

APPROVED MINUTES
CIPHI National Executive Council Meeting
 Delta Hotel Barrington
 HALIFAX

February 4 - 5th 2017

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

Guests: John Cannan (ON President Elect); Evelien Meyer (AB President Elect); Gordon Moseley (BC President Elect); Sean O'Toole (NS/PEI Past President)

Minute Taker: Nina van der Pluijm

DAY 1: Feb 4, 2017

#	Item	Discussion
1	Welcome & Roll Call	
1.01	Orientation for new NEC members	Meeting Rules Expense Claims
2		
2.01	Agenda approval/additions	Item 4.09 add: AEC 2016 update- Thomas Item 4.18 changed to Dale as Lead Item 4.19 add: Awards MOTION: Approve the agenda with amendments noted above. Moved by: Ray Seconded by: Gregory Motion carried
2.02	Minutes approval/corrections	MOTION: Approve the minutes as circulated. Moved by: Kari Seconded by: Ali Motion carried ACTION: _Send copy to the office and the webmaster for posting(ANN)

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		<ul style="list-style-type: none"> • Draft a further discussion paper listing options for financial support of branches to attend NEC meetings (Gregory)
4.02	Environmental Health Review	<p>1. Discussion on potential for a printed version of EHR The EHR started to be published electronically due to cost of printing and mailing. It is unclear just how many members want it in print and if there is any benefit to surveying them if the cost is more than the NEC is willing to budget for. Kari will take this back to her executive as they brought it forward for discussion and advise them the NEC is not interested in exploring a printed version at this time. It was suggested that if the EHR could be accessed more efficiently than having to log into the MSC that it might appeal to more members. It appears that some members can click on the link that is sent via list serve and view the EHR while others need to log into the MSC.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • To determine why the ability to view the newsletter from the link provided in the Listserv email differs from user to user. (RAYMOND) <p>2. Call in with Andy P. re: Branch submissions CALL IN 10 am There has been a lack of submissions from Presidents in the past few newsletters. Members have expressed to Andy that they really like this section of the EHR. Options discussed:</p> <ol style="list-style-type: none"> 1. Status Quo 2. Rotation basis so everyone submits once per year and include links to Branch publications/ newsletters. 3. Link to Branch newsletters only 4. Eliminate this section

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		<p>ON and SK want to submit quarterly, everyone else once or twice per year on a rotation schedule. Everyone agreed to include links to the Branch Newsletters when they are published.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Develop a rotation schedule with Branches and submit to Andy (ANN)
4.03	Communication Policy Review	<p>Amalgamation and renewal of policies related to communication.</p> <ul style="list-style-type: none"> • Discussion of the 4 questions submitted in the discussion paper. NEC provided direction to continue drafting. <p>ACTION:</p> <ul style="list-style-type: none"> • Nina and Sara will draft a table of the types of communication sent via Presidents, National office to all members and the Listserv. They will include a draft purpose for each method of communication. • Nina will take the lead on continuing to edit the communication policy and share with NEC questions re: the drafting as they arise. (NINA/SARA)
4.04	Membership Renewal Reminders	<p>Discuss options for sending out renewal reminders to members. Discussion re: what is sent from the office/ C-Factor to members regarding renewals. If the Presidents are to each send out a message, could this be drafted Nationally, translated and used by Presidents?</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Verify what the office sends to members re: renewal (ANN)
4.05	Free Membership	<p>NEC reviewed the submitted discussion paper dated Feb 2017 regarding free membership National Operating Policy #4 There was agreement to maintain the requirement to have a student membership in order to sit the exam. Discussion re: the latest changes made towards mandatory membership and that the free membership policy was to encourage membership after certification, now that it is a requirement, the policy is unnecessary.</p> <p>MOTION: Repeal the free first year membership policy NOP#4. Moved by: : Ray Seconded by: Kari Motion Carried</p>

