garth Gosselin (Chair BOC); Pam Scharfe (Chair EHFC)

**Guests:** Keir Cordner (Chair COPE),

**Minutes for this meeting will be recorded by : Ann Thomas**

#	Item	Action	Lead
1	Welcome & Roll Call		
2	Agenda & Minutes		
2.01	Agenda approval/additions		
2.02	Minutes approval/corrections	<b>MOTION:</b> Approval of February 27-28 <sup>th</sup> 2016 NEC Meeting Minutes Moved: Sean O'Toole Seconded: Thomas Cheung <b>Carried</b>	
2.03	NEC Action Items	Review of action items from February meeting	
4	Standing Committee Reports		
4.01	Environmental Public Health Week	<p>EPHW committee met March 10<sup>th</sup>. Doug Walker brought forward the following recommendations on behalf of the committee:</p> <ul style="list-style-type: none"> <li>the theme be the same as the 2016 AEC " Innovation Beyond Inspection"</li> <li>EPHW week be September 26<sup>th</sup> – 30<sup>th</sup> to coincide with the AEC and World Environmental Health day on September 26<sup>th</sup></li> </ul> <p>NEC discussed and expressed support for these recommendations.</p> <p>The committee is working on the following:</p> <ul style="list-style-type: none"> <li>Targeting May 31<sup>st</sup> as the target date to have all promotional material ready for EHPW</li> <li>Phi Phan is still taking lead on TWITTER feeds</li> <li>French translation is being done via NB Branch</li> <li>Work is still in progress to complete the EPHW Committee Planning Guide</li> </ul>	

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4.04	Finance and Audit	Review and discussion of 2016 Budget as presented by Crystal Brown ( Treasurer) <ul style="list-style-type: none"> <li>• CoPE and BOC have confirmed their portion of the budget is acceptable</li> <li>• Consensus that the legal budget be increased by \$5,000 to account for any legal opinions required re: mandatory membership</li> </ul> <b>MOTION:</b> Approve the budget as presented March 18, 2016 with the increase to legal fees . Moved: Sean O'Toole Seconded: Laurie Hearn <b>CARRIED</b>	<b>Make change spreadsheet to reflect increase in legal fees and send to Ann for circulation</b>	<b>Crystal</b>
<b>5</b>	<b>Corporate Reports</b>			
5.03	Council of Professional Experience	Updates on CoPE activities since February meeting provided by Keir Cordner: <ul style="list-style-type: none"> <li>• Audit process has already begun for 2016 with a projected launch date of mid-April</li> <li>• Information sharing action item from Feb meeting has been discussed by CoPE. This is in regards to what membership information can be shared within CIPHI for the purpose of establishing mandatory membership requirements and for use in follow up of membership compliance with CPC requirements. The current NOP #2 may need to be revised to enlarge the scope of disclosure options available to CoPE. There is recognition that members need to be kept informed on what happens to the information they are asked to provide and what privacy policies and practices are in place.</li> <li>• A draft is being prepared outlining options for remedial actions to address non-compliance with CPC requirements by members. The intent is that this will be presented to the NEC for review by May 1, 2016 as agreed to at the February meeting.</li> </ul>	<b>CoPE will continue to review NOP #2 and make the necessary revisions by January 1, 2017 to support the launch of mandatory membership.</b>	<b>Keir Cordner</b>
<b>6</b>	<b>Old Business</b>			
6.01	Change to Cheque Signing Authority	In December 2015 the NEC passed a motion approving Karlina Mark-Eng and Dianne Piccott of MPS Executive Suite as signing officers for the CIPHI chequing account and to follow the MPS procedures (dated December 2015) for issuing Accounts Payable cheques.  MPS has advised that the intent of the procedures submitted to the NEC was to have Karlina and <u>both</u> bookkeepers at MPS assigned to the CIPHI file to have signing authority. Either book keeper could be assigned to either issue the cheques for signing or to be the signatory depending on the circumstances. Karlina's signature would always be required in addition to the signature of the bookkeeper who did NOT issue the cheque.	<b>Provide the office with a copy of the approved March 18<sup>th</sup> minutes confirming this motion was passed</b>	<b>Ann</b>

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#	Item		Action	Lead
		<p><b>MOTION:</b> The NEC approve Karlina Mark-Eng, Dianne Piccott (bookkeeper) and Deserae Kataro (bookkeeper) as signing authorities for the CIPHI A/P chequing account as per the MPS procedures dated December 2015 <b>and</b> that the CIPHI financial institution be directed to remove Gary Tam and Phi Phan as CIPHI chequing account signatories 60 days following the appointment of Dianne Piccott and Deserae Kataro as signatories on this account.</p> <p>Moved: Laurie Hearn Seconded: Sean O'Toole</p> <p><b>CARRIED</b></p>		
6.02	Disaster Relief Engagement	Response sent on behalf of NEC to Klaus Seeger March 01, 2016 – confirmation of receipt received. FYI - no action required.		
6.03	PHPC/CHNC/CIPHI Collaborator Session	Update on response to request for topics provided by Ann. Ann will continue to provide updates on the initiative as it develops.		
6.04	Bylaw Updates	<p>Circulated to NEC by Laurie prior to teleconference</p> <p><b>MOTION:</b> To accept the By Law changes dated March 18<sup>th</sup> 2016. Moved: Laurie Hearn Seconded: Doug Walker</p> <p><b>CARRIED</b></p> <p>Laurie will separate out the changes into motions and special resolutions to be taken forth to the members for ratification at the 2016 AGM following the process outlined in the bylaws.</p>	<b>Draft Motions and Special Resolutions and circulate to NEC by April 2016 teleconference.</b>	<b>Laurie</b>
6.05	Conference 2017	<p>Action item from February meeting. Presidents to discuss this at the Branch level and report out on potential solution.</p> <p>Potential solution identified during discussion was to explore the option of doing a joint CPHA/CIPHI AEC in 2017. CPHA has an AEC scheduled in Halifax 2017.</p> <p>The NB Branch did a joint NB Branch of CPHA conference and it was very successful and generated significant revenue.</p> <p>There was general consensus that this would be a good option to pursue for 2017 as it does not appear any Branches have the resources to commit to organizing a conference at this late date.</p>	<b>CIPHI to contact CPHA and discuss potential for a joint conference in 2017. Report back to NEC at April teleconference</b>	<b>Kathleen Sean</b>

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6.06	Risk Management Train Can Course	Train Can has been slow in responding to enquiries for updates but did confirm the morning of this meeting that they are moving forward on this course and the goal is to have a draft ready for review by May – June with a target launch date of Sept 26 <sup>th</sup> - 30 <sup>th</sup> at the National AEC. Jim Kostiuk has promised a full written progress report with timelines will be available next week. Sean will continue to work with them in this regard.		
<b>7</b>	<b>New Business</b>			
7.01	Volunteer Coordinator	Discussion re: establishing a volunteer position to coordinate recruitment and retention of volunteers for NEC/CoPE/BOC.  Sean spoke in support of making volunteer recognition programs part of the role of this position.  Consensus was that this was a good idea to pursue.	<b>Develop a draft Terms of reference for the position and bring to NEC for discussion at the April teleconference.</b>	<b>Ann</b>
7.02	Proposed NOP “Inclusion” Document	Deferred to April 16 <sup>th</sup> , 2016 teleconference		
<b>8</b>	<b>Next Meeting</b>			
8.01	Meeting Schedule	<b>Saturday, April 16<sup>th</sup> Teleconference</b>		
<b>9</b>	<b>Meeting Adjourned 10: 40 am</b>			