

**National Executive Council**  
Teleconference May 20, 2016

**APPROVED MINUTES**

#	Item	Notes	Lead
1	<b>Welcome &amp; Roll Call</b>	Present: Ann Thomas (President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Doug Walker (NB President), Sean O’Toole (NS/PEI President), Laurie Hearn (NL President), Peter Ross (COPE Representative)  Regrets: Garth Gosselin (Chair BOC), Keir Cordner (Chair COPE), Tony Makrostergios (ON President), Dale Chen (BC President)	
2	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<b>MOTION:</b> Approval of the Agenda as circulated Moved: Kathleen Martin Seconded: Sean O’Toole In Favor: All Opposed: None <b>Motion: CARRIED</b>	
2.02	Minutes Approval	<b>MOTION:</b> Approval of April 16 <sup>th</sup> 2016 NEC Meeting Minutes Moved: Kathleen Martin Seconded: Ann Thomas <b>Motion: CARRIED</b> via Electronic voting prior to meeting	
3	<b>Standing Committee Reports</b>		
3.01	Environmental Public Health Week	<ul style="list-style-type: none"> <li>- Tasks continue to be on track</li> <li>- Poster concept was approved at last meeting and first draft to be ready by the end of May</li> <li>- Proclamation letter completed; translation to be completed. Branches to coordinate the proclamation</li> <li>- President’s message needs to be completed</li> <li>- EPHW Manual being reviewed to be completed by end of year.</li> </ul>	Doug Walker
3.02	Finance and Audit	<ul style="list-style-type: none"> <li>- Ann has contacted Crystal in regards to updating the Finance Binder and will provide an update in near future.</li> <li>- Coordination to occur with National Office (regarding review of the Finance Binder).</li> </ul>	

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3.03	Appeal Review Committee	- Spring Candidates will be receiving results in upcoming weeks.	Kathleen
3.04	Members Service Centre	- Bonnie is working with C-Factor regarding issue of students inability to use MSC to register as a Student Member.	Kari
<b>4</b>	<b>Corporate Reports</b>		
4.01	Council of Professional Experience	<p>Feedback from NEC on remediation documents circulated for review prior to the meeting</p> <ul style="list-style-type: none"> <li>- The remediation document as circulated was compiled from other professional remediation processes and procedures.</li> <li>- NEC supports the remediation document as circulated. In the future there may be a requirement to review and make revisions.</li> <li>- CoPE has not looked at the need to increase capacity of CoPE; but agreed that changes would need to be made (eg change to governance structure, establish NEC Disciplinary committee / lead)</li> <li>- The dynamics of CoPE would change if required to conduct the disciplinary component, foresee that CoPE would / should not be body to inform of "audit failures." As per remediation document failures would be reported to NEC. A model similar to the BOC appeals may be required.</li> <li>- Legal council required and necessary</li> </ul>	Peter / Keir
4.02	Board of Certification	- No update	Garth
4.03	EHFC	- No update	Pam
<b>5</b>	<b>Old Business</b>		
5.01	NEC Outstanding Action Items	<ul style="list-style-type: none"> <li>- Review of Action Items dated May 2016</li> </ul> <p><b>ACTION ITEM:</b> Ann will revise list and circulate with minutes.</p>	Ann
5.02	CIPHI/CPHA Joint Conference Potential 2017	<ul style="list-style-type: none"> <li>- K. Martin met with Dr. Joel Kettner (President of Public Health Physicians of Canada and previous board member with CPHA) and discussed possibility of joint conferences with CPHA/CPHI and PHPC in future. J. Kettner noted that he sees that there could be interest to collaborate amongst agencies. A topic during the collaboration session at CPHA conference in June is around future collaboration of agencies. J. Kettner will connect with CPHA members and will connect with A. Thomas during June 2016 CPHA conference.</li> </ul> <p><b>ACTION ITEM:</b> A. Thomas to report at the next conference call.</p>	Kathleen/Sean

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5.03	Volunteer Coordinator	<p><b>MOTION:</b> To approve the volunteer coordinator position as circulated. Moved: Kathleen Martin Seconded: Sean O’Toole In Favor: All Opposed: None <b>Motion: CARRIED</b></p> <p><b>Discussion:</b> Honorarium to be reviewed and finalized. <b>ACTION ITEM:</b> Ann to make edits (remove reference to Draft) and send to Branch Presidents for circulation and for posting on the website.</p>	Ann
5.04	AGM Motions	The communication to membership was reviewed and approved to be circulated to membership (by Branch Presidents) regarding the decision that motions from the floor will no longer be received at the AGM ( see item # 6.01)	Ann
<b>6</b>	<b>New Business</b>		
6.01	Approval of Draft By law and Policy Changes	<p><b>MOTION:</b> To accept the changes to <i>Bylaw #1 section 3.04 subsection C (i, ii, iii)</i> as presented. Moved: Sean O’Toole Seconded: Doug Walker In Favor: All Opposed: None <b>Motion: CARRIED</b></p> <p><b>ACTION ITEM:</b> Laurie to add this change to the AGM Notice.</p> <p>-----</p> <p><b>MOTION:</b> To accept the new NOP #21 <i>Notice of Proposal by Membership</i> as circulated with edits discussed during discussion (1. Remove the number of words and move bullet #2 from accountability to number 4 under Specific operations). Moved: Kathleen Martin Seconded: Laurie Hearn In Favor: All Opposed: None <b>Motion: CARRIED</b></p> <p><b>ACTION ITEMS:</b> Ann to make edits and circulate NOP#21 with the Notice to Members (item#5.04) All Branch Presidents to circulate these two documents to members ASAP</p> <p>-----</p>	Ann

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		<p><b>MOTION:</b> To accept the revisions to NOP#10 with the edits that discussed during the discussion (Mention of Constitution in 1<sup>st</sup> and 2<sup>nd</sup> sentence within the Accountability section).                      Moved: Kathleen Martin    Seconded: Laurie Hearn                      In Favor: All                      Opposed: None  <b>Motion: CARRIED</b></p> <p><b>ACTION ITEM:</b> Ann to make edits and circulate the revised NOP#10 including posting to website.</p>	
<b>7</b>	<b>Next Meeting</b>		
7.01	Meeting Schedule	Saturday June 18th Teleconference	
<b>8</b>	<b>Meeting Adjourned                    10:40 am</b>		