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		<p>ACTION:</p> <ul style="list-style-type: none"> • To communicate to current student members and to remove any language re: the free membership on BOC letters that go out with the certification, on the exam application form and any other places where this is noted. • Ensure clear messaging to students re: PDH requirements and expectations (as per discussion on item 4.07) • Contact the BOC person responsible for updating these documents (Norine).(ANN)
4.06	Electronic AGM	<p>Update provided re: on potential software providers. Dale presented various platform options. There is not an “out of the box” solution, but many of them have some work around that we could function with.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • To draft the NEC needs in order to host a virtual AGM (RFP) • To connect with the authors of the paper. <i>How to attend an AGM in your pajamas: A Guide to Virtual meetings for NFP I Canada</i> to see if there is some further learning that could benefit our discussion. Dale to send copy of the paper to NEC (DALE/ SEAN/JOHN)
4.07	CoPE	<p>Update from CoPE Chair (call in at 2:00 pm)</p> <ul style="list-style-type: none"> • New ON representative on CoPE. • MSC updates to the professional development module for mandatory membership year (9 change requests- 8 were completed on existing credit) • Changing the way the audits are generated (for 2017 PDH data entry). CoPE will only audit those who generated a pass, less than 80 PDHs (or less than the reduction eligibility) will automatically be a fail. • Current contract with MSC is in effect until Feb 2018. • CoPE will have 2 face-to-face meetings in 2017 due to the rollout of mandatory membership. (Increase in budget line noted for 2017). • Workgroup to review what products are available and what technology is available to meet our needs.

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		ACTION: <ul style="list-style-type: none"> • NEC to submit a representative name on the work group (ANN) • NL and MB to consider if they have a name to submit as CoPE member. (ALI/GREGORY)
4.08	BOC	Update from BOC Chair (call in 2:30 pm) <ul style="list-style-type: none"> • Schools: LSSU is no longer approved by the BOC • Several school reviews are due in 2017: CBU in March, Arm Forces and Concordia in the fall, U of Montreal has submitted a request for new school review. • Instructional Objectives: Final draft is being developed, implementation target is fall 2018. • Plagiarism: Letters were sent re: plagiarism and some appeals are in progress. • Assessment Project: Reviewing the exam process and its components. • Next BOC meeting May 2017 in Halifax
4.09	AEC 2017 AEC 2016	Progress Report. Nov 5-8 at Sheraton Airport in Richmond. Theme “Honoring traditions, Inspiring innovation”. Thomas shared the financial results of the 2016 AEC.
4.10	Train Can contract for on-line risk assessment course	Presentation by Train Can (TBC) Discussion and decision on how to proceed with this initiative. ACTION: To follow-up with Train Can with a letter/ email from President re: <ul style="list-style-type: none"> • a timeline of May 1, 2017 for peer-review • launch on the on-line training at or before the Nov AEC and • request for details in writing on cost to CIPHI and revenue from royalties (ANN)
	WRAP UP and ADJOURNMENT	

DAY 2: Feb 5, 2017.

#	Item	Issues for Discussion/Decision
	Welcome & roll call	
	Agenda approval/additions	Check in from Day 1
	Meeting business continued	
4.11	CIPHI governance	<p>1. Review of current committee assignments of NEC members Discussion re: the committees and NEC member leads. All committees were assigned leads. Ann will circulate the list drafted during the meeting for final review.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • NEC leads to develop a TOR for each of their committees. (ALL NEC Members) • Share the BOC Template for TOR for committee leads (NINA) • By-law currently contradicts the Award NOP. To review and update the NOP. (NINA) • Share NB CIPHI Branch BN and slide deck for Role of CIPHI presentation to government. (NINA) • Circulate the table of new committee leads assigned during the meeting (ANN) <p>2. Discussion re: President elect position</p> <ul style="list-style-type: none"> • A few people have expressed some interest. Ann has agreed to continue in order to ensure continuity and to assist the person coming in as Pres-elect. <p>3. Terms of Office of President</p> <ul style="list-style-type: none"> • Discussion re: moving towards the BOC model for a President having a pass President (during 1st year of their term) and a Pres Elect (during 2nd year of their term). • Benefits: shorter term commitment/ more buy-in from a commitment perspective, always having a back-up for the President, ensures business continuity for CIPHI and corporate information exchange. • NEC members will consider and the item will be discussed at the next

