

MINUTES

National Executive Council
Winnipeg, MB
February 22 and 23, 2008

ITEM	DETAILS	ACTION(S)
	Meeting called to order at 0830 by Claudia Kurzac (National President)	
1.00	Roll Call	
	Present: Claudia KURZAC – National President (BC); Robert BRADBURY – National Immediate Past President (AB), Jasmina EGELER (BC), Phi PHAN (AB), Ken CROSS (SK), Rick SOKOLOWSKI (MB), Adam GRANT (ON), Gary O'TOOLE (NB), Doreen MCINTOSH (NS/PEI), Darryl JOHNSON (NL)	
	Regrets: None	
	Guest: Ann THOMAS (Chair, Board of Certification)	
	Presentations: Janet HYDE (Abiogenesis)	
2.00	Approval of Agenda	
	Add 9.10: Membership cards	
	Add 9.11: Facilitator for meeting of Steering Committee for Discipline-specific Competencies	
	Add 9.12: Operational Policies	
	Add 9.13: Merchandising	
	Add 9.14: EPH Video	
	Add 9.15: Translation	
	Add 9.16: CPHA conference	
	Add 9.17: Approval of appointments to the BOC	
	Add 9.18: Reminder of Membership Renewal	
	Add 9.19: Conference Bids	
	Add 9.20: Royal Roads College	
	Add 9.21: Award Nominations	
	Add 9.22: Online FOODSAFE Certificate	
	Add 9.23: TrainCAN	
	Add 9.24: Financial Summaries	
	Add 9.25: AGM Reports	
	MOTION: Motion to approve agenda as amended. R BRADBURY/K CROSS. <i>All in favour. Carried.</i>	

ITEM	DETAILS	ACTION(S)
3.00	Approval of Minutes	
3.01	NEC Meeting (June 15-17, 2007) – Kelowna, BC	
	<p>MOTION: Motion to un-table minutes. R BRADBURY/D MCINTOSH. All in favour. Carried.</p>	
	<ul style="list-style-type: none"> • Corrections required 	
	<p>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. R BRADBURY/R SOKOLOWSKI. All in favour. Carried.</p>	
3.02	NEC Meeting (October 26-27, 2007) – Vancouver, BC	
	<ul style="list-style-type: none"> • Corrections required 	
	<p>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. R BRADBURY/R SOKOLOWSKI. All in favour. Carried.</p>	
3.03	NEC in camera Meeting (October 27, 2007) – Vancouver, BC	
	<ul style="list-style-type: none"> • Corrections required 	
	<p>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. R BRADBURY/R SOKOLOWSKI. All in favour. Carried.</p>	
3.04	NEC Meeting (December 8, 2007) – Teleconference	
	<ul style="list-style-type: none"> • Corrections required 	
	<p>MOTION: Motion to approve minutes as circulated, with discussed amendments/corrections. R BRADBURY/P PHAN. All in favour. Carried.</p>	
4.00	Review of CIPHI Constitution and Bylaws (ALL)	
	<ul style="list-style-type: none"> • Review is needed to address gaps identified by legal review by Harrison Pensa LLP • Discussion led by Adam Grant • Examples of issues identified: <ul style="list-style-type: none"> ○ Bylaw #7 pg. 26 vs. Bylaw #9... differences in creating a new entity of CIPHI ○ Historical practice has some influence on the current operation and possible future operations of the BOC ○ Disjoint in how #7 is written to indicate the BOC is a separate entity • Discussion of Objects <ul style="list-style-type: none"> ○ To take over the assets and liabilities of "The Sanitary Inspectors' Association of Canada" established under the name of "The 	

