

**National Executive Council**  
Teleconference June 18, 2016

**APPROVED MINUTES**

#	Item	Notes	Lead
1	<b>Welcome &amp; Roll Call</b>	Present: Ann Thomas (President), Dale Chen (BC President), Evelien Meyer (AB President-Elect), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Tony Makrostergios (ON President), Doug Walker (NB President), Sean O’Toole (NS/PEI President), Laurie Hearn (NL President), Garth Gosselin (Chair BOC), Keir Cordner (Chair COPE), Pam Scharfe (Chair EHFC)  Regrets: Thomas Cheung (AB President)	
2	<b>Agenda &amp; Minutes</b>		
2.01	Agenda approval/additions	<b>MOTION:</b> Approval of the Agenda with an addition to discuss AEC 2016 Room requirements in section 6.01 Moved: Sean O’Toole Seconded: Dale Chen In Favor: All Opposed: None <b>Motion: CARRIED</b>	
2.02	Minutes Approval	<b>MOTION:</b> Approval of May 20 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>- Poster and design and text has been confirmed</li> <li>- Banner is complete and will be contacting M. LeBlanc for posting on website</li> <li>- Banner also has been created and will be made available for members to add to their email signatures.</li> <li>- Proclamation letter being translated</li> <li>- President’s Letter – Connect with Ann in July</li> <li>- Reimbursement for translation from last year not received, and will add last year’s amount to this year’s cost</li> </ul>	Doug Walker

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3.02	Finance and Audit	- No update	
3.03	Appeal Review Committee	- No update	Kathleen
3.04	Members Service Centre	- No update	Kari
<b>4</b>	<b>Corporate Reports</b>		
4.01	Council of Professional Experience	<ul style="list-style-type: none"> <li>- 2015 CoPE report will be completed shortly and will be forwarded to A. Thomas for inclusion in AGM Report.</li> <li>- Audit for 2015 has been completed, with pass rate of 55%, of 140 audits conducted</li> <li>- MSC amendments; 6 changes underway and within the credits therefore at this time not needed to use the allocated budget for the improvements. One of the improvements is to re-open and allow for edits when imputing PDHs (i.e. entering information in the incorrect column; does not allow for members to enter PDHs if haven't entered).</li> </ul>	Keir
4.02	Board of Certification	<p>Retired Members Sitting on BOC (Discussion Paper Circulated)</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- NEC and RAC supportive of a retired member sitting on the BOC</li> <li>- Retired member to be supported by the branch</li> <li>- Term length to be established and limit number of retired members on the BOC</li> <li>- Retired member would be required to conduct 30 PDHs, despite retired members not subject to participate in the CPC program.</li> </ul> <p>ACTION ITEM: Garth to update the BOC bylaws to clearly allow Retired Members to sit on the BOC. A motion will to be presented at the next BOC meeting and then brought forward to the NEC.</p> <p>Project Updates:</p> <ul style="list-style-type: none"> <li>- Finishing IO project</li> <li>- Review of the evaluations of oral exam and papers; future project and possible changes</li> </ul>	Garth
4.03	EHFC	<p>1. Awards</p> <ul style="list-style-type: none"> <li>• There is a lack of interest in the awards again this year. The only award that we received a nomination for is the Continuing Education award. The EHFC will be advertising the awards with extended deadline dates on the CIPHI listserve next week.</li> <li>• Pam and Kari have a teleconference meeting next week to discuss all awards national, branch and EHFC to come up with an integrated approach on handling these awards.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• The Dr. Neil Lowry Recreational Water award has been finalized with Michael Lowry. The award recognizes outstanding contributions of CPHI(C) to advance safer and healthier recreational water in Canada in an effort to protect the public's health. The award will be announced shortly and be available for nomination this year.</li> <li>• The EHFC was approached by CPHI(C) Fran Gelder who was employed by Simcoe Muskoka Health Unit and is now employed by Hedgerow Software Ltd. Fran holds a Masters in Leadership and she approached her new employer about a collaboration with the EHFC to support a Leadership award in Environmental Health. The award would be \$500 annually and would be to recognize a CIPHI member in good standing in any position or role who has consistently demonstrated outstanding leadership qualities to inspire excellence and professional integrity in the field of Environmental Health. The award will be announced shortly and be available for nomination this year.</li> </ul> <p>2. Fairness in Charitable Gifts</p> <ul style="list-style-type: none"> <li>• The EHFC through the CIPHI Listserve asked the members to support Member of Parliament Ted Falk's private member bill to help charities by calling, emailing or writing their local MP to advocate that they support the members bill as all charities would benefit. Currently the federal tax credits for political contributions far exceed the federal tax credits for donations for registered charities in Canada. MP Flak was reaching out to all Canadian not-for-profit charities to bring attention to and rally around for this important bill he had introduced into the House of Commons which would see donors to registered charities receiving the same generous federal tax credit that donors to political parties currently receive. The bill was coming up for a second reading sometime in June.</li> <li>• The information provided on the listserv included a link so members could find the contact information for their local MP and the contact information for all party leaders in Canada.</li> </ul> <p>3. Honourary EHFC Chair</p> <ul style="list-style-type: none"> <li>• The EHFC Board of Trustees have discussed at length filling the vacant EHFC Honourary Chair position which was last filled by Dr. John Batherwick when he was Vancouver's MOH.</li> <li>• A few potential candidates have been researched and the top candidate has been approached and the EHFC Executive plan to speak to this individual to discuss roles and responsibilities and hope to make an official announcement sometime this summer.</li> </ul> <p>4. Annual Education Conference Fund Raising Initiative</p> <ul style="list-style-type: none"> <li>• The EHFC Chair was approached by Jason MacDonald to explore an opportunity for the</li> </ul>	

