

NEC Teleconference

November 19, 2016 9:00 am Pacific time

Dial: 1-866-613-5223
Participant Code: 3856647

Approved Minutes

NEC Members: Ann Thomas (President), Thomas Cheung (AB President), Kari Engele-Carter (SK President), Sara Baird (NS/PEI President), Dale Chen (BC President); Raymond Ramdayal (ON President); Nina van der Pluijm (NB President)

Guests: Garth Gosselin (Chair BOC)

Regrets: Newfoundland/Labrador Branch, Ali Rana, Pam Scharfe, Keir Cordner

Minute Taker: Raymond Ramdayal

NOTE: * denotes that a document was circulated for NEC to review prior to the meeting

#	Item	Discussion	Action	Lead
1	Welcome & Roll Call			
2	Agenda & Minutes			
2.01	Agenda approval/additions *	Moved by Ann Seconded by Nina CARRIED		
2.02	Minutes Approval *	Motion to approve minutes of October 21, 2016 as circulated Moved by Ann Seconded by Raymond CARRIED		
3	Standing Committee Reports			
3.01	Environmental Public Health Week	No report		
3.02	Finance and Audit	September Financials have been received from the office.	Send September Financial Statements to NEC	Ann

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3.03	Appeal Review Committee	No Report		
3.04	Members Service Centre	<p>Dale received a list from office of all changes that have to be made in order for the student membership registration to be added to MSC. (Refer to Bonnie's Nov 3, 2016 email.) Estimate \$5000 to get all the changes made. CoPE already used up all the banked hours. We need a motion to approve the expenditure.</p> <p>Q: How often does the NEC go and view the statement as a group? A: Budget gets circulated quarterly. The Finance Chair position used to do a review and flag any issues. Will talk about what to do with the Finance Committee piece at the Face-to-Face meeting Feb 2017.</p> <p>Ann stated that we are in a good position financially and this expenditure will not negatively impact budget.</p> <p>Office did not give a timeline re: how long it would it take to make the changes to the MSC Perhaps we have enough time to defer to December meeting. Concerns that this will further delay this upgrade.</p> <p>Motion: To spend \$5000 to upgrade the MSC for student membership registration.</p> <p>Moved by Nina Seconded by Kari CARRIED</p>	Advise office of decision to spend \$5000 on MSC upgrade	Dale
4	Corporate Reports			
4.03	Council of Professional Experience	No Report		
4.04	Board of Certification	<p>Garth provided a report. 6 incidents of plagiarism are being investigated from the October exams.</p> <p>Recommendation from the last NEC meeting to make housekeeping change to BOC regulation has been completed.</p> <p>Exam results will be sent to BOC from CIPHI office by November 23rd. The results should be sent to candidates before December 1st.</p> <p>Several provinces have new exam coordinators. BOC will be reviewing training and orientation manuals to assist with this transition.</p>		

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		<p>On request Garth provided an overview of how the plagiarism software is used and the appeal process.</p>		
4.05	EHFC	<p>Not on the line.</p>		
5	Old Business			
5.01	<p>NEC Outstanding Action Items</p>	<p>Review Action Items dated November 2016 Raymond completed circulation of Ontario Branch ToR for Finance Committee</p> <p>Nina: Discussion regarding updating the communication policy. Something that would amalgamate all the communication pieces located in various NOPs. E.g. Listserv, social media, etc. Envisioned the end result looking formatted similar to the awards policy. It will be a fairly long document with hyperlinks to connect all the pieces.</p> <p>Ann reported that she has touched base with Peter Heywood. He reviewed the List Serve policy and had some suggestions. She has also spoken with Mike LeBlanc.</p> <p>The Listserv policy specifies the listserve is not to be used for surveys and not to promote businesses and products. Concerns have been raised as this is happening and the policy either needs to be revised or adhered to.</p> <p>Nina would like to collaborate with Mike LeBlanc and Peter Heywood on the revision of the List Serve policy. Ann will connect Nina with them.</p>	<p>Forward e-mails from Peter Heywood and Mike L to Nina and advise them of Nina's involvement in the policy review process.</p>	<p>Ann</p>

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5.02	Feb 4 th and 5 th 2017 Meeting Halifax	<p>Sara discussed some options for hotel. Currently working on it. Looking at securing a meeting space in the downtown Halifax area. This should be finalized by the next teleconference.</p> <p>Policy #8 on expense re-imburement-it is recommended for people new on the board to review this. It speaks to the utilizing the most cost effective way of travelling to meetings and what documentation the office needs to process claims. If anyone has any questions please feel free to contact Ann.</p> <p>Consensus that BOC/CoPE/EHFC Chairs will be invited to attend via conference call or possibly Skype</p> <p>Executive to start thinking about agenda items and please send to Ann.</p> <p>Ontario, BC and Alberta will be sending their President-Elects as well.</p> <p>(Dale had to leave early.)</p>		
5.03	Survey Distribution to CIPHI Members	<p>International Relief Survey *</p> <p>Discussion on how to circulate survey to members Ann is working with the office to see if we can use survey monkey to get this out. Once it gets set up a link will be disseminated to members via Branch Presidents</p> <p>Public Health Leadership Competencies Network Survey*</p> <p>The PH Leadership Competencies were developed as an adjunct to the National CPC program. The Network exists to promote the on-going knowledge transfer and use of the competencies documents. The survey is designed to be a sort of check in to see how well the uptake has been on the leadership competencies.</p> <p>Nina has some questions on who this is to be distributed to.</p>	Contact network re: who will be sent survey and inform NEC.	Ann

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		<p>Who is this directed to? Who else is the survey going to? What is it trying to answer? Ann will try to get some more information on the details and let the Executive know. Ann will connect with Nina to see if she has some suggested wording to help improve survey preamble for CIPHI members</p> <p>A decision by the NEC is still required re: distribution of knowledge transfer survey to CIPHI. We will have to make that decision when the survey is finalized and ready for distribution.</p> <p>Nina was dropped from the conference call and unable to reconnect Still have quorum to proceed</p>		
5.04	Conference Fees Covered by CIPHI	<p>Update on past rationale for covering conference fees for governing boards provided by Ann The general principle appeared to be that NEC board members who were staying on at AEC to do board work had their fees and accommodation covered. Garth confirmed BOC members did get until a few years ago have ½ registration covered by NEC but BOC now covers it. Does not cover accommodation. The question has been raised that if this is just a perk for being on a Board what about other volunteer positions. Some positions already get an honorarium. Many Board members do board work during the AEC (i.e. BOC Examiner Training)</p> <p>Everyone will consider this item for further discussion and review of the cost sharing policy.</p> <p>To review prior to next meeting.</p>		
5.05	List Serve Policy Review	See item # 5.01		

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5.06	Environmental Health Review Format	Information has been obtained regarding history of change from paper to electronic form. Ann and Kari will connect and then bring it forward in December.	Bring forward to December meeting	Ann/Kari
6	New Business			
6.01	AEC Contributions by Branch	Several branches have not submitted speaker gifts for the 2016 AEC. (\$250 to \$300 from each Branch) It's typically a silent auction gift but this year it was a donation. Thomas will send something out via email to the provinces affected.	Branch Presidents affected will respond to Thomas on this matter	
6.02	Free Membership Policy *	Request that NEC review this document and come prepared to discuss at the next meeting. Ideally a decision should be made prior to the 2017 membership year	Review discussion paper	NEC
7	Next Meeting			
7.01	December Teleconference	Confirmed next meeting date of December 16 th , 2016		
8	Meeting Adjourned 10:27 am (Pacific time)			