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	<p>Sanitary Inspectors' Association of Western Canada" on the 19th day of April, A.D. 1913, and to enter into such agreements and to make, do and execute all such acts, deeds, matters and things as may be necessary for the purpose of taking over such assets and liabilities or any part thereof;</p> <ul style="list-style-type: none">▪ Leave in for historical purposes and continuity▪ Suggest addition of: To assume the assets and liabilities of "The Sanitary Inspectors' Association of Canada" ... assuming and ... maintaining such assets... on an ongoing basis... <p>○ To promote the advancement of sanitary science in all or any of its branches, and the diffusion of knowledge relating thereto, either in all or any of the ways hereinafter specified or in any other way;</p> <ul style="list-style-type: none">▪ needs revision to update▪ change 'sanitary science' to 'environmental public health'▪ change to wording of mission statement.▪ CIPHI advances the profession, science and the field of Environmental Public Health through certification, advocacy, education and setting standards. We protect the health of Canadians and represent Environmental Public Health professionals across Canada. <p>○ To raise the status, standards and rewards of the Sanitary Inspector. To secure that persons appointed as Sanitary Inspectors, Meat, Food and Dairy Inspectors, and cognate positions in Health Departments, shall have passed a qualifying examination in some branch of Sanitary science;</p> <ul style="list-style-type: none">▪ change sanitary inspector to EPHP▪ change 'secure' to 'advocate'▪ delete 'Health Departments'▪ change 'Sanitary Inspectors, Meat, Food and Dairy Inspectors' to EPHPs▪ change 'shall have passed a qualifying examination in some branch...' to 'shall have achieved the minimum standard to practice as set by the Corporation▪ To raise the status, standards and rewards of the EPHPs. To advocate that persons appointed as EPHPs, and cognate positions, shall have achieved the minimum standards to practice as set by the Corporation. <p>○ To provide for the certification of Public Health Inspectors in Canada through the operation and administration of the Board of Certification of Public Health Inspectors as an integral part of the</p>	

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	<p>Canadian Institute of Public Health Inspectors.</p> <ul style="list-style-type: none">▪ change 'Public Health Inspectors' to EPHPs▪ add 'establishment'▪ To provide for the certification of EPHPs in Canada through the establishment, operation and administration of the BOC of PHIs as an integral part of the Corporation. <ul style="list-style-type: none">○ To subscribe to and co-operate with any other association, whether incorporated or not, whose objects are altogether or in part similar to those of the Corporation; and to interchange with any such association information deemed to be in promotion of such objects;<ul style="list-style-type: none">▪ change 'establish...' to 'establish inter-professional collaboration and partnerships and to engage groups whose mission or mandate is deemed to promote of the objects of the Corporation.'○ To take any gift or property, whether subject to any special trust or not, for all or any one or more of the objects of the Corporation;<ul style="list-style-type: none">▪ maybe change 'take' to 'receive'? Let lawyers look at it...○ To construct, maintain, and alter any houses, buildings, or works necessary or convenient for the purposes of the Corporation.<ul style="list-style-type: none">▪ no changes <ul style="list-style-type: none">• A quick review... the following are the existing, but modified objects:<ul style="list-style-type: none">○ A: Creation○ B: Mission Statement○ C: Promotion of Standards○ D: Guiding Principles of certification○ E: Collaboration with others○ F: Guiding principles for donations○ G: Physical Office• Missing objects that have been identified that need to be included:<ul style="list-style-type: none">○ Create BOC<ul style="list-style-type: none">▪ Doesn't section (d) address this?▪ add to existing section d○ Create EHFC<ul style="list-style-type: none">▪ Take wording from Bylaw #9▪ To provide for the establishment, operation and administration of non-profit, charitable divisions of the	

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	<p>Corporation.</p> <ul style="list-style-type: none">○ Create Mandatory Professionalism<ul style="list-style-type: none">▪ To provide for the monitoring, assessment, evaluation and enforcement of standards of practice of certified EPHPs in Canada through the establishment, operation and administration of a Board as an integral part of the Corporation.○ Guiding Principles of Mandatory Professionalism○ Does an object need to be created for the NEC?<ul style="list-style-type: none">▪ To provide the governance of the Corporation on the behalf of its members. <p>• Anomalies</p> <ul style="list-style-type: none">○ Bylaw #3<ul style="list-style-type: none">▪ Change Canadian Institute of Sanitary Inspectors to Canadian Institute of Public Health Inspectors▪ Change 'Dominion Bank' to 'an approved financial institution as per the Bank Act▪ Change company to corporation○ Bylaw #4<ul style="list-style-type: none">▪ previous No. 1, 1953 bylaw refers to original letter of patent▪ Section 10<ul style="list-style-type: none">• Still relevant?• change 'shall be returned upon discontinuance of membership' to 'shall be returned upon request after discontinuance of membership.'▪ Section 11<ul style="list-style-type: none">• Reference to s. 15, but should be s. 16▪ Section 13, A<ul style="list-style-type: none">• Refers to s. 10, which has nothing to do with it. Should be s. 11▪ Section 16, E<ul style="list-style-type: none">• Change s. 15(d) to s. 16▪ Section 16, I<ul style="list-style-type: none">• Change s. 15(d) to s. 16▪ Section 26, E	