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		<p>EHFC to assist with raising money for the Clinica Verde during the upcoming conference in September. The EHFC is in agreement because we have financially supported this very worthy cause.</p> <ul style="list-style-type: none"> <li>The EHFC has been working with both Michael Sidra and Lena Parker, Conference Committee members on a variety of initiatives including hoping to receive a donation from West Jets Community Investment program an airline ticket for the silent auction, and looking at the ways to be able to collect fund raising money during the conference using donation systems the EHFC already have in place.</li> </ul> <p>5. EHFC Strategic Planning</p> <ul style="list-style-type: none"> <li>Continuing our strategic planning and plan to have a final report at our face to face meeting in Alberta</li> </ul>	
<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 June 2016</li> </ul> <p><b>ACTION ITEM:</b> Ann will revise list and circulate with minutes.</p>	Ann
5.02	By-Law Revisions	<ul style="list-style-type: none"> <li>The Notices of Motion submitted to NEC on Tuesday June 14, 2016 required an amendment / correction to bring the changes to by-law section 3.04 from the special resolution notice to the notice regarding procedural changes.</li> </ul> <p><b>MOTION:</b> To approve the notices of motion as amended and to have the notices circulated with the AGM Notice.            Moved: Laurie Hearn Seconded: Sean O’Toole            Discussion: The 3.04 change is an issue of bringing the by-laws into compliance with the Not for Profit Act.            The In Favor: All            Opposed: None  <b>Motion: CARRIED</b></p> <p>Sean O’Toole extended great thanks and acknowledged Laurie for her work on this task.</p>	
5.03	CPHA AEC 2016	<ul style="list-style-type: none"> <li>Session was well attended (~40 ppl despite 11 other sessions going on and end of the conference)</li> <li>CPHA, PHPC, CHNC, CIPHI are open and keen on supporting one and another as all organizations are struggling with similar issues (i.e. shrinking budgets)</li> </ul>	

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		<b>ACTION ITEM:</b> Ann will follow up with written summary of conference and thoughts on conducting joint conference with CPHA	
<b>6</b>	<b>New Business</b>		
6.01	AGM / AEC 2016	<ul style="list-style-type: none"> <li>- Reminder to submit AGM reports</li> <li>- Discussion re: Face to Face Meeting in September – agreed to have a working / networking lunch with NEC, CoPE(8ppl), BOC (8ppl), EHFC (6ppl)</li> <li>- Respond to Karline with respect to hotel room requirements</li> </ul>	
6.02	Discussion Forum Proposal	<p>Jason MacDonald, Nelson Fok, and Daniel Fong (NCCEH) would like to bring this to the next AGM in the fall. They are asking the <b>NEC to put action toward the re-establishment of the CIPHI discussion forum</b>. Jason will prepare a resolution in advance of the meeting to be submitted to the NEC. He wanted to give the NEC a heads up and asked if the NEC had any questions regarding this. Nelson is very supportive of this and indicated that he is willing to provide any of his own resources needed to make this happen.(submitted by Thomas Cheung)</p> <p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- Concern regarding moderating of the forum, need to establish business rules and framework of the forum, responsibility &amp; expectations for BOC / CoPE / NEC to respond to the comment</li> <li>- Appetite for the forum to be re-established</li> <li>- Question the necessity of motion / resolution and discussion regarding submission of a project proposal to be submitted to the NEC for review and approval.</li> </ul> <p><b>ACTION ITEM:</b> Ann will connect and discuss NEC discussion with J. MacDonald</p>	
<b>7</b>	<b>Next Meeting</b>		
7.01	Meeting Schedule	Friday July 15 Teleconference	
<b>8</b>	<b>Meeting Adjourned</b>	<b>12:30</b>	