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		<p>teleconference.</p> <p>4. Invitation from NEHA to 2017 conference</p> <ul style="list-style-type: none"> • Discussion re: importance to participate to inform NEHA of CIPHI and to strengthen partnerships with affiliate members. Also the opportunity to promote the 2017 AEC in BC. <p>ACTION:</p> <ul style="list-style-type: none"> • To provide an estimate of the cost so the NEC can consider a motion to support the attendance. (ANN)
4.12	Finance	<p>Finalize and approve 2017 budget The budget will be updated/ finalized and will be carried forward to the next NEC teleconference. Review options for assigning a new NEC Treasurer</p> <p>ACTION:</p> <ul style="list-style-type: none"> • To get information on what specifically we are insured for and to determine if we need more information re: liability associated with CIPHI and officers for decisions made. (ANN) • Draft final 2017 budget for approval at next NEC teleconference (ANN)
4.13	Professional conduct complaints	<p>Updates on progress to date Thomas provided a draft overview of a process (flow chart).</p> <p>ACTION:</p> <ul style="list-style-type: none"> • To develop questions brought forward to bring for legal advice and share back to NEC for input. (THOMAS)
4.14	On-line discussion forum	<p>Thomas and Ray discussed the potential for an on-line discussion forum. There was recently a teleconference with NCCEH regarding the resurrection of the forum. There was a fulsome discussion of the benefits and challenges and whether the NEC was prepared to support it. Some of the points raised were:</p> <ul style="list-style-type: none"> • Who would moderate it? (NCCEH would host the site but not moderate it) • Many members already using other forms of social media to share ideas and issues and that online forums are becoming obsolete • Moderating a site can be a lot of work with little benefit for the institute <p>Consensus was not to pursue this at this time and advise NCCEH of this decision.</p>

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		(Thomas)
4.15	Teleconference meeting schedule	<p>Decision on 2017 meeting schedule Currently the schedule is alternating on a Friday then a Saturday each month. Discussion re: what day of the week do we want the meeting on.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Move monthly calls to Fridays and send meeting invites for 2017 (ANN)
4.16	International relief survey	<p>Decision on next steps based on submission by K. Seeger A survey was sent out to membership re: international relief. A summary has been produced by survey monkey. Discussion re: agreement that CIPHI website would host information about organizations who are involved in relief so members can view and if organizations are looking for volunteers they can post on the web. NEC would not maintain a list of member's names. Discussion re: the role of CPHI(C) and how they can contribute could be developed by the Advocacy Committee. (See Australia document and add Canadian lessons learned).</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Inform Klaus that we are prepared to add information about organizations on the CIPHI website, however would not maintain a list of members interested. (ANN) • CIPHI will consider drafting a paper from an advocacy perspective re: the role of CPHI(C) during emergencies.
4.17	EPH Week	<p>ACTION:</p> <ul style="list-style-type: none"> • Contact Doug Walker for a copy of the EPH Week Manual and circulate to NEC for our files (Gregory) • EPHW Committee responsible for keeping manual updated
4.18	Member Service Centre	<p>Participation in CoPE MSC review committee was confirmed – Dale has volunteered to be the NEC rep</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Advise Keir of Dale's participation (ANN)

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4.19	Awards	<p>Kari and Kathleen did a major review of the Awards NOP last year More updates are needed (wording changes)</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Update the policy and bylaws in regard to Life Membership Award (Kari /Sean/ John) • Consider potential candidates in the Branches for any awards and submit to Kari (ALL NEC MEMBERS)
6.0	ADJOURNMENT	
	Motion to Adjourn at 3:45 pm	Moved by: Raymond Seconded by: Sara Carried