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- Reference to paragraph twenty one (21), change to s. 21
- Section 26, F
 - Delete
- Section 42, D
 - Ref to s. 12, change to s. 15
- Section 44, B(i)
 - ref to 43A(iii) change to 44A
- s. 44, C(ii)
 - change to 44C(i)

MOTION: Motion to put forward the proposed Constitution & Bylaw changes to the AGM following review by CIPHI Retirees Advisory Committee, lawyers and other identified stakeholders. J EGELER/D JOHNSON. All in favour. Carried.

5.00	Update on the CIPHI website (M Leblanc)	
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- Report provided
- Counter to be added to certain areas to track number of visitors
- Number of 'hits' to be included on invoicing of postings on Position Place to provide a feedback to clients using the service
- Information needs to be updated on the website
- Development of FAQ sheets
- Comment that committee for review of the website layout and function may be needed
- CTI/Cronus (GRANT) offer for hosting
 - if CTI can provide certain features and functionality, then possibly move websites over
 - If no, then come up with new DNS/URL.
 - Suggestions include cphi.ca, environmentalhealth.ca or environmentalpublichealth.ca
 - Option to forward from portal.ciphi.ca to actual site should this be the option chosen
- Career Path
 - See report for discussion
- Discontent on forum

P PHAN to speak with M LEBLANC about technical specifications

P PHAN to send out website address to NCCEH

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	<ul style="list-style-type: none"> o No lockdown or restrictions as long as discussion is not derogatory • Defer decision concerning strategic visioning and planning to post-conference NEC meeting in July 2008 	
6.00	Board of Certification Structure (C KURZAC)	
	<p>Discussed on February 23, 2008</p> <ul style="list-style-type: none"> • Regulation Review <ul style="list-style-type: none"> o Meeting Costs <ul style="list-style-type: none"> ▪ Meeting expenses to be moved from Regulation to policy o Quorum <ul style="list-style-type: none"> ▪ Change to 7 o 16 – Change to Branch Executive o Representation of Employer/School Groups o Revise 19 to include ‘establishment of ad hoc advisory committees at the discretion of the Board’ o Grammar and spelling check to be done • Allow for transition period to January 2009 	<p>ALL to nominate and/or ratify Branch Reps to the BOC through their respective Branch Executives.</p> <p>A THOMAS to revise and re-circulate discussion paper and Regulation to NEC</p> <p>ALL to draft documentation of expectations of Branch Reps to the BOC, including provincial reps.</p>
7.00	Update on Bow Valley College EPH Tech (Janet HYDE)	
	<p>Discussed on February 23, 2008</p> <ul style="list-style-type: none"> • Handout of presentation provided • Project now moving into Phase 2 with funding requests made to Alberta Employment, Immigration and Industry • Aiming for 3 Health Regions participating (slide 9) in development of job descriptions <ul style="list-style-type: none"> o Chinook Health (Lethbridge, AB) currently working with Bow Valley College o other sites may include Calgary, Vancouver Coastal Health, or somewhere Northern/less urban • Alternative career paths <ul style="list-style-type: none"> o Discussion held with Concordia University College of Alberta o Foresee safety and/or environmental type work • Work should be finished sometime around July 2008 • Abiogenesis suggests a high level of industry support for the position in the final report. 	<p>ABIogenesis to forward project update to Branch Presidents for dissemination</p>

