

NEC Teleconference

July 21st , 2017 9:00 am Pacific time

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

Approved Minutes

NEC Members: Ann Thomas (President), Kari Engele-Carter (President-Elect); Evelien Meyer (AB President); Ali Rana (MB President); Dale Chen (BC President); Nina van der Pluijm (NB President); Gregory Barrett (NL President)

Guests: John Cannan (ON President-Elect); Gordon Moseley (BC President-Elect); Kevin Kapell (SK);

Regrets: Sara Baird (NS/PEI President), Raymond Ramdayal (ON President); Keir Cordner (CoPE Chair)

Minute Taker: Gregory Barrett

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 *	Appoint minute taker		
2.02	Minutes Approval *	Approval of June 2017 meeting minutes. Moved by: Kari Engele-Carter Seconded by: Nina van der Pluijm Motion Carried		
2.03	NEC Outstanding Action Items *	Review Action Items dated July 2017 circulated with the draft agenda No Updates		
2.04	Electronic Motions	MOTION TO APPOINT PRESIDENT ELECT TO OFFICE Whereas <ul style="list-style-type: none"> The position of CIPHI President Elect has been vacant for 2.5 years and No nominations or intentions to run for office have been received prior to the last 3 AGMs and 		

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		<ul style="list-style-type: none"> • There are provisions in 2 sections of the bylaw for the directors to appoint a person to this office and • A precedent has been set where a vacancy in office has been filled by appointment in the past and • A member in good standing who is also a current member of the board has indicated her interest in standing for this office and • It is in the best interests of the Corporation to fill this vacancy as soon as possible <p>Be it resolved: Kari Engele-Carter be appointed by the directors of the Corporation (National Executive Council) to the position of CIPHI National President Elect effective immediately on the passing of this motion and that this appointment will remain in effect until January 1st, 2019 at which time Kari will assume the role of National President.</p> <p>Moved by: Ann Thomas Seconded by: Nina van der Pluijm</p> <p>In Favour: 8 Opposed: 0 Abstained: 0 Motion Carried June 30th 2017</p> <p>MOTION TO ATTEND IFEH ACADEMIC CONFERENCE IN JAMAICA</p> <p>Whereas</p> <ul style="list-style-type: none"> • The invitation to attend was received by the Chair of the IFEH Americas Group of which CIPHI is a member • The Chair of the Americas Group has been actively engaging with CIPHI • This will present an opportunity for CIPHI to meet with other 		

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		<p>member organizations and discuss potential for collaboration amongst member organizations</p> <ul style="list-style-type: none"> • The NEC member attending will provide a report and recommendations to the NEC following the conference • The location of this conference allows for a reasonable expenses within the NEC budget with travel from Toronto <p>Be it resolved: Raymond Ramdayal be appointed by the directors of the Corporation (National Executive Council) to attend the 2017 IFEH Academic Conference in Montego Bay, Jamaica on their behalf and approx \$2500 be allocated to cover expenses according to CIPHI policy.</p> <p>Moved by: Ann Thomas Seconded by: Raymond Ramdayal</p> <p>In Favour: 6 Opposed: 0 Abstained: 0 Motion Carried June 30th 2017</p>		
3	Corporate and Committee Reports			
3.01 10:00 am	BOC	<p>Joint call to BOC/NEC/CoPE re: revoking certification</p> <p>Guests in attendance: Julie-anna and Deserae (CIPHI Office) Keira Shaw (AB BOC) Tony Thepsouvahn (Chair BOC) Steve Hancock (MB BOC) Beth Driscoll (Acting Chair CoPE) Norinne Schofield (ON BOC) Steve Ferguson (NS CoPE) Matt Glover (NFLD CoPE)</p>		

