

NEC Teleconference

August 18th , 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); Sara Baird (NS/PEI President) ; Gordon Moseley (BC President- Elect); Raymond Ramdayal (ON President); Gregory Barrett (NL President)

Guests: Tony Thepsouvahn (BOC Chair); John Cannan (Ontario President-Elect); Kevin Kapell (Sask Branch)

Regrets: Ali Rana (MB President); Nina van der Pluijm (NB President); Dale Chen (BC President)

Minute Taker: Evelien Meyer

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

#	Item	Outcome	Action	Lead
1	Welcome & Roll Call	9:06 AM		
2	Agenda & Minutes			
2.01	Agenda approval/additions *	Appoint minute taker: Evelien Meyer Additions to Agenda: 4.01 CoPE Report 5.04 EPHWeek Update 6.03 2018 AEC		
2.02	Minutes Approval *	Approval of July 2017 meeting minutes. Motion to accept the minutes: Ann Thomas Secunder: Gregory Barrett Motion Carried		
2.03	NEC Outstanding Action Items *	Review Action Items dated Aug 2017 circulated with the draft agenda		

#	Item	Outcome	Action	Lead
3	Standing Committee Reports			
4	Corporate Reports			
4.01	CoPE	<ul style="list-style-type: none"> • Draft Appeal policy and procedure is substantially complete. • Progressive Compliance policy still has some work to do 		
4.02	BOC	<ul style="list-style-type: none"> • Update provided by T. Thepsouvanh • Fall meeting in Richmond prior to AEC • Involved in presentations at the AEC • Will be providing members with updates on the board's activities, objectives and proposed changes/options • Offering practicum and examiner BOC training at AEC • Busy year in terms of school reviews this year: CBU; First Nations University; Concordia, Armed Forces • Montreal planned for late next year • Doing a review of the exam, examination process and Instructional Objectives (IOs). Review of IOs has been ongoing for several years and needs to be completed • Reached out to one consultant for a quote. Estimated \$18,000 to be completed in 14 weeks • Example: IOs are heavily focussed on instructional or teaching objective; need to look at outcome based objective in demonstrating competency and application of that knowledge • Objectives need to reflect the diversity of the work that we are currently doing and need to be outcome based • Learning based objectives need to be combined with outcome based objectives • This will set the framework for school reviews and review of the exam processes. 	<p>Organize joint meeting with NEC/BOC at pre AEC meetings in Richmond</p> <p>Update the NEC in regards to funding and contracting options related to completing the work on the IOs</p> <p>Circulate recent draft of IOs to NEC</p>	<p>Ann</p> <p>Tony</p> <p>Tony</p>

#	Item	Outcome	Action	Lead
5	Old Business			
5.01	Cost Sharing Formula Implementation*	<ul style="list-style-type: none"> • Discussion of draft circulated August 15th • Recommends counting end of year membership of the previous fiscal year • We could ask the membership office at which point the membership have come in and doesn't change much for the rest of the year. Look at real numbers that have come in for that year. • May be easier to have office bill branches once prior to the end of the fiscal year versus after each meeting 	Discuss options with Dianne and Bonnie at office	Greg
5.02	Train Can Course	<p>Following update on review provided by Sean O'Toole :</p> <p>The review process has been complete with a couple minor changes to be corrected by the developers. Train Can has confirmed those changes have been made.</p> <p>Jim Kostiuk was also going to contact the BC CDC about any instructor key for the submitted exercise portion that might guide a CIPHI moderator/instructor who is running one of the online sessions. Otherwise Train Can may need to develop an answer key/guide for the moderator/instructor. We should be set to launch in November at the AEC or earlier if the NEC show chooses.</p>		
5.03	Bylaw Changes re: Suspending Certification	<ul style="list-style-type: none"> • Motions were introduced in regards to proposed changes discussed on joint NEC/BOC/CoPE conf call in July • Used the words "suspend" and "reinstate" in the amendment • Using the word suspend and reinstate are softer words but whatever words we use will have the same effect • The wording currently has been approved by the lawyer • Motion # 1 & #2 Secunder: Kari Engele-Carter 	Circulate final copy of motions for NEC review and vote	Ann

#	Item	Outcome	Action	Lead
		<ul style="list-style-type: none"> Motion will be circulated again for voting electronically before next NEC meeting 		
5.04	Update on EPHW	<ul style="list-style-type: none"> Proclamation letter in French and English is sent out Poster, banner and signature completed. Needs to be approved and distributed. 		Greg
6	New Business			
6.01	Finance Report for 2017 AGM	<ul style="list-style-type: none"> Discussed the format for this year's AGM Report Good accounting practices support members getting a copy of the entire financial report Members also appreciate the summarized graphs of sections of the report Office has suggested that provide the summary graph in addition to the entire report will cover everyone's need No file size issue No objections from NEC in having both the graphs and financial report attached to AGM report Report back to Dianne and Bonnie that we go with that option 	Advise office to include summary graphs and financial report in this years AGM Report (Done)	Ann
6.02	NEHA AEC	<ul style="list-style-type: none"> Report on attendance by President The panel session with other Environmental Health Association leaders (Australia, Jamaica, UK, USA) was interesting but brief (1 hour) No other opportunities arose or were planned in advance to allow more time to hold discussion and share ideas amongst the associations. Very large conference with over 900 registrants made connecting informally very difficult. President would not recommend attending NEHA AEC in the future unless there were more opportunities planned in advance that would help advance the mandate of CIPHI. 		
6.03	2018 AEC	<ul style="list-style-type: none"> Suggestions: Look at who has hosted in previous years Nova Scotia has had interest in Cape Breton (4 or 5 hour car 	Bring suggestions/	NEC

#	Item	Outcome	Action	Lead
		ride to the peninsula from Halifax) <ul style="list-style-type: none"> • Travel considerations involved • Apply for conference / group pricing with commercial airlines (i.e. promotion code) • NEC asked to consider if members would be willing and able to attend an AEC in this location 	feedback to September NEC meeting	
7	Next Meeting			
7.01	September 15 th 2017			
8	Meeting Adjourned 10:33 AM			