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	<ul style="list-style-type: none"> • Further exploration needed <ul style="list-style-type: none"> ○ Need to address concerns of industry ○ Pilot position in w. Canada <ul style="list-style-type: none"> ▪ Could be funded ▪ Assess and evaluate • Applied to Alberta Advanced Education for offering of diploma <ul style="list-style-type: none"> ○ Application in January 2008 ○ Funding proposal for an online curriculum • Questions <ul style="list-style-type: none"> ○ What next for CIPHI and its members? <ul style="list-style-type: none"> ▪ Information sent out? From CIPHI? From consultant? <ul style="list-style-type: none"> • Update needed for members • Abiogenesis to provide update to NEC for dissemination ○ Letters of support requested <ul style="list-style-type: none"> ▪ Abiogenesis will be writing a letter ▪ Two letters requested from CIPHI. Those present indicated reluctance to offer letters and suggested Branch Presidents take back to their respective Branches for further discussion. ▪ Letters don't need to make strong statements. Can simply indicate that CIPHI has been involved and observed the process and feels the process has been thorough and we'd be in support of a pilot <ul style="list-style-type: none"> • ghost-writing offered by consultant • Articulation agreements with other schools in AB <ul style="list-style-type: none"> ○ First Nations University College (Regina, SK), Red Crow College (Cardston, AB) ○ No discussion yet with BCIT (future step) • Advisory committee recommends a laddering opportunity • Suggest FAQ and other information posted to the web 	<p>ALL to discuss letters of support</p> <p>G O'TOOLE to draft FAQ. R BRADBURY to forward current documents to NEC and A THOMAS.</p>
8.00	Business Arising	
8.01	CIPHI National newsletter (SOKOLOWSKI, MCINTOSH)	R SOKOLOWSKI to contact V MAH
	<ul style="list-style-type: none"> • Closing date to be added... 'until filled' 	R SOKOLOWSKI and D

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	<ul style="list-style-type: none"> • Remove apply by date... • Check with Victor for okay to contact for technical issues • Distribution through website and Branch distribution networks 	MCINTOSH to finalize
8.02	<p>PHAC Contribution (C KURZAC)</p> <ul style="list-style-type: none"> • Funding approved • Meeting for Working/Steering Committees set for March 2008 to come out of this funding • Increased paperwork • CIPHI advanced the funding for operation costs, which will be replenished with funding • 267k to be spent before fiscal year-end • Projecting costs to be \$65,000 for Discipline-specific Competencies activities, \$162,000 for database and training, \$30,000 for Competencies project manager, \$10,000 for legal review. No costs for translation have been factored in yet, although amendments can be made to the grant proposal • Costs from this NEC meeting covered from this funding • Clarification requested of wording of funding <ul style="list-style-type: none"> ○ Can costs for St. John's meetings surrounding Competencies (NEC/BOC meetings) be covered? ○ Registration? ○ Hotel costs? • Database (A GRANT) <ul style="list-style-type: none"> ○ CTI project proceeding ○ System has been upgraded, so costs may slightly go up ○ Technical requirements are being redrafted in light of the upgrade ○ Online payment company to be contacted for pricing of accepting online payments ○ March 10, 2008 set for testing, March 7 teleconference a possibility as a preliminary training session ○ Testing script requested, but may not be provided ○ Translation required ○ BOC Marking module is extra \$20,000 <ul style="list-style-type: none"> ▪ Not critical, which could be pushed back to June/July 	C KURZAC to circulate funding agreement to ALL

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	<ul style="list-style-type: none"> o Conferencing module may also be put off temporarily 	
8.3	<p>Scope of Practice (D JOHNSON)</p> <ul style="list-style-type: none"> • Preamble to be drafted 	D JOHNSON to complete drafting
8.4	<p>Privacy Policy (D JOHNSON)</p> <ul style="list-style-type: none"> • No changes required. <p>MOTION: Motion to adopt policy as National Operational Policy #2. D JOHNSON/G O'TOOLE. All in favour. Carried.</p>	P PHAN add signatures
8.5	<p>AEC Hosting Agreement (R BRADBURY, D MCINTOSH)</p> <ul style="list-style-type: none"> • Working on it 	R BRADBURY, D MCINTOSH to work on draft
8.6	<p>CIPHI Committees Terms of Reference (ToR) (C KURZAC)</p> <ul style="list-style-type: none"> • Terms of Reference need to drafted for all committees 	<p>C KURZAC to circulate existing ToR</p> <p>K CROSS and R TAKI to find/develop ToR for NEC reps to BOC</p> <p>ALL to develop ToR if don't exist</p> <p>R BRADBURY to email D SARGENT for possible past work on ToR for NEC committees</p>
8.7	<p>Code of Ethics on the web (C KURZAC)</p> <ul style="list-style-type: none"> • Working on it 	P PHAN to make pretty and send to M LEBLANC as soon as possible
8.8	<p>CIPHI Card stationery (R SOKOLOWSKI)</p> <ul style="list-style-type: none"> • Clarification requested on purpose and design • Would like to see no colour, embossed seal with onion skin insert • Alternate option <ul style="list-style-type: none"> o Stock card (high-quality) with logo on insert • Costs explored <p>MOTION: Motion to proceed with order for 500 cards from ON printer quote. R BRADBURY/J EGELER. All in favour. Carried.</p> <p>MOTION: Motion to adjourn. P PHAN/K CROSS. All in favour. Carried.</p> <p>Meeting adjourned @ 16:45, 22-Feb-08</p>	A GRANT to follow-up

