

**National Executive Council**

Teleconference October 21, 2016

**APPROVED MINUTES**

| #    | Item                           | Notes  | Lead |
|------|--------------------------------|--|------|
| 1    | <b>Welcome &amp; Roll Call</b> | <p><b>Present:</b> Ann Thomas (President), Kari Engele-Carter (SK President), Kathleen Martin (MB President), Raymond Ramdayal (ON President), Nina van der Pluijm (NB President), Thomas Cheung (AB President), Dale Chen (BC President) , Garth Gosselin (Chair BOC)</p> <p><b>Regrets:</b> Pam Scharfe (Chair EHFC), Sean O’Toole (NS/PEI President), Keir Cordner (CoPE Chair)</p> <p><b>Minute Taker:</b> Kathleen Martin</p>                                       |      |
| 2    | <b>Agenda &amp; Minutes</b>    |  |      |
| 2.01 | Agenda approval/additions      | <p><b>MOTION:</b> Approval of the Agenda with amendments</p> <p>5.03 Update National Recognition Process of FoodSafety Training Program</p> <p>6.05 BOC Motions</p> <p>Moved: Kathleen Martin Seconded: Thomas Cheung</p> <p>In Favor: All</p> <p>Opposed: None</p> <p><b>Motion: CARRIED</b></p>  |      |
| 2.02 | Minutes Approval               | <p><b>MOTION:</b> Approval of September 23 -24, 2016 NEC Meeting Minutes with amendments brought forward.</p> <p>Moved: Kari Engele-Carter Seconded: Ann Thomas</p> <p>In Favor: All</p> <p>Opposed: None</p> <p><b>Motion: CARRIED</b></p> <p>Motion: Accept the draft AGM 2016 minutes as the final draft minutes to take forward to the membership at the 2017 AGM.</p> <p>Moved: Ann Thomas Seconded: Raymond Ramdayal</p> <p>In Favor: All</p> <p>Opposed: None</p> |      |

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|          |                                    | <b>Motion: CARRIED</b>   |          |
| <b>3</b> | <b>Standing Committee Reports</b>  |  |          |
| 3.01     | Environmental Public Health Week   | - Doug: confirmed that he will continue working on orientation binder with Kathleen with a completion date of Dec 31 2016.   |          |
| 3.02     | Finance and Audit                  | - No update  |          |
| 3.03     | Appeal Review Committee            | - Kari will be taking this over for Kathleen   | Kathleen |
| 3.04     | Members Service Centre             | - No update  |          |
| <b>4</b> | <b>Corporate Reports</b>           |  |          |
| 4.01     | Council of Professional Experience | - No update  |          |
| 4.02     | Board of Certification             | <p><b>MOTION:</b> For the NEC to approve the appointment of Gary Tam as the BC Representative effective November 1, 2016<br/> Moved: Dale Chen Seconded: Nina van der Pluijm<br/> In Favor: All<br/> Opposed: None<br/> <b>Motion: CARRIED</b></p> <p><b>MOTION:</b> For the NEC to approve the appointment of Stephen Hancock as the Manitoba Representative effective September 1, 2016<br/> Moved: Kathleen Martin Seconded: Kari Engele-Carter<br/> In Favor: All<br/> Opposed: None<br/> <b>Motion: CARRIED</b></p> <p>Update:</p> <ul style="list-style-type: none"> <li>- Lake Superior State – current approval has lapsed and BOC is following up on how they are going to move forward in the future.</li> <li>- Work in Progress <ul style="list-style-type: none"> <li>o Conflict of interest paper</li> <li>o Former member participation on the board</li> <li>o Review of plagiarism</li> <li>o IO Review – final version to be presented to school by end of year</li> <li>o Schools to be reporting back to the BOC with respect to bridging program for</li> </ul> </li> </ul> |          |