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		<ul style="list-style-type: none"> • Discussed the new policies dealing with mandatory membership, disciplinary procedures for new CIPHI members (2017 & onwards), revoking CPHI(C)'s, legal opinions received, and BOC/NEC/CoPE/CIPHI office roles. • Should CIPHI be issuing licences for CPHI(C) holders to practice in Canada? – Discussed the issue of licencing & lack of current legislation that support this. • Questions regarding the need for BOC to sign off on revocation letters. May need to increase the BOC membership to handle the additional workload. • CoPE determines PDHs of CPHI(C) holders & begins the initial remediation process. • Discussed the terminology of 'revoke' vs. 'suspension'. A suspension does not mean a permanent revocation. • Suggested shared responsibility between BOC & CoPE; a partnership on this process. Develop a communication strategy between BOC & CoPE. • This process is needed for mandatory membership implementation; this is important to CIPHI members. Suggestion of forming a committee involving all three parties: NEC, BOC, & CoPE. • Discussed the legal opinion on which CIPHI group can revoke a certificate. Support was expressed to follow the legal opinion & develop the policy. • The appeal & recertification process is being drafted currently. • Concerns raised to the CIPHI BC Branch from the student body. • Develop a new Q&A document for the CIPHI membership 	<p>Respond to Ann with comments on the draft by-law and BOC changes by August 18th meeting.</p>	<p>BOC/ CoPE Chairs</p>

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		<ul style="list-style-type: none"> • NEC should be making the changes to the bylaws in time to have them included in the 2017 AGM agenda. • Next steps: BOC & CoPE chairs to further discuss the proposed bylaws and BOC regulations. Follow-up with Ann on the proposed drafts that have been approved by lawyers. 		
3.02	EPHW Update	<ul style="list-style-type: none"> • 2017 EPHW: September 25-29 • The committee is currently working on completing the poster, proclamation, letter, & will follow-up with Ann on the President's message. 		
4	Old Business			
4.01	Cost Sharing Formula	<ul style="list-style-type: none"> • Deferred to August teleconference 		
4.02	Communication Policy Revisions	<ul style="list-style-type: none"> • Final approval of outstanding sections • Review of the final sections & revisions to be made by Nina. <p>MOTION TO APPROVE THE UPDATED/REVISED CIPHI COMMUNICATION POLICY Moved by: Nina van der Pluijm Seconded by: Kari Engele-Carter</p> <p>In Favour: 6 Opposed: 0 Abstained: 1 Motion Carried</p>		

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4.03	Train Can Course	<ul style="list-style-type: none"> A pilot course was developed by Train Can; this is being reviewed by CIPHI members in the Nova Scotia Branch. Communication issues prevented other participants to take part in pilot. Results of the pilot will be shared at August meeting. 		
4.04	GoodLife Fitness CIPHI Member Benefits	<ul style="list-style-type: none"> GoodLife Fitness contract with CIPHI national to provide all CIPHI members with discounted GoodLife memberships. The contract must be renewed yearly by CIPHI & signed by the NEC/President. Provides the GoodLife corporate membership rate: \$499/year Required to have a CPHI(C) number to sign-up, must be a member in good standing. The only information sent to GoodLife Fitness from CIPHI national office CPHI(C) number; no other personal information shared. 	Circulate the updated contract to the NEC for review by or before the August NEC meeting.	John C.
5	New Business			
5.01	Letter of Support re: Foodborne Illness Research Proposal	<ul style="list-style-type: none"> NEC has been asked to support gathering this information. Would this be useful to CIPHI? Research proposal from University of Waterloo & BCCDC; funding provided by the Canadian Institutes of Health Research (Ottawa, ON) 	Circulate the draft letter to the NEC.	Ann
5.02	NEHA AEC Report	<ul style="list-style-type: none"> Deferred to August meeting 		

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5.03	50-Year CIPHI Membership Award	<ul style="list-style-type: none"> Currently, the only requirement is to have 50 years of CIPHI membership & the award is to be automatically awarded. Update the policy & look at other requirements to show active participation & significant contribution to CIPHI. 	Bring forward to November face to face meeting agenda	Nina/Kari
5.04	AEC Hotel Bookings	<ul style="list-style-type: none"> Hotel arrangements for the NEC members needs to be arranged for the upcoming November AEC. 	Contact office re: hotel room bookings	Dale
6	Next Meeting			
	August 18 th , 2017			
7	Meeting Adjourned 10:50 am Pacific Time			