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	Meeting reconvened @ 8:42, 23-Feb-08	
8.9	Life member award protocol (C KURZAC) <ul style="list-style-type: none"> Policy #1E re-adopted with revisions 	CLOSED
8.10	Sabbatical exchange (G O'TOOLE, C KURZAC) <ul style="list-style-type: none"> Approval for Brian Johnston to go to New Orleans Add when benefits will be provided to document Add 'maybe at your own expense' <p>MOTION: Motion that BRIAN JOHNSTON be approved for the CIPHI/NEHA sabbatical exchange with appropriate expenses reimbursed by CIPHI/NEHA. G O'TOOLE/K CROSS. All in favour. Carried.</p>	G O'TOOLE to review and update form to reflect changes R BRADBURY to follow-up with NEHA to confirm funding
8.11	Office transition (C KURZAC) <ul style="list-style-type: none"> Bumps in the road If issues should arise, Presidents are asked to contact the office directly. Time is needed to develop the infrastructure Database training will be an upcoming issue Possible registration services for AEC 2009, maybe 2010 Nothing precludes CIPHI from pursuing an Executive Director during the tenure of any commitment to MPS <ul style="list-style-type: none"> MPS can facilitate transition No current indication of length of commitment to MPS Executive Suites Discussion <ul style="list-style-type: none"> Suggest at least until December 31, 2011 Currently working month-to-month Suggest adding conference registration to contract <p>MOTION: Motion for the formalization of service agreement with MPS Executive Suites to continue onto December 31, 2011. R BRADBURY/A GRANT. All in favour. Carried.</p>	
8.12	Parliamentarian training (J EGELER) <ul style="list-style-type: none"> J EGELER spoke with National Parliamentarian Association about training during NL conference. Services being provided by their contact may not be exactly what we're looking for. Can hire a registered parliamentarian for attendance to a meeting (e.g. AGM 2008). 	J EGELER to source out cost for NL

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	<ul style="list-style-type: none"> Suggest training 4 or 5 in-house parliamentarians across Canada 	
8.13	<p>People to People Citizen Ambassador (C KURZAC)</p> <ul style="list-style-type: none"> Invited to submit the name of a person to lead a delegate Submitted CV and name of R BRADBURY Have not heard a response 	C KURZAC to follow-up with People to People organization
8.14	<p>EPH Week update (J EGELER)</p> <ul style="list-style-type: none"> Formal report will be submitted for July 2008 AGM Most Branches were involved TV, displays, etc. were done Difficulties in development of the news release for media uptake <ul style="list-style-type: none"> Helpful to give some consideration for EPH Week 2009 Review of poster design for next year Ensure Special Projects Coordinator receives feedback and instructions earlier 	
8.15	<p>Quebec Branch update (C KURZAC)</p> <ul style="list-style-type: none"> Discussion with R DUGUAY M LAPOINTE (NEC rep) to participate in a meeting Foundation for Quebec Branch being laid 	
8.16	<p>EPH Ethics workshop (C KURZAC)</p> <ul style="list-style-type: none"> Possible to try and partner with a Branch Revenue-generation endeavour? Identify possible speakers <ul style="list-style-type: none"> Informal discussion with Royal Roads Calgary Health Region internal programs BCIT program Concordia program Suggest after Kananaskis Requires a run-up timeframe Development of RFP for construction of an ethics course? 	<p>J EGELER to discuss with Royal Roads College</p> <p>P PHAN to develop RFP for deliverables for ethics course in Fall 2009.</p>
8.17	<p>NS payroll deduction (C KURZAC)</p>	C KURZAC to ask MPS to