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|          |   | <ul style="list-style-type: none"> <li>○ international students.</li> <li>○ Assessment</li> </ul>  |          |
| 4.03     | EHFC  | - No update  |          |
| <b>5</b> | <b>Old Business</b>   |  |          |
| 5.01     | NEC Outstanding Action Items  | <ul style="list-style-type: none"> <li>- No changes to status of outstanding noted.</li> <li>- Confirmed that items related to review of NOP 16-18 and the review of the social media coordinator position will be done by Kari and Nina.</li> </ul>   | Ann      |
| 5.02     | TrainCan Course   | - Confirmation that there was no contract signed with respect to the project with TrainCan and no transfer of funds to TrainCan.   | Ann/Sean |
| 5.03     | Update National Recognition Process of Food Safety Training Program | <ul style="list-style-type: none"> <li>- If a third party is going to be considered for the review of training courses based on the national criteria being developed then there will be a request for proposals to bid on a contract .</li> <li>- Possible opportunity for CIPHI, income generating and experience in managing a contract. NEC to review if submitting a proposal is realistic with current Work Plan and resources.</li> </ul>   | Ann      |
| <b>6</b> | <b>New Business</b>   |  |          |
| 6.01     | Finance   | <ul style="list-style-type: none"> <li>- Report on status of September 3<sup>rd</sup> quarter financial report               <ul style="list-style-type: none"> <li>○ Delay in presenting 3<sup>rd</sup> Quarter report in order to have an accurate representation of the once conference and meeting revenues and expenses have been finalized.</li> </ul> </li> <li>- Report on requirements in NFPC Act re: position of finance chair/treasurer               <ul style="list-style-type: none"> <li>○ Act indicates that an accounting firm that is accredited is required. Role of treasurer is mentioned in the Act but not a requirement for the corporation to have one in office.</li> </ul> </li> </ul> | Ann      |
| 6.02     | IFEH Americas Group   | <ul style="list-style-type: none"> <li>• Request for participation on teleconference re: assistance to Haiti</li> <li>• No commitment has been made for assistance from CIPHI</li> </ul>   | Ann      |
| 6.03     | 2017 Face to Face Meeting   | <ul style="list-style-type: none"> <li>• Confirm Dates and Place – February 4 &amp; 5, 2017; Halifax</li> <li>• Confirm participation by CoPE/BOC/EHFC – discuss offline regarding their participation</li> </ul>  | Ann      |
| 6.04     | Membership Application Form Review                                  | <ul style="list-style-type: none"> <li>• Double check of the taxes for provinces</li> <li>• No other changes noted and Ann will advise office</li> </ul>   | Ann      |

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| 6.05 | BOC Motions | <p>The BOC have passed three motions regarding amendments to the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors that require to be referred to the NEC.</p> <p><b>Motion #1 – Board to include Retiree Member</b><br/>Move to add section 4(2a) to the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors to read as follows: “At the discretion of the Board there may be up to two members retired from the discipline of Public Health Inspection within the previous three years who are appointed to the Board or completed a current term, provided they are still in possession of the CPHI(C) and remain a member in good standing. An appointed retired members shall serve no more than one term.</p> <p><b>Motion #2 – Number of members with CPHI(C)</b><br/>Move to amend section 4(2) of the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors to read as follows: “... Subject to 4(2a) there shall be up to 11 members engaged in the discipline of public health inspection and shall be in possession of the CPHI(C).</p> <p><b>Motion #3 – Board to include member from discipline other than Public Health Inspection</b><br/>Move to revise section 4(3) of the Regulations Respecting the Certificate in Public Health Inspection (Canada) and Governing the Board of Certification of Public Health Inspectors to read as follows: “At the discretion of the Board, there may be up to one member drawn from a discipline other than Public Health Inspection.</p> <p><b>MOTION:</b> Move that the NEC set aside the Motion #2 regarding number of members with CPHI(C) as presented, with a note section 4(2) to read 10 members instead of 11 members and the NEC will be in agreement.</p> <p>Moved: Nina Van der Pluijm Seconded: Kari Engele-Carter<br/>In Favor: All<br/>Opposed: None<br/><b>Motion: CARRIED</b></p> <p><b>MOTION:</b> Move that the NEC approves Motion 1 – Board to include Retiree Member and</p> | Garth |

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|          |   | Motion #3 – Board to include member from discipline other than Public Health Inspection.<br><br>Moved: Nina Van der Pluijm Seconded: Kari Engele-Carter<br>In Favor: All<br>Opposed: None<br><b>Motion: CARRIED</b>                                    |      |
| <b>7</b> | <b>Next Meeting</b>                               |  |      |
| 7.01     | 2017 Meeting Schedule                             | <ul style="list-style-type: none"> <li>• Confirm schedule of teleconferences (currently alternating 3<sup>rd</sup> Fri and 3<sup>rd</sup> Saturday monthly)</li> <li>• Keep as per Friday and Saturday and discuss further at Face-to-Face.</li> </ul> |      |
| <b>8</b> | <b>Meeting Adjourned 10:32 am ( Pacific time)</b> |  |      |