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	<ul style="list-style-type: none"> Still not settled and is an issue for NS/PEI Branch Work continues to resolve 	assist in follow up
8.18	Position place ad increase (C KURZAC) <ul style="list-style-type: none"> Voted to increase ad pricing Hasn't happened yet. Waiting for information to be posted about the change 	R BRADBURY to develop information for posting
9.0 New Business		
9.1	AEC 2007 (C KURZAC) <ul style="list-style-type: none"> Letter received from Conference Committee chairs indicating profit was 109k and books were now closed 	
9.2	AEC 2008 (D JOHNSON) <ul style="list-style-type: none"> Update provided Suggest addition of leadership/management Discipline-specific competencies meeting possible, perhaps workshop type setting 	
9.3	AEC 2009 (R BRADBURY) <ul style="list-style-type: none"> Committee created Sponsorship package developed Advertising to be started soon <ul style="list-style-type: none"> Booth in St. John's Branch newsletters NEHA Events have been tentatively set Registration <ul style="list-style-type: none"> Possible use of MPS for these services 	
9.4	EPH career info (C KURZAC) <ul style="list-style-type: none"> fact sheets and information overlaps with the BOC creation of BOC and NEC <i>ad hoc</i> committee to identify materials/resources for career information to be posted 	
9.5	Enquiries to the CIPHI office (C KURZAC) <ul style="list-style-type: none"> Don't forward less than professional correspondence to office, instead 	

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	contact them directly	
9.6	Deadline to file nominations <ul style="list-style-type: none"> Filing deadline: April 24, 2008 Notice to member: May 20, 2008 	
9.7	Nomination and notices of motion <ul style="list-style-type: none"> National President Elect President Elect <p>< D JOHNSON left the meeting ></p>	<p>C KURZAC to send P PHAN existing nomination form</p> <p>P PHAN to revise nomination form</p>
9.8	Meeting schedule <ul style="list-style-type: none"> See Agenda <p>< D MCINTOSH and G O'TOOLE left the meeting ></p>	<p>C KURZAC to follow up with MPS to arrange Minute-taker for AEC 2008</p>
9.9	Legal Opinion <ul style="list-style-type: none"> Ask Harrison Pensa LLP to review 	<p>C KURZAC to distribute AGM minutes.</p> <p>A GRANT to follow-up with Harrison Pensa LLP and ensure review of AGM procedures is billed as a separate invoice.</p>
9.10	Membership Card (C KURZAC) <ul style="list-style-type: none"> Previously, receipt and membership card sent to members upon receipt of application and fee Members have called about missing cards For now, no membership cards will be sent out Issue will not be revisited unless demand increases greatly for such a card 	
9.11	Facilitator for meeting of Steering Committee for Discipline-specific Competencies Meeting for March 2008 <p>< R BRADBURY excused himself from the meeting ></p> <ul style="list-style-type: none"> R BRADBURY did an excellent job in the last session <p>MOTION: Motion to contract and reimburse R BRADBURY, \$700 per day plus applicable expenses, to facilitate the March 2008 Steering Committee for Discipline-Specific Competencies. A GRANT/K CROSS. All in favour. P PHAN abstains. Carried.</p> <p>< R BRADBURY returned to the meeting ></p>	<p>C KURZAC to draft contract and follow-up with R BRADBURY</p>

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9.12	<p>Policies (P PHAN)</p> <ul style="list-style-type: none"> • Electronic binder and hard copy binder to be maintained with up-to-date policies • Word version and PDF version to be sent to National Office once approved by NEC • Award Policy <ul style="list-style-type: none"> ○ Closed • Privacy policy <ul style="list-style-type: none"> ○ Closed • Policies still to be unapproved <ul style="list-style-type: none"> ○ Logo use policy <ul style="list-style-type: none"> ▪ Add graphic use of AEC logos ○ Benefits policy <p>MOTION: Motion to approve as National Operational Policy #3. J EGELER/K CROSS. All in favour. Carried.</p> <ul style="list-style-type: none"> ○ Expense claim policy ○ Records management policy <p>MOTION: Motion to approve as National Operational Policy #4. R BRADBURY/R SOKOLOWSKI. All in favour. Carried.</p> 	<p>P PHAN to re-circulate Logo Use Policy</p> <p>FINANCE COMMITTEE to review, format and circulate Expense Claim Policy</p>
9.13	<p>Merchandise (R SOKOLOWSKI)</p> <ul style="list-style-type: none"> • G O'TOOLE is committee chair • Inventory <ul style="list-style-type: none"> ○ Totebags, golf balls, travel mugs, fleece tops, t-shirts, corkscrews, key chains, golf shirts • Unlikely that more inventory is needed, but R SOKOLOWSKI will follow-up with G O'TOOLE • Give aways? <ul style="list-style-type: none"> ○ Need to get something 	<p>R SOKOLOWSKI to follow-up</p> <p>R BRADBURY and J EGELER to send promotional item catalogues to R SOKOLOWSKI</p>
9.14	<p>EPH Video (K CROSS)</p> <ul style="list-style-type: none"> • EHFC teleconference to discuss • Someone was to contact the National Film Board • J EGELER has spoken with a known associate at NFB and highly recommends the project be brought forward 	

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9.15	<p>Translation (G O'TOOLE)</p> <ul style="list-style-type: none"> • Still an outstanding issue • PHAC monies may be available for service • BOC Expert panel is tasked with translation of questions 	
9.16	<p>CPHA Halifax 1-4 June 2008 (KURZAC)</p> <ul style="list-style-type: none"> • PHAC requested CIPHI to do joint presentation to update DSC progress • Abstract submitted • Response has been received 	
9.17	<p>Approval of appointments to the Board of Certification (KURZAC)</p> <ul style="list-style-type: none"> • Kathy Conlon, ON <p>MOTION: Motion to approve the appointment of Cathy Conlon to the Board of Certification. R BRADBURY/A GRANT. All in favour. Carried.</p>	
9.18	<p>Reminder to renew membership (KURZAC)</p> <ul style="list-style-type: none"> • C KURZAC gently reminded all NEC members to renew their memberships 	C KURZAC to remind A THOMAS to remind BOC members to renew membership as well
9.19	<p>Conference bids (KURZAC)</p> <ul style="list-style-type: none"> • 2011 – Nova Scotia expressed interest. Bid package to be developed and submitted. • 2012 – SK expressed interest • 2013 – MB expressed interest 	
9.20	<p>Royal Roads College (KURZAC)</p> <ul style="list-style-type: none"> • Will make an appearance at upcoming BC Branch education workshop/conference • Request for signing of MOU between CIPHI and College indicating that CIPHI recognizes their programs as filling a need within EPH. <p>MOTION: Motion to draft and sign a Memorandum of Understanding (MOU) with Royal Roads indicating that CIPHI recognizes the programs at Royal Roads fills a need within the field of Environmental Public Health. R BRADBURY/A GRANT... All opposed. Defeated.</p>	R BRADBURY to follow-up with Dr. K ZACHARIASEN (University of Alberta) for possible leadership course for NEC and interested BOC members.
9.21	<p>Award Nominations (R BRADBURY)</p> <ul style="list-style-type: none"> • Nomination forms have been sent out for distribution • Reminder to all members of deadline 	P PHAN to contact D JOHNSON to confirm Lifetime Member Award procedure

ITEM	DETAILS	ACTION(S)
9.22	Online FOODSAFE Certificate <ul style="list-style-type: none">BC Branch approached by BCCDC to discuss possibility of being administration body of online certificates for out-of-province certificatesA concern would be with the course being watered down to cater to an on-line audienceNo other concerns noted from NECBC Branch is free to pursue opportunity as they see fit	
9.23	TrainCan Inc. <ul style="list-style-type: none">Suggest development of a speakers list for topics such as water, food, etc.Suggest sending letter to confirm the working relationship and indicate our desire to work together to provide appropriate speakers.	C KURZAC to draft letter and send to TrainCAN
9.24	Financials <ul style="list-style-type: none">2006 still being worked onWill be circulated when complete2007 still to be worked on	J EGELER and C KURZAC to continue follow-up
9.25	Reports <ul style="list-style-type: none">C KURZAC reminds all NEC members to prepare reports in preparation of 2008 AGM <p>MOTION: Motion to pay bills. R BRADBURY/A GRANT. All in favour. Carried.</p>	
10.0	Adjournment <p>MOTION: Motion to adjourn. A GRANT/R SOKOLOWSKI. All in favour. Carried.</p>	

Prepared by Phi Phan, President, CIPHI Alberta

Approved July 18, 2008